



City of Bunbury Council

Notice of Meeting and Agenda 4 February 2025



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

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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, 4 February 2025 at 5.30pm.



Alan Ferris
Chief Executive Officer
(Date of Issue: 30 January 2025)

Agenda 4 February 2025

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

Council Members:

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

1. Declaration of Opening / Announcements of Visitors

2. Disclaimer

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

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

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

Copyright

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

Recording and Webstreaming of Meetings

- All Ordinary and Special Council Meetings are electronically recorded in accordance with Section 5.23A of the *Local Government Act 1995*.
- 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> or <https://www.youtube.com/@CityofBunbury>.
- Recordings can be accessed at <https://www.youtube.com/@CityofBunbury>
- 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	Part B
			Fin	Prox
			Imp	Trivial
State the Nature of Your Interest – if you have ticked Part C above outline why you consider your interest to be trivial/insignificant	Item No.	Nature of Interest/Reason for Interest to be Trivial		
			
			
			
Signature:			

6. Public Question Time

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

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

6.1 Public Question Time

6.2 Responses to Public Questions Taken 'On Notice'

At the Ordinary Council Meeting held 10 December 2024, a question from Floyd Colton was taken on notice and is now presented below with a response from the Chief Executive Officer.

Question

Could the Council please look into offering medicine blister pack recycling?

Response

The City recognises the need for a recycling program for blister packs. Bin audits show that blister packs often contaminate recycling bins. Since blister packs are made of different materials, including plastic and aluminium, they cannot be recycled through kerbside recycling.

There are two companies that provide this recycling service, but there is a cost to participate. To ensure a Circular Economy, the responsibility for the cost of the recycling program should lie with the companies producing or selling the product. Therefore, the best option would be for residents to write to their local pharmacies and request they join a recycling program. The City will also contact local pharmacies and encourage them to participate in this service.

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 10 December 2024 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 10 December 2024 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

7.1.2 Minutes – Council Advisory Committees

Nil

7.1.3 Minutes – Annual General Meeting of Electors

The minutes of the Annual General Meeting of Electors held 17 December 2024 have been circulated.

Recommendation

The minutes of the Annual General Meeting of Electors held 17 December 2024 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

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

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

8.2 Presentations

8.3 Deputations

8.4 Council Delegates' Reports

8.5 Conference Delegates' Reports

9. Method of Dealing with Agenda Business

10. Reports

10.1 Recommendations from Advisory Committees

Nil

10.2 Chief Executive Officer Reports

Nil

10.3 Director Corporate and Community

10.3.1 City of Bunbury Draft Bush Fire Brigades Amendment Local Law 2024

File Ref:	COB/5421
Applicant/Proponent:	Internal
Responsible Officer:	Mark Allies, Team Leader Rangers and Emergency Management Maureen Keegan, Senior Governance Officer
Responsible Manager:	Sarah Upton, Manager Community Wellbeing Greg Golinski, Manager Governance and Integrated Planning
Executive:	Andrew McRobert, Director Sustainable Development Karin Strachan, Director Strategy and Organisation Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.3.1-A: Draft City of Bunbury Bush Fire Brigades Amendment Local Law 2024

Summary

The purpose of this item is for Council to adopt the draft Bush Fire Brigades Amendment Local Law 2024 following undertakings requested by the Joint Standing Committee on Delegated Legislation (JSCDL) and committed to by Council at its 4 November 2024 meeting.

A copy of the proposed amendment local law is at Appendix 10.3.1-A

Executive Recommendation

That Council agrees to give public notice of its intention to make the City of Bunbury Bushfire Brigades Local Law 2024, in accordance with section 3.12 of the *Local Government Act 1995*.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

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

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

Background

The Joint Standing Committee on Delegated Legislation requested the City make a number of undertakings in relation to the City of Bunbury Bush Fire Brigades Local Law 2024 following its gazettal on 28 October 2024.

Council considered and accepted these undertaking at its 4 November 2024 meeting.

Amendments have been made to the local law including the deletion of parts 7,8, and 9, as well as a complete replacement of Schedule 2. The amended local law now aligns more closely with WALGA Bush Fire Brigade Local Law template.

Council Policy Compliance

N/A

Legislative Compliance

Section 3.12 of the *Local Government Act 1995* outlines the local law process.

Officer Comments

The **purpose** of the proposed local law is to amend the exiting Bush Fire Brigades Local Law 2024 in line with undertakings provided to the Joint Standing Committee on Delegated Legislation by Council on 4 November 2024.

The **effect** of the proposed local law is the ability for the City to continue to apply a Bush Fire Brigades Local Law without it being disallowed by the Joint Standing Committee on Delegated Legislation.

Analysis of Financial and Budget Implications

Gazettal and advertising costs will be accommodated in the 2024/2025 budget.

Councillor/Officer Consultation

The amendment local law has been drafted in line with the undertakings provided to the Joint Standing Committee on Delegated Legislation by Council on 4 November 2024.

Timeline: Council Decision Implementation

Pending Council endorsement of the Executive Recommendation, advertising of the draft amendment local law will commence immediately for a period 42 days after which the local law with any further public submission amendment will present to 8 April 2025 Council Meeting.

**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995
CITY OF BUNBURY
BUSH FIRE BRIGADES AMENDMENT LOCAL LAW**

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

1. Citation and Application

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

2. Commencement

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

3. Principal Local Law amended

This local law amends the *City of Bunbury Bush Fire Brigades Local Law 2024* as published in the *Government Gazette* on 29 August 2024.

4. Clause 1.1 amended

In clause 1.1 delete the words “(This local law may be cited as the City of Bunbury Bush Fire Brigades Local Law 2024” and replace with “This local law may be cited as the *City of Bunbury Bush Fire Brigades Amendment Local Law 2024*”.

5. Clause 1.4 amended

1. In clause 1.4(1) in the definition of Brigade, delete the words “Brigade” and replace with “*brigade*”.
2. In clause 1.4(2)(h), delete the word “a Secretary/Treasurer combined.” and replace with “a Secretary/Treasurer combined”.
3. In clause 1.4(2) delete the word “Means” and replace with “means”.

6. Clause 3.2 amended

In clause 3.2 delete the word “Regulations” replace with “Regulations,”.

7. Clause 3.3, 3.5, 3.5, 3.5, 3.12, 6.1, 6.1 amended

In clauses 3.3, 3.5(a), 3.5(c), 3.5(d), 3.12, 6.1(1), 6.1(2), delete the word “bush fire Brigade” and replace with “bush fire brigades”.

8. Clause 3.5 amended

In clause 3.5(b) delete the word “bridges” and replace with “brigades”.

9. Clause 4.2 amended

In clause 4.2 delete the text “A,” at the end of the clause.

10. Clause 4.3 amended

1. In clause 4.3(a) replace “Are to” with “are to”.
2. In clause 4.3(b) replace “Required” with “required”.
3. In clause 4.3(c) replace “Expected” with “expected”.

4. In clause 4.3(d) replace "Can" with "can".
5. In clause 4.3(e) replace "Required" with "required".
6. In clause 4.3 (f) replace "Responsible" with "responsible".
7. In clause 4.3(d) delete the full stop "." and replace with a semi colon ";".
8. In clause 4.3 Replace the word "Brigade" and replace with "brigade".

11. Clause 4.4 amended

In clause 4.4 delete the word "Brigade" and replace with "brigade".

12 Clause 4.5 amended

1. In clause 4.5(1)(a) replace "To" with "to".
2. In clause 4.5(1)(a) replace "Has" with "has".
3. In clause 4.5(1)(c) replace "The Brigade's" with "the brigade's".
4. In clause 4.5(2)(a) replace "The" with "the".
5. In clause 4.5(2)(b) replace "Has" with "has".
6. In clause 4.5(2)(c) replace "The Brigade's" with "the brigade's".
7. In clause 4.5(1) Replace the word "Cade" with "Cadet".
8. In clause 4.5(2) Replace the word "Brigade" with the word "brigade".

13 Amend Parts 7, 8, 9

Delete Parts 7, 8 & 9.

14. Amend the First Schedule Rules Governing the Operation of the Bush Fire Brigade

Delete "First Schedule - Rules Governing the Operation of Bush Fire Brigade" and replace with

"FIRST SCHEDULE RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES PART 1 – PRELIMINARY

1.1 Interpretation

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

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

"absolute majority" means a majority of more than 50% of the number of:

- (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
- (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.

"Committee" means the Committee of the bush fire brigade;

"local law" means the City of Bunbury Bush Fire Brigades Amendment Local Law; and

"normal brigade activities" is defined by section 35A of the Act

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary or Brigade Officer.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

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

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

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

2.9 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Duties Of Captain

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.2 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.3 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

3.4 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.5 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.6 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members
 - i) a nomination for Brigade Officer & Office Bearer position is to be accompanied by a completed nomination form in the form in Appendix 1;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post; or
 - (iii) facsimile transmission;
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's transmission report.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy.”

Dated:[DATE]

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

_____ JAYSEN MIGUEL, Mayor.

_____ ALAN FERRIS, Chief Executive Officer.

10.3.2 2025 City of Bunbury Council and Mayoral Election

File Ref:	COB/6032
Applicant/Proponent:	Internal Report
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 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 10.3.2-A: Cost estimate from WAEC

Summary

The City of Bunbury has conducted its ordinary elections via postal vote since 1997. The purpose of this report is for Council to consider appointing the Western Australian Electoral Commissioner to be responsible for the conduct of the 2025 City of Bunbury Mayoral and Council elections.

Executive Recommendation

That Council:

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary elections together with any other elections or polls which may be required.
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

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
Action	Conduct Mayoral and Council Elections

Regional Impact Statement

N/A

Background

Correspondence has been received from the WA Electoral Commission (WAEC) seeking a Council decision as to whether the City of Bunbury wishes to conduct its 2025 ordinary elections as a postal election. The *Local Government Act 1995* does not make provision for postal elections to be carried out by anyone other than the Western Australian Electoral Commissioner.

The City first engaged the WAEC to conduct a postal election in 1997 and has used postal voting for every ordinary election thereafter.

Council Policy Compliance

There is no Council policy applicable to this matter. As the decision to appoint the Electoral Commissioner as being responsible for the conduct of an election must be by an Absolute Majority, Council cannot form a policy position in this regard for Officers to implement outside of Council’s formal decision-making processes.

Legislative Compliance

Sections 4.20(4) and 4.61(2) of the *Local Government Act 1995* apply.

Officer Comments

Since being introduced as part of the proclamation of the “new” *Local Government Act* in 1995, postal elections have become increasingly popular with local governments throughout the State, largely due to increased voter turnout and participation figures.

As an example, the voter participation rate for the 2023, 2021, 2019, 2017, 2015, 2013, and 2011 City of Bunbury ordinary elections was 26.21%, 34.47%, 28.55%, 35.10%, 29.2%, 35.5%, and 31.1% respectively. The last two in-person ordinary elections held prior to 1997 attracted participation rates of approximately 11% for each. Further, in 2006 and 2008 Extraordinary Elections were held that were conducted as in person elections, where the voter turnout was 1.8% and 2.3% respectively.

Postal voting has been used in Bunbury for ordinary elections since 1997, with little evidence of complaint from members of the public, as well as a significantly higher voter participation.

Postal voting is more user-friendly than in-person elections, where electors receive their ballot papers well in advance of Election Day, and can return them via post, which is of great benefit to those who work on Saturdays and those who are otherwise unable to attend in person.

Analysis of Financial and Budget Implications

The WAEC has estimated the cost to hold the 2025 City of Bunbury election via postal vote to be approximately \$141,437 (see Appendix 10.3.2-A).

Provision will need to be considered as part of 2025/26 budget deliberations.

Community Consultation

Nil

Councillor/Officer Consultation

Nil

Timeline: Council Decision Implementation

The WAEC will be advised of Council’s decision in this regard immediately.



Mr Alan Ferris
Chief Executive Officer
City of Bunbury
4 Stephen Street
BUNBURY WA 6230

Dear Mr Ferris,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$141,437 (ex GST).

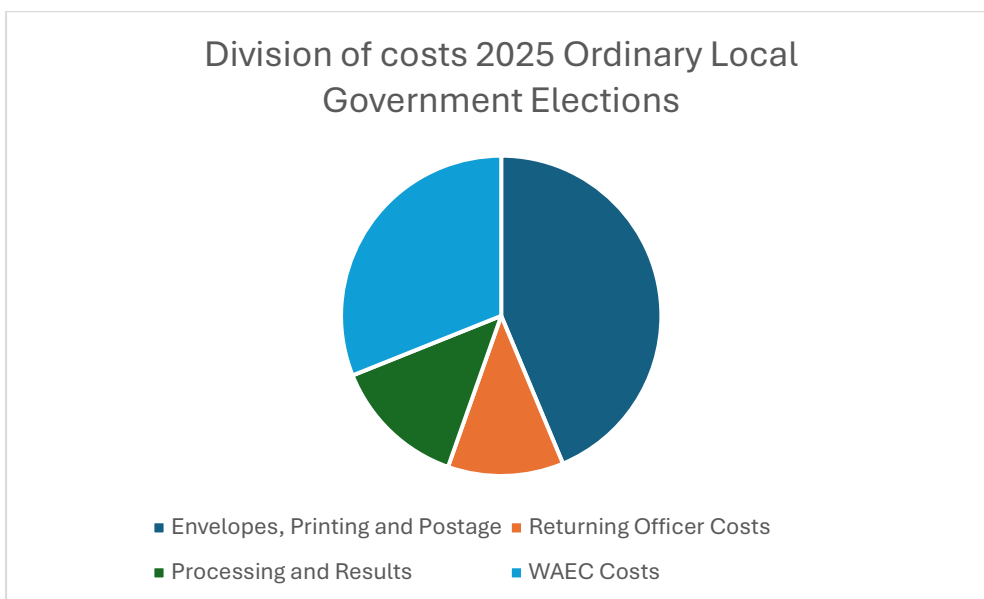
This cost has been based on the following assumptions:

- The method of election will be postal;
- 4 Councillor(s) and 1 Mayor vacancies;
- 24800 electors;
- response rate of approximately 35%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au .

Yours sincerely,



Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024

10.3.3 CEO Key Performance Indicator 10: Performance – Financial Sustainability Options

File Ref:	COB/6563
Applicant/Proponent:	Internal
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3.3-A Optimisation Options

Summary

The CEO Key Performance Indicator 10: Performance – Financial Sustainability Options is to 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.

This report provides an update on the City’s progress toward achieving this KPI for the period ending 31 December 2024.

Executive Recommendation

That Council notes the progress of achieving the CEO KPI 10: Performance – Financial Sustainability Options for the period ending 31 December 2024 as presented in this report.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil

Background

The Financial Sustainability Options KPI is to develop a sustainable financial planning approach aimed at balancing growth, efficiency, and affordability to serve the community effectively through the identification and exploration of effective strategic options.

Options to be considered include:

- **Revenue Growth Options:** viable revenue enhancements such as rate optimisation, diversifying income sources, exploring grants, partnerships etc.
- **Expenditure Scenarios:** presenting scenarios for expenditure allocation ensuring prioritisation of essential services.

- **Efficiency Proposals:** identify areas for cost reduction, resource optimisation, process streamlining, etc,
- **Affordability Assessment:** assess the impact of the proposed option on affordability for the residents and the City’s business.

Council Policy Compliance

No Council Policy applies in this instance.

Legislative Compliance

No Legislative Compliance applies in this instance.

Officer Comments

To date, the City has identified the options listed in appendix 10.3.3-A to achieve the KPI objectives.

Work will continue to:

- identify further options.
- refine those already identified.
- quantify the financial savings, time savings or quality enhancements achieved.

A final report to 30 June 2025 will be presented back to Council later this year.

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 this report.

Appendix 10.3.3-A

Table 1: Optimisation Options

Title	Details	Implementation Date	Progress	Anticipated Benefit / Savings	Directorate(s)	Department(s)
Grants Funding - Alcoa	USD\$490K over 3 years to establish a NAP independent art space.	Over the next 3 years	Started	USD\$490,000 (Approx AUD \$790,000)	Corporate & Community	Finance Community Connection
Grants Funding - Hands Oval	Department of Primary Industries and Regional Development \$5.723M for Hands Oval infrastructure upgrades over 3 years.	Over 3 years	Started	\$5,723,000	Corporate & Community Infrastructure	Finance Communication & Place Activation Projects & Asset Management
Land Sales	Registration of Interest approved at Council Meeting 15 October 2024 <ul style="list-style-type: none"> - Site 1: Lot 211 & 501 Holywell Street, South Bunbury - Site 2: Lot 330 Ocean Drive, Bunbury - Site 3: Lot 66 Ocean Drive, Bunbury - Site 4: Lot 497 Ocean Drive, Bunbury 	2024/25	Started	TBC	Corporate & Community Sustainable Communities	Finance Economic Development
Land Sales	Lot 301 Fielder Street, South Bunbury.	2024/25	Complete	\$530K + \$1522 in rates p/a	Corporate & Community Sustainable Communities	Finance Economic Development
Land Sales	11 Nyabing Way, Withers .	2024/25	Complete	\$220K + \$1522 in rates p/a	Corporate & Community Sustainable Communities	Finance Economic Development
Storm Recovery Funding	The City has applied for funding from the Federal/State Governments for the reimbursement of eligible expenditure associated from the two storm events in May 2024.	2024/25	Started	\$1.2M	Corporate & Community Infrastructure	Finance Communication & Place Activation Projects & Asset Management
Leasing of car park sites	Granting WA Country Health Services South West a lease over portion Lot 3001 on Deposited Plan 43554 "Hay Park", for a term of three (3) years, at \$25,000 per annum for car parking.	Over 3 years	Started	\$75K	Corporate & Community Sustainable Communities	Finance Economic Development

Appendix 10.3.3-A

Title	Details	Implementation Date	Progress	Anticipated Benefit / Savings	Directorate(s)	Department(s)
Reassessment of car parking charges	Currently being reviewed.	2024/25	Not started	TBC	Corporate & Community Sustainable Communities	Finance Community Wellbeing
Rate Optimisation	New Gross Rental Values (GRV) will apply from 1 July 2025. The City will be modelling the new GRV's to identify opportunities to maximise rates yield.	2024/25	Not started	TBC	Corporate & Community	Finance
Commercial Waste Service closure	Waste operations resources to be redirected to CBD cleaning crews. Reduced capital and ongoing operational fleet costs resulting from the sale of the second rear loader truck that will not be replaced.	2024/25	Started	\$400K	Corporate & Community Infrastructure	Finance Waste Operations & Infrastructure Business Services
Traffic Management	Traffic management contracts to be reviewed to determine if savings can be created by bringing this service in-house.	2024/25	Not started	TBC	Corporate & Community Infrastructure	Finance Infrastructure Maintenance Services
Wildlife Park options	Determine Wildlife Park options.	2024/25	Started	TBC	Sustainable Communities	Community Facilities
Reduction in legal costs	Reduction in legal costs as a result of better clarity, accountability and performance across the business.	2024/25	Not started	TBC	COB & Council	COB & Council
Staff savings by allocating costs against projects or grant funds	Staff savings by allocating costs against projects or grant funds.	2024/25	Not started	TBC	Corporate & Community	Finance
Review of operational budgets	Review of operational budgets to identify savings.	2025/26	Started	TBC	Corporate & Community	Finance
Timesheets and leave forms on-line	Timesheets and leave forms on-line resulting in time savings.	2024/25	Business as usual	5715 hours per annum	Corporate & Community	Finance People & Safety Information Services
CX Portal	Operational efficiencies gained from the CX Portal.	2024/25	Business as usual	TBC	All	All

Appendix 10.3.3-A

Title	Details	Implementation Date	Progress	Anticipated Benefit / Savings	Directorate(s)	Department(s)
Elected Member Portal	Operational efficiencies gained from the Elected Member Portal.	2024/25	Business as usual	TBC	Corporate & Community	Information Services Governance & Integrated Planning
Use of AI throughout the organisation	Encouraging the safe use of AI throughout the organisation to assist staff to perform their tasks more efficiently, e.g. reducing the time to produce reports etc.	2024/25	Started	TBC	Corporate & Community	Information Services
Land Sales/Lease	Lot 101 McCombe Road, Davenport Lot 103 Gibson Road, Davenport. We have serious interest in these two industrial lots which could result in substantial funds (to be determined). (Andrew McRobert, 12/12/24).	2024/25	Started	TBC	Corporate & Community Sustainable Communities	Finance Economic Development
Review of commercial, non-residential and multi-unit dwelling waste service charges	In alignment with the removal of commercial waste services, an audit of the non-residential and multi-unit dwellings is identifying ASNs that receive waste services but are not currently rated or are incorrectly rated for the service.	2024/25	Started	TBC	Corporate & Community Infrastructure	Finance Waste Operations & Infrastructure Business Services
Application of true cost of waste services	A review of the true cost of providing waste services for non-City of Bunbury events and service requests such as sweeping has resulted in the fees and charges being increased significantly for these services provided to commercial businesses. Applying a true cost of service rate will correctly reflect the cost to the City to provide the service and align with market expectations. Note: Due to the nature of the ledger coding, the savings are not able to be quantified.	2024/25	Business as usual	TBC	Corporate & Community Infrastructure	Finance Waste Operations & Infrastructure Business Services
Collaborative Resource Sharing	Explore options to share resources.	TBC	Not Started	TBC	All	All

Appendix 10.3.3-A

Title	Details	Implementation Date	Progress	Anticipated Benefit / Savings	Directorate(s)	Department(s)
Grant Covered Positions	<ul style="list-style-type: none"> • Recovery Officer: funded by DFES. • Noongar Art Program (part time): Funded by Indigenous Visual Arts Industry Support (IVAIS). • Alcoa Sponsored Arts Space Economic Resilience program 1 Full time team lead, and 2 part time retail officers. • AFL funded position. 	TBC	TBC	TBC	Corporate & Community	Communication & Place Activation Community Connection
Project Management Office	Dedicated resources to monitor and control projects using a consistent methodology to allow that controls and oversight to take place.	2025/26 for all projects	Started	TBC	Corporate & Community	Governance & Integrated planning
BHRC Optimisation	TBC	TBC	TBC	TBC	CEO Infrastructure	CEO Infrastructure Leadership External Consultant
Pause on traineeships	Pause on recruiting trainees for 2025.	2025	Started	\$200k for 2024/25 \$200k for 2025/26	Corporate & Community	People & Safety

10.3.4 Financial Management Report for the Period Ending 30 November 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"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="checked" type="checkbox"/> Information Purposes <input checked="checked" type="checkbox"/> Legislative
Attachments:	Appendix 10.3.4-A: Statement of Comprehensive Income Appendix 10.3.4-B: Statement of Financial Activity Appendix 10.3.4-C: Statement of Net Current Assets Appendix 10.3.4-D: Statement of Financial Position Appendix 10.3.4-E: Capital Projects Expenditure Summary Appendix 10.3.4-F: Operating Projects Expenditure Summary Appendix 10.3.4-G: Monthly Community Financial Report

Summary

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

1. Statement of Comprehensive Income (**attached** at Appendix 10.3.4-A)
Actual Financial Performance to 30 November 2024 (refer explanations within the report)
 - Actual operating income of \$65.86M is \$69K more than the year-to-date budgeted income of \$65.79M.
 - Actual operating expenditure of \$31.58M is \$1.41M under the year-to-date budgeted expenditure of \$32.99M.
 - Actual operating surplus of \$34.29M is \$1.48M more than the year-to-date budgeted operating surplus of \$32.81M.

2. Statement of Financial Activity (**attached** at Appendix 10.3.4-B)

The current forecast closing position as at 30 June 2025 is \$0K, which is on target with the current budget.

3. Statement of Financial Position (**attached** at Appendix 10.3.4-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 \$73.26M includes:		
- Cash and Investments	\$51.39M	\$23.56M
- Rates Receivable	\$20.02M	\$2.21M
- Other Current Assets	\$1.85M	\$6.67M
* Current Liabilities of \$14.90M includes:		
- Trade and Other Payables	\$6.76M	\$10.82M
- Annual Leave and LSL Provisions	\$5.31M	\$5.61M

- | | | |
|--|-----------|-----------|
| * Working Capital
(Current Assets less Current Liabilities) | \$58.36M | \$13.02M |
| * Equity
(Total Assets less Total Liabilities) | \$616.05M | \$577.65M |
4. Capital Works (**attached** at Appendix 10.3.4-E)
- Actual capital works of \$8.71M is \$2.53M less than the year-to-date budgeted capital works of \$11.24M (refer explanation within report).
 - The progress of capital works is monitored monthly.
 - Capital works include a combination of funding sources including municipal, reserve and grant funds.
5. Operating Project Expenditure (**attached** at Appendix 10.3.4-F)
- Actual operating project expenditure of \$1.48M is \$584K less than the year-to-date budgeted operating project expenditure of \$2.06M.
 - Operating projects include a combination of funding sources including municipal, reserve and grant funds.

Executive Recommendation

The Financial Management Report for the period ending 30 November 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 10.3.4-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.4-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.4-C)
- Statement of Financial Position (**attached** at Appendix 10.3.4-D)
- Capital Projects Expenditure Summary (**attached** at Appendix 10.3.4-E)
- Operating Projects Summary (**attached** at Appendix 10.3.4-F)
- Monthly Community Financial Report (**attached** at Appendix 10.3.4-G)

These summaries include end-of-year forecasts based on a monthly review of year-to-date income and expenditure for all accounts.

Council Policy Compliance

Not applicable.

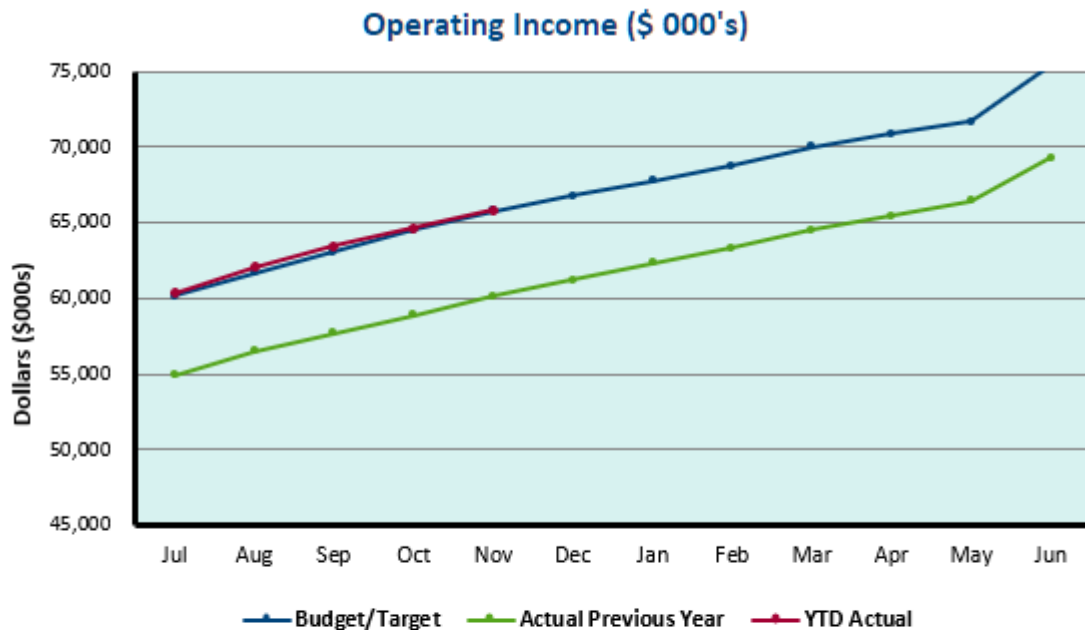
Legislative Compliance

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 10.3.4-B) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Special Council Meeting 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

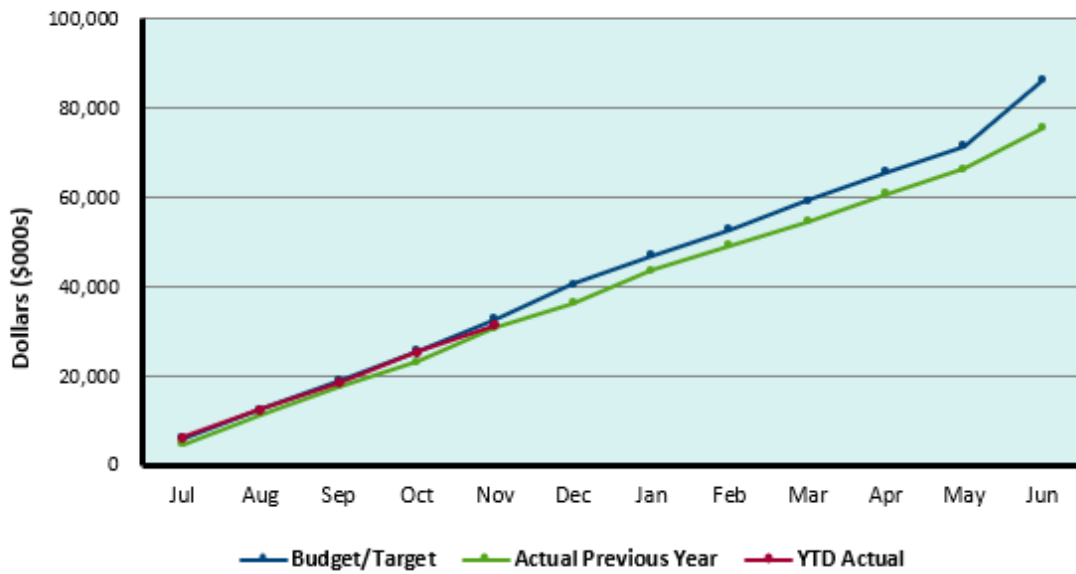
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



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

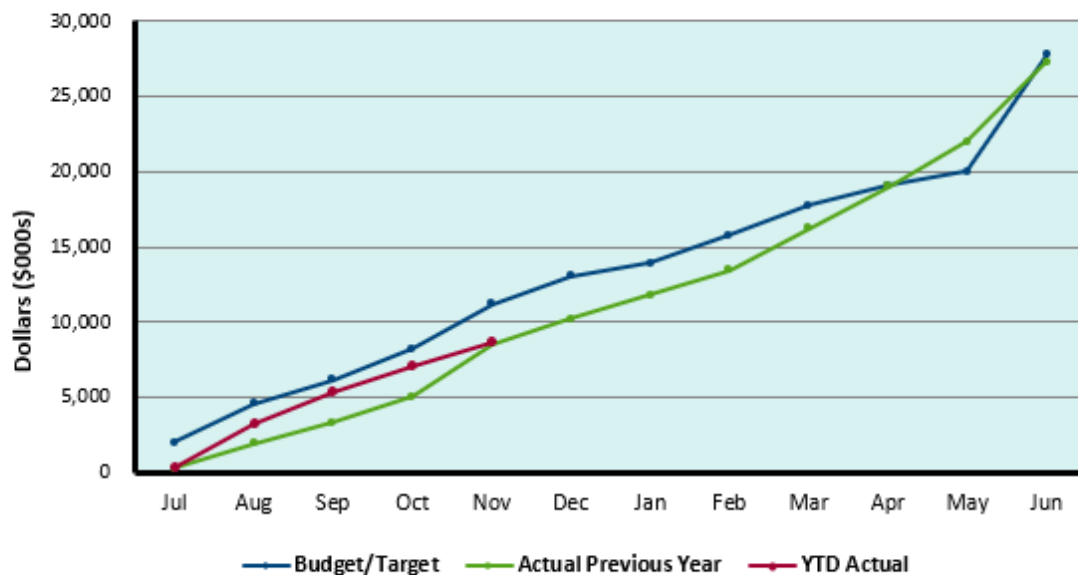
Actual operating income of \$65.86M is \$69K more than the year-to-date budgeted income of \$65.79M.

Operating Expenditure (\$ 000's)



Note: Actual operating expenditure is below the year-to-date budget by \$1.41M.

Capital Expenditure (\$ 000's)



Note: The actual capital expenditure at the end of November 2024 of \$8.71M is \$2.53M less than the year-to-date budget of \$11.24M. The monthly Capital Projects Summary report provides more detail on all capital projects.

The following is an explanation of significant variances identified in the statement of Financial

Activity. Please refer to Appendices 10.3.4-E and 10.3.4-F for more detailed information regarding projects:

Statement of Financial Activity	YTD Actual to Budget Variance
Operating Revenue	
<i>Contributions Reimbursements and Donations</i> – Favourable year-to-date variance of \$85K mainly due to higher than expected, workers compensation reimbursements (\$62K), government paid parental leave (\$14K).	\$85,532 18%
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-2403 Replace Forrest Park Pavilion - \$376k PR-5322 Netball Court Refurbishment - \$314k PR-5230 Expand path network 2024/25 - \$298k PR-5223 Renew playground equipment, as per AMP 2024/25 - \$198k PR-5265 Renew South West Sports Centre (SWSC) plant and machinery 2024/25 - \$152k PR-5291 Blackspot roadworks 2024/25 - \$115k PR-5113 Blackspot Roadworks 2023/24 - \$106k PR-5247 Renew, resleeve and improve drainage network 2024/25 - \$104 PR-5164 Renew or refurbish community, corporate, sport and leisure buildings, as per AMP 2024/25 - \$98k PR-5118 Regional Roadworks program - Bussell Highway - \$97k PR-5239 Renew and upgrade paths, as per AMP 2024/25 - \$86k PR-5327 Roads projects for Regional Roadworks program 2024/25 - \$76k PR-5038 Withers Regional Renewal - \$72k PR-5106 World Class South West Regional Gallery - Stage 1 - \$70k PR-5219 Renew open space infrastructure 2024/25 - \$65k PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24 - \$20k</p>	\$2,530,140 23%
<i>Right of Use Lease Payments</i> – Favourable year-to-date variance due to timing of new ICT leasing contracts yet to commence (\$50K).	\$50,425 40%

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.

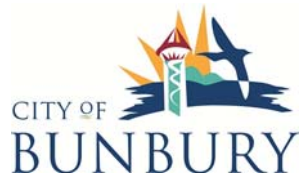
Community Consultation

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

Councillor/Officer Consultation

The City's Executive Team, Department Managers and Finance staff monitor the City's monthly revenue and expenditure and (as required) refers any variances requiring remedial action to Council.

Approved budget amendments are recorded in the financial statements to always reflect the City's current budget and financial position.



STATEMENT of COMPREHENSIVE INCOME

Period Ending November 2024

Friday, 13 December, 2024

City of Bunbury Statement of Comprehensive Income Period Ending November 2024	Year to Date			Friday, 13 December, 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	117,487	99,662	(18)	141,197	141,197	141,197
Rates Specified Area Inc	61,272	61,272	0	61,272	61,272	61,272
	49,730,167	49,710,733	0	49,752,268	49,752,268	49,752,268
Operating Grants and Subsidies						
Operating Grant Inc	1,037,270	1,127,906	8	2,507,658	5,085,768	3,393,768
	1,037,270	1,127,906	8	2,507,658	5,085,768	3,393,768
Contributions Reimbursements and Donation						
Contribution Inc	112,603	99,384	(13)	119,050	193,434	193,434
Donation Inc	28,635	28,832	1	3,500	31,000	31,000
Reimbursement Inc	409,978	337,468	(21)	308,834	531,874	551,874
	551,216	465,684	(18)	431,384	756,308	776,308
Fees and Charges						
Building and Planning Fee Inc	272,644	250,037	(9)	438,720	441,669	441,669
Fine and Penalty Fee Inc	35,268	40,424	13	80,000	80,000	80,000
General Hire Fee Inc	51,038	45,695	(12)	85,950	86,573	86,573
Miscellaneous Fee and Charge Inc	809,497	768,042	(5)	1,692,273	1,693,145	1,693,145
Parking Fee Inc	91,612	111,620	18	242,870	242,870	242,870
Property Lease and Rental Fee Inc	413,488	396,685	(4)	870,380	870,380	870,380
Rating Fee Inc	146,523	122,136	(20)	152,750	152,750	152,750
Sports Facility Fee Inc	2,110,898	1,987,999	(6)	4,135,750	4,135,750	4,135,750
Waste Collection Charge Inc	9,308,086	9,427,938	1	9,427,938	9,427,938	9,427,938
	13,239,055	13,150,576	(1)	17,126,631	17,131,075	17,131,075
Interest Received						
Cash and Investment Interest Inc	733,956	767,150	4	1,832,651	1,832,651	1,832,651
Rates Debtor Interest Inc	439,790	426,392	(3)	429,500	481,135	481,135
	1,173,746	1,193,542	2	2,262,151	2,313,786	2,313,786
Other Revenue						
Miscellaneous Inc	131,599	145,760	10	343,350	351,679	351,679
	131,599	145,760	10	343,350	351,679	351,679
Total	65,863,053	65,794,201		72,423,442	75,390,884	73,718,884

	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Employee Costs						
Other Employee Related Exp	(2,400,924)	(2,432,745)	1	(5,597,967)	(5,597,967)	(5,597,967)
Salary Accruals Exp	-	-	0	(362,721)	(362,721)	(362,721)
Salary Exp	(11,703,292)	(12,459,370)	6	(31,335,733)	(31,438,898)	(31,438,898)
	(14,104,216)	(14,892,115)	5	(37,296,421)	(37,399,586)	(37,399,586)
Material and Contracts						
Bank Fee and Charges Exp	(56,276)	(64,980)	13	(129,565)	(129,565)	(129,565)
Consultants Exp	(842,036)	(1,030,050)	18	(4,249,906)	(4,634,496)	(4,674,496)
Contract Employment Exp	-	-	0	-	-	-
Contractors Exp	(4,535,254)	(4,579,004)	1	(12,430,133)	(15,241,789)	(13,549,789)
Equipment Lease or Hire Exp	(27,318)	(31,791)	14	(80,250)	(65,250)	(65,250)
Fuel Exp	(210,655)	(229,512)	8	(607,145)	(607,145)	(607,145)
Material Exp	(807,155)	(1,034,648)	22	(2,542,302)	(2,546,925)	(2,546,925)
Software License or Maintenance Exp	(1,310,240)	(1,268,577)	(3)	(1,926,855)	(1,941,855)	(1,941,855)
	(7,788,933)	(8,238,562)	5	(21,966,156)	(25,167,025)	(23,515,025)
Insurance						
Insurance Exp	(826,902)	(834,538)	1	(836,211)	(836,211)	(836,211)
	(826,902)	(834,538)	1	(836,211)	(836,211)	(836,211)
Interest Expense						
Interest Accrual Exp	-	-	0	(901)	(901)	(901)
Interest Loan Borrowings Exp	(51,659)	(60,964)	15	(850,486)	(850,486)	(850,486)
	(51,659)	(60,964)	15	(851,387)	(851,387)	(851,387)
Utilities						
Electricity Exp	(733,913)	(756,216)	3	(1,879,000)	(1,879,000)	(1,879,000)
Gas Exp	(110,773)	(117,491)	6	(285,000)	(285,000)	(285,000)
Sewerage Exp	(37,920)	(45,644)	17	(84,250)	(84,250)	(84,250)
Water Exp	(275,143)	(266,326)	(3)	(676,350)	(676,350)	(676,350)
	(1,157,748)	(1,185,677)	2	(2,924,600)	(2,924,600)	(2,924,600)
Depreciation						
Depreciation Bridges Exp	(50,133)	(50,127)	0	(120,320)	(120,320)	(120,320)
Depreciation Building Exp	(1,115,043)	(1,114,863)	0	(2,676,102)	(2,676,102)	(2,676,102)
Depreciation Equipment Exp	(286,883)	(286,838)	0	(688,518)	(688,518)	(688,518)
Depreciation Furniture and Fittings Exp	(3,815)	(3,816)	0	(9,156)	(9,156)	(9,156)
Depreciation Lease Expense	(107,536)	(116,511)	8	(310,874)	(310,874)	(310,874)
Depreciation Marine Exp	(329,199)	(329,145)	0	(790,078)	(790,078)	(790,078)
Depreciation Open Space Exp	(570,317)	(570,227)	0	(1,368,761)	(1,368,761)	(1,368,761)
Depreciation Other Infrastructure Exp	(464,213)	(464,137)	0	(1,114,110)	(1,114,110)	(1,114,110)
Depreciation Pathways Exp	(576,575)	(576,483)	0	(1,383,780)	(1,383,780)	(1,383,780)
Depreciation Plant and Vehicle Exp	(377,228)	(377,166)	0	(905,348)	(905,348)	(905,348)
Depreciation Roads Exp	(1,684,051)	(1,683,780)	0	(4,041,722)	(4,041,722)	(4,041,722)
Depreciation Stormwater Exp	(512,810)	(512,728)	0	(1,230,745)	(1,230,745)	(1,230,745)
Depreciation Structures Exp	(169,424)	(169,396)	0	(406,618)	(406,618)	(406,618)
	(6,247,227)	(6,255,217)	0	(15,046,132)	(15,046,132)	(15,046,132)

City of Bunbury Statement of Comprehensive Income Period Ending November 2024	Year to Date			Friday, 13 December, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Other Expense						
Contrib, Donation and Sponsorship Exp	(816,213)	(885,739)	8	(1,947,191)	(2,840,006)	(2,800,006)
Elected Member Exp	(240,946)	(264,047)	9	(687,336)	(687,336)	(687,336)
Miscellaneous Exp	(260,110)	(279,904)	7	(341,916)	(406,616)	(426,616)
Taxation and Levy Exp	(78,080)	(88,495)	12	(88,495)	(88,495)	(88,495)
Write-Off Exp	(3,930)	(1,260)	(212)	(58,445)	(58,445)	(58,445)
	(1,399,280)	(1,519,445)	8	(3,123,383)	(4,080,898)	(4,060,898)
Total	(31,575,964)	(32,986,518)		(82,044,290)	(86,305,839)	(84,633,839)
OPERATING SURPLUS or (DEFICIT)	34,287,089	32,807,683		(9,620,848)	(10,914,955)	(10,914,955)

City of Bunbury Statement of Comprehensive Income Period Ending November 2024	Year to Date			Friday, 13 December, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	Forecast
Grants and Contributions for the Development of Assets						
Capital Grant Subsidy and Contrib Inc	2,295,826	2,375,288	3	7,286,842	10,590,060	8,875,060
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
	2,295,826	2,375,288	3	7,286,842	10,590,060	8,875,060
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	2,295,826	2,375,288		7,511,667	10,814,885	9,099,885
NET RESULT	36,582,915	35,182,971		(2,109,181)	(100,070)	(1,815,070)



STATEMENT of FINANCIAL ACTIVITY

Period Ending 30 November 2024

City of Bunbury Statement of Financial Activity Period Ending 30 November 2024	Year to Date			Friday, 20 December, 2024		
	Actual	Budget	% Var	Original Budget	Current Budget	End Year Forecast
Operating Revenues						
Grants and Subsidies - Operating	1,037,270	1,127,906	8	2,507,658	5,085,768	3,393,768
Contributions Reimbursements and Donations	551,216	465,684	(18) ⚠	431,384	756,308	776,308
Fees and Charges	13,239,055	13,150,576	(1)	17,126,631	17,131,075	17,131,075
Interest Received	1,173,746	1,193,542	2	2,262,151	2,313,786	2,313,786
Other Revenue	131,599	145,760	10	343,350	351,679	351,679
Total Revenues (Excluding Rates)	16,132,886	16,083,468		22,671,174	25,638,616	23,966,616
Operating Expenses						
Employee Costs	(14,104,216)	(14,892,115)	5	(37,296,421)	(37,399,586)	(37,399,586)
Material and Contracts	(7,788,933)	(8,238,562)	5	(21,966,156)	(25,167,025)	(23,515,025)
Depreciation	(6,247,227)	(6,255,217)	0	(15,046,132)	(15,046,132)	(15,046,132)
Interest Expense	(51,659)	(60,964)	15	(851,387)	(851,387)	(851,387)
Utilities	(1,157,748)	(1,185,677)	2	(2,924,600)	(2,924,600)	(2,924,600)
Insurance	(826,902)	(834,538)	1	(836,211)	(836,211)	(836,211)
Other Expense	(1,399,280)	(1,519,445)	8	(3,123,383)	(4,080,898)	(4,060,898)
Total	(31,575,965)	(32,986,518)		(82,044,290)	(86,305,839)	(84,633,839)
Funding Balance Adjustments						
Add Back Depreciation	6,247,227	6,255,217	0	15,046,132	15,046,132	15,046,132
Net Operating (Excluding Rates)	(9,195,852)	(10,647,833)		(44,326,984)	(45,621,091)	(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	34,963					(0)
Total	34,963	(0)		62,100	62,100	62,100
Capital Revenues						
Grants and Contributions for the Development of Assets	2,295,826	2,375,288		7,286,842	10,590,060	8,875,060
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	(189,381)	(0)		5,034,495	6,395,370	6,395,370
Loan Repayments - Self Supporting	4,277	4,277	0	36,816	36,816	36,816
Total	2,110,722	2,379,565		16,960,279	21,624,372	19,909,372
Capital Expenses						
Acquisition of Assets	(8,713,982)	(11,244,122)	23 ⚠	(23,910,870)	(27,753,814)	(26,038,814)
Repayment of Debentures	(104,311)	(104,311)	0	(2,585,933)	(2,585,933)	(2,585,933)
Right of Use Lease Payments	(76,799)	(127,224)	40 ⚠	(298,477)	(298,477)	(298,477)
Total	(8,895,093)	(11,475,657)		(26,795,280)	(30,638,224)	(28,923,224)
Total Net Operating and Capital	(15,945,260)	(19,743,925)		(54,099,885)	(54,572,843)	(54,572,843)
Rates	49,730,167	49,710,733	(0)	49,752,268	49,752,268	49,752,268
Add Surplus (Deficit) July 1 Brought Forward	4,820,575	4,820,575	0	4,484,016	4,820,575	4,820,575
Closing Funding Surplus (Deficit)	38,605,481	34,787,383		0	0	0



STATEMENT of NET CURRENT ASSETS

Period Ending 30 November 2024

Friday, 13 December, 2024

City of Bunbury Statement of Net Current Assets Period Ending 30 November 2024	Opening Balance	Actual	Friday, 20 December, 2024 Current Budget	End Year Forecast
Current Assets				
Cash Unrestricted	12,111,102	28,832,859	7,591,148	7,591,148
Cash Restricted	22,367,371	22,556,752	15,972,001	15,972,001
Trade and Other Receivables	8,744,235	21,687,097	8,744,235	8,744,235
Inventories	135,897	187,104	135,897	135,897
	43,358,605	73,263,812	32,443,281	32,443,281
Current Liabilities				
Trade and Other Payables	9,621,154	5,556,826	9,621,155	9,621,155
Contract Liabilities	1,199,825	1,199,825	1,199,824	1,199,824
Provisions	5,312,864	5,308,112	5,613,485	5,613,485
	16,133,843	12,064,763	16,434,464	16,434,464
NET CURRENT ASSETS	27,224,762	61,199,050	16,008,817	16,008,817
Less				
Cash - Restricted	22,367,371	22,556,752	15,972,001	15,972,001
Receivables	36,816	36,816	36,816	36,816
NET CURRENT ASSET POSITION	4,820,575	38,605,482	0	0

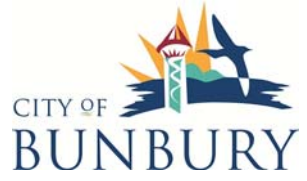


STATEMENT of FINANCIAL POSITION

Period Ending 30 November 2024

Friday, 13 December, 2024

City of Bunbury Statement of Financial Position Period Ending 30 November 2024	Opening Balance	Actual	Friday, 20 December, 2024 Current Budget	End Year Forecast
Current Assets				
Cash and Investments	34,478,473	51,389,612	23,563,149	23,563,149
Trade and Other Receivables	8,744,235	21,687,097	8,744,235	8,744,235
Inventories	135,897	187,104	135,897	135,897
	43,358,605	73,263,813	32,443,281	32,443,281
Current Liabilities				
Trade and Other Payables	10,820,979	6,756,651	10,820,979	10,820,979
Current Provisions	5,312,864	5,308,112	5,613,485	5,613,485
Current Loan Liability	2,834,401	2,834,401	2,986,899	2,986,899
	18,968,244	14,899,164	19,421,363	19,421,363
Non Current Assets				
Non Current Receivables	4,707,053	4,667,813	4,670,237	4,670,237
Property, Plant and Equipment	236,290,433	234,399,928	231,495,129	231,495,129
Infrastructure	313,300,035	308,943,312	302,843,900	302,843,900
Work in Progress	16,470,871	25,184,854	44,224,685	42,509,685
	570,768,390	573,195,907	583,233,952	581,518,950
Non Current Liabilities				
Non Current Payables	410,966	410,966	410,966	410,966
Non Current Provisions	670,458	670,458	732,558	732,558
Non Current Loan Liability	14,611,626	14,430,516	15,746,714	15,746,714
	15,693,050	15,511,940	16,890,238	16,890,238
Equity				
Retained Surplus	190,350,697	226,770,352	194,726,420	193,011,420
Reserves - Cash Backed	20,447,794	20,611,054	15,972,001	15,972,001
Reserves - Asset Revaluation	368,667,211	368,667,211	368,667,211	368,667,211
	579,465,701	616,048,616	579,365,631	577,650,631



Capital Projects Summary

(With Comments)

Period Ending November 2024

Friday, 13 December, 2024

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Airport										
PR-5111 Bunbury Airport apron expansion	Progress 95%	-	191,201	190,125	1 %	228,982	190,125	190,125	-	
PR-5112 Bunbury Airport compass swinging bay	Progress 95%	16,049	111,687	127,736	(13)%	104,778	127,736	127,736	-	
Total for Airport		16,049	302,888	317,861		333,760	317,861	317,861	-	
Bunbury Museum & Heritage Centre										
PR-5393 Installation of staff facilities for museum & heritage centre, and visitor centre	Progress 0%	-	-	-	0 %	-	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	Progress 20%	3,200	9,795	15,000	(35)%	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		3,200	9,795	15,000		40,000	40,000	40,000	-	
Bunbury Wildlife Park										
PR-5340 Bunbury Wildlife Park bulk feed storage	Progress 20%	-	-	-	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	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-3830 Subdivision and sale of part Lot 3 Blair Street	<i>Progress</i> 15%	18,365	4,990	-	0 %	221,332	221,332	221,332	-
<u>Project Progress Comments:</u>									
<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, CEO and Officer met to discuss new comments and requests from the purchaser 4 December 2024. The CEO and City's Lawyer will meet the Purchaser and their Lawyer on the 13 December to finalise agreement terms.</i>									
PR-5078 Sale of Lot 618 (11) Nyabing Way	<i>Progress</i> 50%	4,450	-	-	0 %	4,455	4,455	4,455	-
<u>Project Progress Comments:</u>									
<i>The site has been approved for sale by Council subject to advertising as required under the Act. If the process proceeds without issue, the sale should settle on 12 January 2025.</i>									
PR-5082 Relocate Bunbury Visitor Centre	<i>Progress</i> 75%	-	1,031	-	0 %	84,399	84,399	84,399	-
<u>Project Progress Comments:</u>									
<i>The visitor Centre staff have relocated to the Bunbury Heritage and Museum site. VC and Museum teams are currently investigating the installation of an additional office space. Internal design and functionality aspects are still in progress, with the Visitor Centre and Museum teams collaborating to achieve satisfactory working arrangements for both.</i>									
Total for Economic Development		22,815	6,021	-		310,186	310,186	310,186	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Executive Leadership - CEO										
PR-5106 World Class South West Regional Gallery - Stage 1	Progress 20%	58,492	22,649	93,250	(76)%	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>										
<i>Initial concept designs being produced in line with Bicentennial Square project.</i>										
Total for Executive Leadership - CEO		58,492	22,649	93,250		225,000	225,000	225,000	-	
Executive Leadership - Infrastructure										
PR-3898 Construct heritage interpretation, Bunbury Timber Jetty	Progress 0%	-	-	-	0%	86,726	86,726	86,726	-	
Total for Executive Leadership - Infrastructure		-	-	-		86,726	86,726	86,726	-	
Fleet										
PR-4881 Replace corporate vehicles 2023/24	Progress 90%	41,286	266,372	223,740	19%	367,176	367,176	367,176	-	
PR-5251 Replace waste vehicles and plant 2024/25	Progress 35%	956,169	59,091	-	0%	1,085,939	1,085,939	1,085,939	-	
PR-5255 Replace corporate heavy plant 2024/25	Progress 30%	246,370	-	-	0%	533,800	533,800	533,800	-	
PR-5260 Replace corporate vehicles 2024/25	Progress 35%	339,053	-	-	0%	516,800	516,800	516,800	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change		
Total for	Fleet	1,582,878	325,463	223,740		2,503,715	2,503,715	2,503,715	-		
Information Technology											
	PR-5122 Replace ranger infringement devices		Progress 50%	-	-	10,000	(100)%	20,000	20,000	20,000	-
	PR-5181 Expansion of CCTV Network 2024/25		Progress 10%	-	-	-	0 %	50,000	50,000	50,000	-
	PR-5186 IT network and equipment renewals, as per AMP 2024/25		Progress 50%	-	1,870	10,000	(81)%	381,245	381,245	381,245	-
Total for	Information Technology	-		1,870	20,000		451,245	451,245	451,245	-	
Lead Department - Infrastructure Maintenance Servi											
	PR-3720 Hands Oval Redevelopment		Progress 85%	836,928	5,162,061	5,329,125	(3)%	6,201,088	6,201,088	6,201,088	-
<i>Project Progress Comments:</i>											
<i>Stadium to be completed by December 2024</i>											
Total for	Lead Department - Infrastructure Maintenance Servi	836,928		5,162,061	5,329,125		6,201,088	6,201,088	6,201,088	-	
Libraries & Learning											
	PR-1418 Procure and install Radio Frequency Identification (RFID) and self loans technology at Bunbury Library		Progress 20%	120,500	-	10,000	(100)%	80,000	130,000	130,000	-
<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>											
<i>Budget review provided additional funds - project kick off in mid December 24</i>											

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change		
Total for	Libraries & Learning	120,500	-	10,000		80,000	130,000	130,000	-		
Parks & Reserves											
	PR-5114 Beautifying Bunbury Streetscapes 2023/24		Progress 100%	-	4,373	4,373	0 %	10,318	4,373	4,373	-
	PR-5209 Implement Greening Bunbury Plan 2024/25		Progress 35%	64,797	21,668	15,000	44 %	240,000	240,000	240,000	-
	PR-5214 Renew irrigation infrastructure 2024/25		Progress 35%	18,030	66,701	30,000	122 %	230,000	230,000	230,000	-
	PR-5219 Renew open space infrastructure 2024/25		Progress 35%	13,674	14,361	80,000	(82)%	200,000	200,000	200,000	-
	PR-5223 Renew playground equipment, as per AMP 2024/25		Progress 35%	402,231	1,684	200,000	(99)%	400,000	400,000	400,000	-
	PR-5305 Beautifying Bunbury Streetscapes 2024/25		Progress 30%	9,850	-	-	0 %	200,000	205,945	205,945	-
Total for	Parks & Reserves	508,582		108,788	329,373		1,280,318	1,280,318	1,280,318	-	
Project Coordination & Landscape Architecture Des											
	PR-5038 Withers Regional Renewal		Progress 80%	77,157	17,758	90,000	(80)%	183,242	183,242	183,242	-
	<i>Project Progress Comments:</i> Landscape works complete. Awaiting Western Power to complete final electrical works.										
	PR-5090 Waterfront Public Art Installation		Progress 20%	150,000	-	25,000	(100)%	152,500	152,500	152,500	-
	<i>Project Progress Comments:</i> Artist appointed, artwork in fabrication.										
	PR-5105 Renew foreshore marine walls 2023/24		Progress 100%	-	114,659	100,889	14 %	94,289	100,889	100,889	-
	PR-5398 Additional infrastructure upgrades, Hands Oval (AFL Fixtures)		Progress 0%	-	-	-	0 %	-	3,185,000	1,370,000	(1,815,000)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Total for	Project Coordination & Landscape Architecture Des	227,157	132,418	215,889		430,031	3,621,631	1,806,631	(1,815,000)	
Property Management & Maintenance										
PR-1543	Boulters Heights Redevelopment		736	1,772	67,547	(97)%	675,469	675,469	675,469	-
	<i>Project Progress Comments:</i>									
	<i>Project on hold</i>									
PR-2403	Replace Forrest Park Pavilion		100,629	1,423,581	1,799,991	(21)%	2,220,647	2,225,008	2,225,008	-
PR-4696	Replace boardwalks, lookouts and beach access stairs 2023/24		-	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		123,334	51,138	150,000	(66)%	500,000	500,000	500,000	-
PR-5168	Refurbish City Facilities changerooms and public conveniences 2024/25		512	30,839	60,000	(49)%	100,000	100,000	100,000	-
PR-5176	Support the Stirling Street Arts Centre (Capital support) 2024/25		-	-	-	0 %	20,000	20,000	20,000	-
PR-5190	City lighting expansion 2024/25		7,937	5,053	-	0 %	70,000	70,000	70,000	-
PR-5195	Renew City Facilities lighting, as per AMP 2024/25		22,727	35,642	-	0 %	60,000	60,000	60,000	-
PR-5243	Replace boardwalks, lookouts, and access stairs 2024/25		21	779	15,000	(95)%	150,000	270,000	270,000	-
PR-5265	Renew South West Sports Centre (SWSC) plant and machinery 2024/25		3,516	27,529	180,000	(85)%	180,000	180,000	180,000	-
PR-5323	Expansion of electric vehicle charging infrastructure 2024/25		-	-	-	0 %	40,000	40,000	40,000	-
Total for	Property Management & Maintenance	259,412	1,663,050	2,399,355		4,142,933	4,267,294	4,267,294	-	

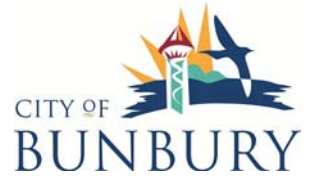
		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Sport & Recreation										
PR-5130 South West Sports Centre Court Expansion	Progress 0%	-	-	-	0%	350,000	350,000	350,000	-	
<i>Project Progress Comments:</i>										
Not commenced via preliminary 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-5269 Renew bin enclosures 2024/25	Progress 0%	-	-	40,700	(100)%	40,700	40,700	40,700	-	
PR-5274 Annual bin replacement program 2024/25	Progress 65%	7,494	26,718	35,000	(24)%	66,500	66,500	66,500	-	
Total for Waste Services		7,494	26,718	75,700		107,200	107,200	107,200	-	
Works										
PR-4671 Traffic calming and minor intersection treatments 2022/23	Progress 10%	5,333	20,924	70,435	(70)%	70,435	70,435	70,435	-	
PR-4688 Repair jetties 2023/24	Progress 80%	13,782	72,338	86,120	(16)%	45,000	86,120	86,120	-	
PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24	Progress 90%	13,569	181,960	202,147	(10)%	138,647	233,647	233,647	-	
PR-4871 Renew, resleeve and improve drainage network 2023/24	Progress 70%	46,052	83,593	-	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	40,000	(98)%	400,000	400,000	400,000	-	

Project Progress Comments:

Haley, Princep, Carmody

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-5108 Dog Exercise Area and Park Renewal	Progress 85%	318	60,107	85,489	(30)%	85,489	85,489	85,489	-	
PR-5113 Blackspot Roadworks 2023/24	Progress 50%	7,667	100,836	207,272	(51)%	392,346	392,346	392,346	-	
PR-5115 Regional Roadworks program - Casuarina Drive	Progress 5%	31,468	-	-	0%	90,000	90,000	90,000	-	
<i>Project Progress Comments:</i> Pending services lowering										
PR-5117 Regional Roadworks program - Leschenault Drive	Progress 25%	-	-	-	0%	417,920	417,920	417,920	-	
PR-5118 Regional Roadworks program - Bussell Highway	Progress 50%	105,548	125,872	223,000	(44)%	223,000	223,000	223,000	-	
PR-5204 Leschenault Inlet wall repairs (south of storm surge barrier)	Progress 0%	-	-	-	0%	300,000	80,000	80,000	-	
PR-5230 Expand path network 2024/25	Progress 35%	14,713	1,514	300,000	(99)%	520,000	520,000	520,000	-	
PR-5239 Renew and upgrade paths, as per AMP 2024/25	Progress 35%	1,785	29,012	115,999	(75)%	200,000	200,000	200,000	-	
PR-5247 Renew, resleeve and improve drainage network 2024/25	Progress 35%	74,256	655	105,000	(99)%	300,000	300,000	300,000	-	
PR-5278 Renew and upgrade local roads (Industrial) as per AMP 2024/25	Progress 0%	-	-	-	0%	350,000	48,400	48,400	-	
<i>Project Progress Comments:</i> Craigie/Profit/Wilson Stage 1										
PR-5291 Blackspot roadworks 2024/25	Progress 10%	-	-	115,000	(100)%	412,000	412,000	412,000	-	
PR-5296 Traffic calming and minor intersection treatments 2024/25	Progress 35%	-	28,529	50,000	(43)%	200,000	200,000	200,000	-	
PR-5301 Reseal roads projects for Roads to Recovery 2024/25	Progress 35%	2,707	38,889	16,500	136%	650,000	723,193	673,193	(50,000)	

		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	-
PR-5322 Netball Court Refurbishment	Progress 35%	1,723,918	3,628	317,867	(99)%	1,611,141	1,896,310	1,896,310	-
PR-5327 Roads projects for Regional Roadworks program 2024/25	Progress 50%	20,844	203,731	280,000	(27)%	558,000	558,000	708,000	150,000
PR-5396 Repair retaining walls, Acacia Street laneway	Progress 20%	-	-	-	0%	-	350,000	350,000	-
PR-5397 Renew drainage, Spencer Street	Progress 5%	-	-	-	0%	-	70,000	70,000	-
Total for Works		2,061,960	952,263	2,214,829		7,361,668	7,754,550	7,854,550	100,000
Capital Projects Expenditure Total		5,705,468	8,713,983	11,244,122	(23)%	23,910,870	27,753,814	26,038,814	(1,715,000)



Operating Projects Summary

(With Comments)

Period Ending November 2024

Friday, 13 December, 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%	-	396	4,500	(91)%	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		-	396	4,500		10,000	10,000	10,000	-
Bunbury Regional Art Gallery									
PR-4386 Conduct Indigenous Arts Program at BRAG	Progress 50%	2,500	110,710	50,735	118 %	123,645	138,619	138,619	-
<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	16,000	(87)%	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 95%	1,636	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. Catalogue currently with printers.									

		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 60%	2,559	72,961	82,000	(11)%	85,000	82,000	82,000	-
<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 60%	-	-	8,750	(100)%	-	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.									
Curator has been appointed.									
Curator commenced her position and is working with BRAG team to prepare an artist call out for the 2025 exhibition.									
PR-5395 Develop arts and culture strategy	Progress 10%	-	-	-	0 %	-	70,000	70,000	-
<i>Project Progress Comments:</i>									
Request for Quote assessment being undertaken - awaiting grant outcome.									
Total for Bunbury Regional Art Gallery		6,696	188,706	165,833		238,923	400,897	400,897	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Bunbury Wildlife Park										
PR-3294 Conduct Grandfamilies Fun Day	Progress 0%	-	-	-	0 %	14,750	14,750	14,750	-	
<i>Project Progress Comments:</i>										
<i>Event in April 2025, not due to commence this project until December 2024</i>										
PR-5339 Renew wildlife park furnishings and equipment	Progress 70%	-	3,863	7,500	(48)%	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 January.</i>										
Total for Bunbury Wildlife Park		-	3,863	7,500		22,250	22,250	22,250	-	
Business Partners										
PR-5093 Volunteer awards program	Progress 0%	-	-	-	0 %	4,000	4,000	4,000	-	
PR-5094 HRIS Learn Module content	Progress 20%	-	-	-	0 %	25,000	25,000	25,000	-	
<i>Project Progress Comments:</i>										
<i>Project Management Plan was signed off during November. Progress is now being made in loading content into the system and rolling out BOLD Learning</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	-
<i><u>Project Progress Comments:</u></i>									
<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>									
<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>									
<i>PR 3584 - Local Planning Strategy</i>									
<i>- Audit (and recommendations): local public open space</i>									
<i>PR 3585 - Local Planning Scheme</i>									
<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	-
<i><u>Project Progress Comments:</u></i>									
<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>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
City Planning										
PR-5012 Ocean Beach Heritage Trail Implementation	Progress 80%	-	-	2,500	(100)%	14,521	14,521	14,521	-	
<i>Project Progress Comments:</i>										
Met with Elders on 30/1/2024 for recommended actions to progress project. Coordinating input with the Language Centre on Place Names (site visit 21/2/2024) and any associated stories then presenting to the Cultural Advisory Committee prior to signoff by Elders.										
No response from Language Centre as yet.										
Language Centre CEO and Community Development Officer - First Nations, are revisiting trail 28/6.										
Met with Community Development (27/8) to discuss way forward for project.										
PR-5096 City Centre Analysis and Urban Design Framework	Progress 0%	-	-	-	0 %	50,000	50,000	50,000	-	
PR-5097 Local Heritage Survey Report	Progress 10%	-	-	-	0 %	15,000	15,000	15,000	-	
<i>Project Progress Comments:</i>										
Funding grant submissions to DPLH close 1 November 2024. Preparing scope in accordance with guidelines.										
PR-5332 Spencer/Blair Precinct Plan Engagement (JV)	Progress 15%	-	-	25,000	(100)%	50,000	50,000	50,000	-	
<i>Project Progress Comments:</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. The tender for the project is currently being prepared by DPLH and the City will be transferring the \$50,000.00 to DPLH to form part of the project budget.										
Total for City Planning		20,000	-	27,500		329,521	329,521	329,521	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Community Development									
PR-4337 Prepare, Implement and Deliver Reconciliation Action Plan Initiatives	Progress 20%	3,193	6,279	10,560	(41)%	20,215	19,775	19,775	-
<i>Project Progress Comments:</i>									
AACHWA sponsorship paid									
Preparation for Reconciliation Week 25 due to begin October/November.									
Cultural Competency Training held September 24									
PR-5081 Implement Withers Placemaking	Progress 80%	950	3,500	6,500	(46)%	8,300	8,300	8,300	-
<i>Project Progress Comments:</i>									
Orders have been placed, contractor work currently in progress.									
Works delayed due to severe weather and resource availability - Grant acquittal extended to EOY 24 - resource limitation affecting outcomes related to the project									
PR-5348 Youth Initiatives - Youth Advisory Council of WA	Progress 25%	744	613	751	(18)%	2,530	2,681	2,681	-
<i>Project Progress Comments:</i>									
Ongoing initiatives within YAC with Youth Officer									
YACWA Grant being utilised									
PR-5352 Youth engagement initiatives	Progress 75%	-	5,755	4,000	44 %	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	-

	Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Community Development								
PR-5392 Develop City Reconciliation Action Plan and Cultural Safety Framework	-	-	-	0 %	-	30,000	30,000	-
<i>Project Progress Comments:</i>								
<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.</i>								
Total for Community Development	4,887	16,147	21,811		41,045	110,756	110,756	-
Council Support								
PR-5132 Art, Photos and Honour Board - Council Chambers and Function Area	1,097	10,550	14,568	(28)%	14,568	14,568	14,568	-
<i>Project Progress Comments:</i>								
<i>Procurement complete installation of honour boards to occur following the Noongar exhibition later this calendar year.</i>								
Total for Council Support	1,097	10,550	14,568		14,568	14,568	14,568	-
Data & Digital								
PR-4290 Develop new website and digital platform for City of Bunbury	507	17,581	18,251	(4)%	53,251	53,251	18,251	(35,000)
<i>Project Progress Comments:</i>								
<i>Majority of work has been completed with final testing underway</i>								
Total for Data & Digital	507	17,581	18,251		53,251	53,251	18,251	(35,000)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Economic Development										
PR-1831 Ocean Pool feasibility study and concept design	Progress 40%	46,711	4,400	-	0 %	61,722	61,722	61,722	-	
<u>Project Progress Comments:</u>										
<i>Next stage of project scope mapped including further feasibility, cultural consultation, relevant local authority engagement and funding opportunities.</i>										
<i>Consultation with GKB is in progress. Business case has been reviewed and needs analysis to be completed next project phase supporting capital funding applications.</i>										
PR-4249 Economic Development Initiatives	Progress 10%	-	31,222	93,042	(66)%	127,128	143,170	143,170	-	
<u>Project Progress Comments:</u>										
<i>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. .</i>										
PR-5001 Implementation of the Bunbury Geographe Tourism Partnership Strategy	Progress 15%	-	-	30,000	(100)%	60,000	60,000	60,000	-	
<u>Project Progress Comments:</u>										
<i>The BGGC group of CEO's met to discuss BGTP and the potential way forward on November 29th.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
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Economic Development

PR-5095 Bicentennial Square Precinct Plan	Progress 55%	128,325	12,068	-	0 %	150,000	150,000	150,000	-
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Project Progress Comments:

The City has successfully secured funds with an additional \$100K to assist with the precinct planning for Bicentennial Square.

- Project Planning is complete.
- Geotechnical report is complete.
- Traffic studies are complete.
- Engagement Plan is complete.
- Design consultants have been appointed.
- Community Engagement has commenced.

Precinct Design & Report Consultant request for quote has now closed to be appointed soon.

Extensive engagement with internal/external stakeholders, council and community (stage 1) tentatively scheduled for throughout November/December.

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.

PR-5152 Bunbury Tourism Plan Working Group	Progress 95%	-	6,310	6,310	0 %	6,350	6,310	6,310	-
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Project Progress Comments:

The Tourism Plan Working Group has meet its term of reference and purpose and is currently deferred until the Draft Tourim Plan is presented to Council for endorsement in early 2025.

		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>									
<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.</i>									
PR-5391 Develop Economic Development Strategy	Progress 20%	-	-	-	0 %	-	75,000	75,000	-
<i>Project Progress Comments:</i>									
<i>The RFQ for the Economic Development Strategy has been advertised through Vendor Panel, with submissions closing the 17th December.</i>									
Total for Economic Development		175,036	74,000	149,352		425,200	516,202	516,202	-
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%	-	67,042	42,500	58 %	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%	2,000	45,000	50,000	(10)%	150,000	150,000	150,000	-
Total for Executive Leadership - CEO		2,000	146,507	217,500		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:</i>									
<i>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:</i>									
<i>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%	900,000	-	-	0%	47,000	947,000	947,000	-
Total for Financial Accounting		900,000	-	-		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 55%	-	4,323	8,000	(46)%	20,000	20,000	20,000	-	
<i>Project Progress Comments:</i>										
Ongoing replacements as required										
PR-5008 City of Bunbury "Project Shine" Transformation	Progress 60%	43,838	-	-	0%	174,273	174,273	44,273	(130,000)	
<i>Project Progress Comments:</i>										
Project progressing. Modules complete include HRIS, HCM analytics (CX, Contracts). Project management and Risk to be completed.										
PR-5150 Data Centre Exit & Cloud Migration	Progress 60%	37,588	4,624	5,000	(8)%	200,000	200,000	200,000	-	
<i>Project Progress Comments:</i>										
Hardware has been acquired and installation is in progress.										
PR-5318 Ranger and emergency management two-way radio upgrade	Progress 0%	27,049	-	-	0%	30,000	30,000	30,000	-	
PR-5400 Enterprise Resource Planning system, scope and implementation	Progress 60%	-	-	-	0%	-	-	165,000	165,000	
Total for Information Technology		108,474	8,947	13,000		424,273	424,273	459,273	35,000	

Integrated Planning

PR-4301 Undertake community satisfaction and perception survey	Progress 5%	-	-	-	0%	-	30,000	30,000	-	
<i>Project Progress Comments:</i>										
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	<i>Progress 5%</i>	-	-	-	0 %	5,000	5,000	5,000	-	
<i>Project Progress Comments:</i>										
<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	35,000	35,000	-	
Lead Department - Community Connection										
PR-3840 Support King Cottage Museum	<i>Progress 95%</i>	-	31,544	31,544	0 %	31,544	31,544	31,544	-	
<i>Project Progress Comments:</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-3844 Support Bunbury City Band	<i>Progress 5%</i>	10,000	-	10,000	(100)%	10,000	10,000	10,000	-	
<i>Project Progress Comments:</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-3848 Support Bunbury Regional Entertainment Centre (BREC) - operating and capital subsidies	<i>Progress 95%</i>	388,671	229,557	229,557	0 %	618,228	618,228	618,228	-	
<i>Project Progress Comments:</i>										
<i>24/25 Documentation is being drafted for MOU for BREC to inc, operating and capital costs.</i>										
<i>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	Progress 95%	33,375	66,625	66,625	0 %	66,625	100,000	100,000	-
<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 - an increase to \$100k per annum is being requested as part of the October budget review									
Payment made September 24									
PR-3860 Support RSL in the delivery of Anzac Day	Progress 5%	-	20,000	-	0 %	20,000	20,000	20,000	-
<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.									
PR-4349 Provide support to Bunbury Regional YouthCare	Progress 95%	-	12,000	12,000	0 %	12,000	12,000	12,000	-
<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.									
Payment made September 24									
PR-4350 Youth Program Support (MOU)	Progress 50%	-	15,000	15,000	0 %	15,000	30,000	30,000	-
<i>Project Progress Comments:</i>									
Support Youth Programs.									
MOU - 2017/18 to 2023/24 - South West Clontarf Academy (Newton Moore College). 2023/2024 paid October 2023									
2024/25 onwards - will be paid to Clontarf - reviews occurring with Council for ongoing funding/MOU									
An additional amount will be requested at the October Budget review to be set aside for a "girls" program (to be identified by Council)									
Additional funds approved									

		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		457,046	399,726	389,726		823,397	871,772	871,772	-
Libraries & Learning									
PR-4554 Replacement of children's toys in City Library Children's Area	Progress 10%	-	-	1,500	(100)%	3,000	3,000	3,000	-
PR-5333 Renew libraries furnishings and equipment	Progress 10%	-	-	3,500	(100)%	7,500	7,500	7,500	-
PR-5334 Replace library digital customer devices	Progress 10%	-	177	2,000	(91)%	5,000	5,000	5,000	-
Total for Libraries & Learning		-	177	7,000		15,500	15,500	15,500	-
Marketing & Communications									
PR-4299 Bunbury Brighter Campaign	Progress 35%	39,468	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		39,468	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 100%	-	24,651	24,651	0 %	24,651	24,651	24,651	-
PR-4604 Implement culling of introduced Corellas	Progress 35%	18,996	1,004	1,700	(41)%	20,000	20,000	20,000	-
PR-5128 Implement CHRMAP	Progress 35%	35,511	10,340	43,500	(76)%	440,000	440,000	440,000	-
PR-5129 Sustainability & Environmental Action Plan Implementation	Progress 35%	9,874	10,851	23,859	(55)%	250,000	250,000	250,000	-
Total for Natural Environment & Sustainability		64,381	66,299	113,327		754,651	754,651	754,651	-
Organisational Design									
PR-5157 Role Clarity and Performance Framework	Progress 30%	-	-	30,000	(100)%	90,000	90,000	90,000	-
<i>Project Progress Comments:</i>									
<i>Role Expectations training delivered to leaders with the full roll out across the organisation to start in January. A resource to assist the project will also be source in January</i>									
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	-	-	-
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>									
<i>This budget has been fully expended. Awaiting post event report from successful applicants to reconcile the funding contribution.</i>									
PR-4190 Provide funding for a "Neighbourhood Connect" Grant Round	Progress 90%	-	-	-	0 %	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%	17,200	61,618	61,505	0 %	162,000	114,000	114,000	-
<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%	119,568	186,000	158,253	18 %	321,651	401,651	361,651	(40,000)
<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%	32,500	55,000	53,461	3 %	106,922	156,922	196,922	40,000
PR-4658 Support incoming/outgoing delegations and activities that develop international relations	Progress 65%	1,329	7,679	10,000	(23)%	25,000	25,000	25,000	-
<i>Project Progress Comments:</i>									
<i>Welcomed student delegation in November. Working with IRWG to create an action plan for the next 6 months</i>									
PR-4762 Conduct City of Bunbury Staff Conference	Progress 30%	26,722	4,582	30,000	(85)%	30,000	39,000	39,000	-
<i>Project Progress Comments:</i>									
<i>BREC has been appointed as the venue host, currently securing activity providers and raising PO's.</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	-	5,864	(100)%	6,000	5,864	5,864	-
<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	<i>Progress 35%</i>	-	-	-	0%	-	2,500	2,500	-	
<i>Project Progress Comments:</i>										
<i>Advertising for the competition has just commenced.</i>										
Total for Place Activation		206,291	316,279	320,333		708,573	769,937	769,937	-	
Project Coordination & Landscape Architecture Des										
PR-5399 Temporary infrastructure overlay, Hands Oval (AFL Fixtures)	<i>Progress 0%</i>	-	-	-	0%	-	2,538,000	846,000	(1,692,000)	
Total for Project Coordination & Landscape Architecture Des		-	-	-		-	2,538,000	846,000	(1,692,000)	
Project Planning & Assets										
PR-4589 Survey and monitoring of Pelican Point Grand Canals	<i>Progress 0%</i>	-	-	-	0%	20,000	20,000	20,000	-	
PR-5321 Koombana Bridge (Bridge 1319) renewals	<i>Progress 0%</i>	-	-	-	0%	249,000	202,000	202,000	-	
Total for Project Planning & Assets		-	-	-		269,000	222,000	222,000	-	
Property Management & Maintenance										
PR-4268 Renewable Energy and Energy Efficient Projects	<i>Progress 85%</i>	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 January 2025</i>										
PR-4673 Replace office furniture and equipment	<i>Progress 40%</i>	-	19,087	20,185	(5)%	40,372	40,372	40,372	-	
<i>Project Progress Comments:</i>										
<i>Replacing office furniture as required.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-4935 Replace Christmas street decorations	<i>Progress 5%</i>	1,900	2,160	-	0 %	40,000	40,000	40,000	-
<i>Project Progress Comments:</i>									
<i>New Decoration will be ordered at January 2025</i>									
PR-5110 Replace CBD parking signs	<i>Progress 85%</i>	18,287	18,242	12,136	50 %	48,181	48,181	48,181	-
Total for Property Management & Maintenance		37,055	133,745	168,405		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>	-	-	-	0 %	175,957	175,957	175,957	-
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Project Progress Comments:

\$175,956 awarded in grant funding under the Mitigation Activities Fund (MAF) for treatments on Crown Land during the 24/25 Fire Season. The Arbor Guy was awarded a contract extension to complete the works which commenced 29 November 2024 and will be completed February 2025. The project will be acquitted in March and new MAF funding sought the same Month for the 25/26 Fire Season. The City was audited by the Office of Bushfire Risk Management (OBRM) and MAF administration on 26 November 2024 to review the City's systems and usage of the funds and were advised that we are performing at a very high level and all our systems are impeccable. All treatments have been mapped out with engagement from DBCA, DFES, City Environmental staff and local 'Friends of' groups.

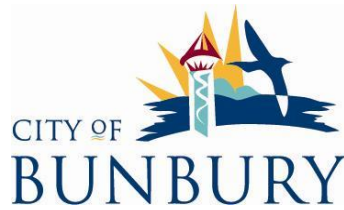
		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Rangers & Emergency Management									
PR-5344 All West Australians Reducing Emergencies (AWARE) Program	<i>Progress 85%</i>	-	-	-	0 %	3,400	3,400	3,400	-
<i>Project Progress Comments:</i>									
<p>The City of Bunbury received funding through the State AWARE (All West Australians Reducing Emergencies) grant scheme to assist with the creation of the The Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP). These plans have been finished and approved by the District Emergency Management Advisor (DEMA) who is our district representative for the State Emergency Management Committee (SEMC).</p> <p>The City is simultaneously creating an updated Bushfire Risk Management Plan (BRMP), which will be an appendix in the LEMA. All three (3) plans are due by March 2025. The BRMP is drafted and currently with the Office of Bushfire Risk Management (OBRM) for approval. All three (3) plans will be submitted at the January Ordinary Council Meeting (OCM) for endorsement prior to submission to SEMC for noting so the AWARE funding can be acquitted.</p>									
Total for Rangers & Emergency Management		-	-	-		179,357	179,357	179,357	-

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>									
Project completed - invoice paid for SWAS									
PR-4532 Renew South West Sports Centre (SWSC) furnishings and equipment	<i>Progress 35%</i>	-	15,189	45,500	(67)%	75,500	75,500	75,500	-
<i>Project Progress Comments:</i>									
Purchasing of some items has commenced with funds committed and finalising quotations for other quotes so orders can be placed.									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Sport & Recreation										
PR-4717 Deliver Department of Sport and Recreation "Every Club" funding program	<i>Progress 40%</i>	-	14,724	19,870	<i>(26)%</i>	38,460	38,460	38,460	-	
<i><u>Project Progress Comments:</u></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	21,796	220,000	<i>(90)%</i>	638,600	638,600	638,600	-	
<i><u>Project Progress Comments:</u></i>										
<i>Project Manager and architect both working on functional design. Revised QS pricing has been presented back to Minister Don Punch.</i>										
PR-5087 Prepare Sport & Recreation Facilities Plan	<i>Progress 35%</i>	-	-	4,000	<i>(100)%</i>	40,000	40,000	40,000	-	
<i><u>Project Progress Comments:</u></i>										
<i>Procurement for the consultant to do the needs assessment and is being issued in December.</i>										
PR-5154 Support Colts Cricket Club CSRFF application	<i>Progress 25%</i>	2,000	-	-	<i>0 %</i>	57,808	137,504	137,504	-	
<i><u>Project Progress Comments:</u></i>										
<i>Work will be carried out in and due for completion by end January 2025. Procurement to be issued in December, was some delays with design drawings. Is behind where the original desired completion schedule prior to season commencement.</i>										
PR-5336 Support Bunbury Tennis Club CSRFF application	<i>Progress 100%</i>	-	9,091	9,091	<i>0 %</i>	10,000	9,091	9,091	-	
<i><u>Project Progress Comments:</u></i>										
<i>Completed, invoice paid</i>										
PR-5337 Support Bunbury Motorcross Club CSRFF application	<i>Progress 35%</i>	-	-	-	<i>0 %</i>	45,000	45,000	45,000	-	
<i><u>Project Progress Comments:</u></i>										
<i>Not due for commencement until January 2025. The club did not sign the DLGSC grant until early December. Club to invoice City as construction commences.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Sport & Recreation									
PR-5338 Renew other sport and recreation furnishings and equipment	Progress 10%	-	3,667	1,000	267 %	7,500	7,500	7,500	-
<i>Project Progress Comments:</i>									
<i>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	-	-	-
<i>Project Progress Comments:</i>									
<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>									
PR-5389 Support Bunbury Sports Shooting Club CSRFF application	Progress 0%	-	-	-	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		3,200	74,467	309,461		926,314	1,006,655	1,006,655	-
Works									
PR-1168 Replace signs and linemarking	Progress 35%	12,188	4,512	10,000	(55)%	25,000	25,000	25,000	-
Total for Works		12,188	4,512	10,000		25,000	25,000	25,000	-
Operating Projects Expenditure Total		2,054,074	1,481,352	2,064,960	(28)%	6,886,073	10,819,840	9,127,840	(1,692,000)



MONTHLY COMMUNITY FINANCIAL REPORT

As at 30 November 2024

Highlighting how the City of Bunbury is tracking against financial ratios

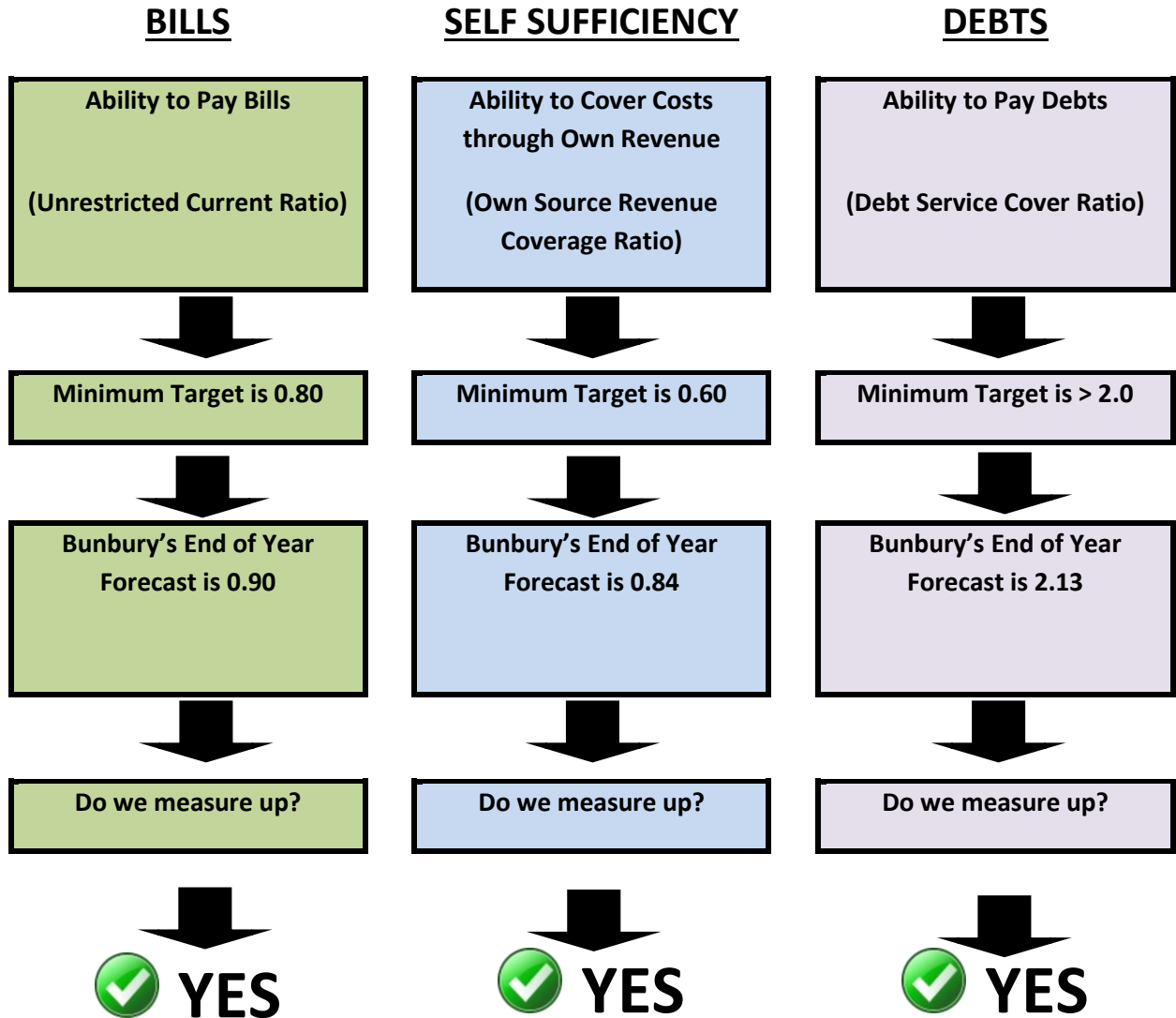


Financial Snapshot (Year to Date)	Actual (000's)
Operating Revenue	\$65,863
Operating Expenditure (Including Non-Cash Items)	\$31,576
Non-Cash Items	\$6,247
Capital Revenue	\$2,296
Capital Expenditure	\$8,714
Loan and Lease Repayments	\$181
Transfers (to)/from Restricted Cash	(\$189)
Unallocated Surplus Brought Forward 1 July 2024	\$4,821
Net Forecast Surplus/(Deficit) Position at 30 June 2025	0

Did you know?

The City has set aside cash-backed reserves for specific use in the future. For example, reserve funds are held for city growth and major development, asset management, car parking and waste collection. It is forecast that the city will have \$15.97M in reserves at 30 June 2025.

➤ Financial Health Indicators



➤ Cash in the Bank (at 30 November 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 (0.11)

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 \$20.37M.

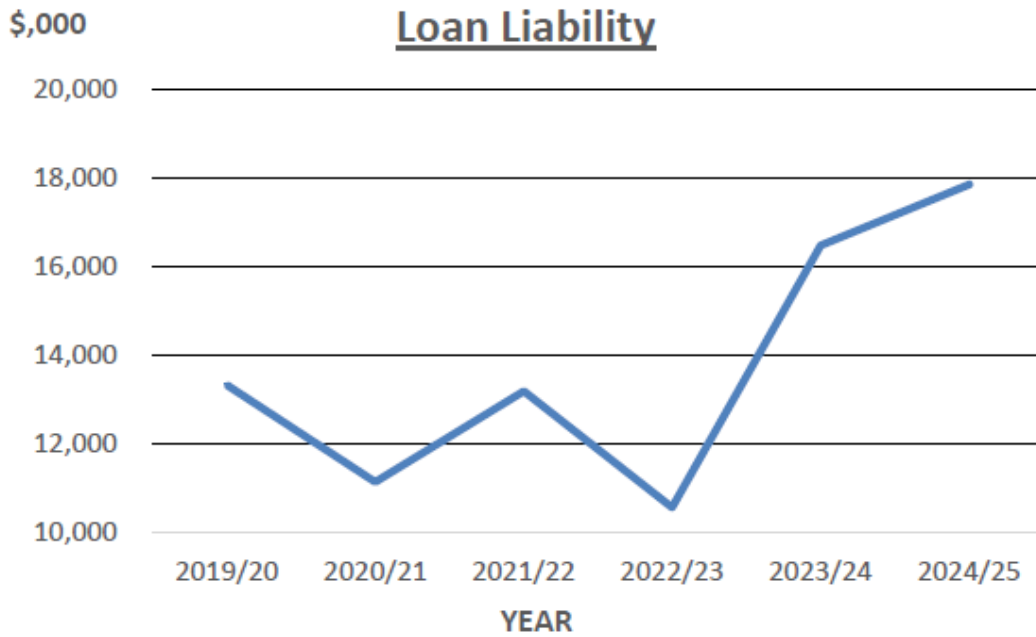
Minimum Target is > 0.90

Bunbury's Performance is 1.39

Do we meet the target?

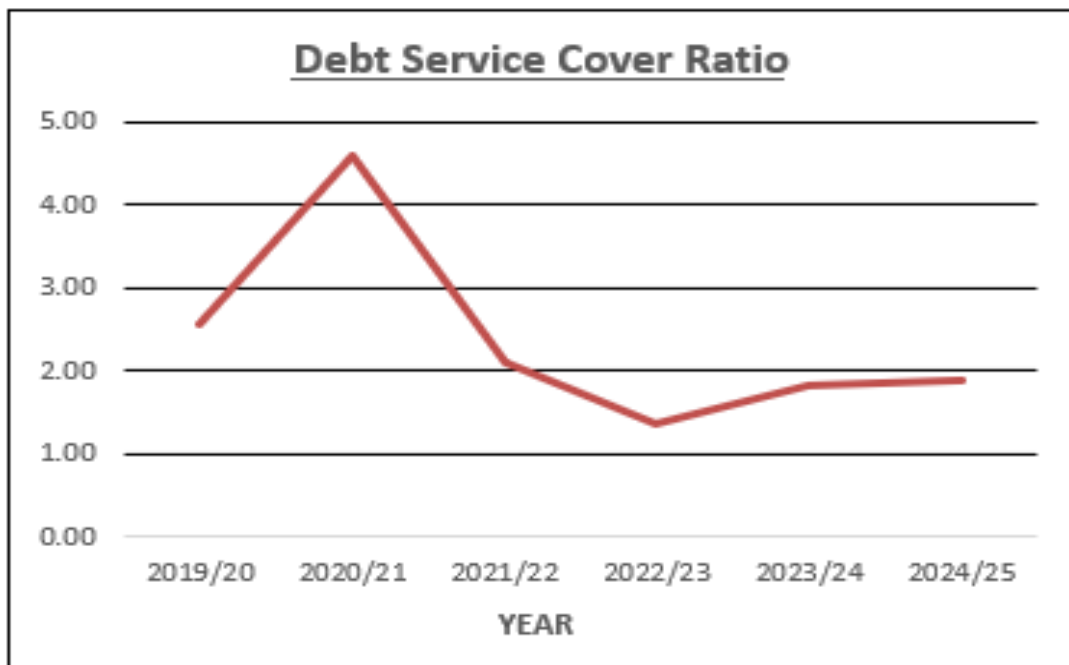
 **Yes**

➤ 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

10.3.5 Schedule of Accounts Paid for the period 1 November 2024 to 30 November 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 10.3.5-A: Schedule of Accounts Paid	

Summary

The City of Bunbury "*Schedule of Accounts Paid*" covering the period 1 November 2024 to 30 November 2024 is attached at Appendix 10.3.5-A. The schedule contains details of the following transactions;

1. Municipal Account – payments totalling \$6,633,569.53
2. Trust Account – payments totalling \$52,440.24
3. Visitor Information Centre Trust Account – payments totalling \$7,380.80

Executive Recommendation

The Schedule of Accounts Paid for the period 1 November 2024 to 30 November 2024 be received.

Voting Requirement: Simple Majority



SCHEDULE OF ACCOUNTS PAID

For the period 01 November 2024 to 30 November 2024

CITY OF BUNBURY

Municipal Account	2 - 49
Trust Account	50 - 51
Visitor Information Centre Trust Account	52 - 53

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
1/11/2024 to 30/11/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
Cheque Payments					
00156846	05/11/2024	Hymix Australia Pty Ltd			1,744.38
			INV 75510530	Concrete - Forrest Park Pavilion	421.30
			INV 75526309	Concrete - Karri Street	1,323.08
00156847	07/11/2024	Cancelled		Cancelled	0.00
00156848	07/11/2024	Isabella Dyer (Bella Dyer Music)	INV 18/8/2024	Iluka Visions Entertainment - BRAG	450.00
00156849	14/11/2024	Charmaine Dianne Councillor	INV INV-0016	Welcome to Country Noongar Country Exhibition Open	1,000.00
00156850	14/11/2024	Hudson Road Family Centre	INV 6242	Grant Funding - Smart Ask 2 Community Connections	3,850.00
00156851	14/11/2024	Robyn Jean Templeton t/as Robyn Jean Photography	INV 060424/2024	Photography Artwork Collection Acquisition	1,100.00
			INV 11112024	Noongar Country 2024 Artist Talk	300.00
00156852	14/11/2024	Water Corporation	INV 9006418433/NOV24	Service Charges - 01/11/2024 to 31/12/2024	417.06
00156854	19/11/2024	Water Corporation	INV 9009036596/NOV24	Service Charges - 01/11/2024 to 31/12/2024	74.70
			INV 9006414256/NOV24	Service Charges - 01/11/2024 to 31/12/2024	275.74
			INV 9006438995/NOV24	Service Charges - 01/11/2024 to 31/12/2024	873.54
			INV 9006494794/NOV24	Service Charges - 01/11/2024 to 31/12/2024	866.26
			INV 9020636613/NOV24	Service Charges - 01/11/2024 to 31/12/2024	234.47
			INV 9006415160/NOV24	Service Charges - 01/11/2024 to 31/12/2024	280.12
			INV 9006503304/NOV24	Service Charges - 01/11/2024 to 31/12/2024	576.84
			INV 9006431881/NOV24	Service Charges - 01/11/2024 to 31/12/2024	645.30
			INV 9006440593/NOV24	Service Charges - 01/11/2024 to 31/12/2024	97.52
			INV 9006455090/NOV24	Service Charges - 01/11/2024 to 31/12/2024	74.70
			INV 9023690906/NOV24	Service Charges - 01/11/2024 to 31/12/2024	74.70
			INV 9023612545/NOV24	Service Charges - 01/11/2024 to 31/12/2024	234.47
			INV 9013554038/NOV24	Service Charges - 01/11/2024 to 31/12/2024	554.00
			INV 9006488132/NOV24	Service Charges - 01/11/2024 to 31/12/2024	257.29
			INV 9022481256/NOV24	Service Charges - 01/11/2024 to 31/12/2024	97.52
			INV 9017114574/NOV24	Service Charges - 01/11/2024 to 31/12/2024	51.88
			INV 9016188934/NOV24	Service Charges - 01/11/2024 to 31/12/2024	120.35
			INV 9011600811/NOV24	Service Charges - 01/11/2024 to 31/12/2024	74.70
			INV 9013424671/NOV24	Service Charges - 01/11/2024 to 31/12/2024	166.00
			INV 9013424807/NOV24	Service Charges - 01/11/2024 to 31/12/2024	234.47
			INV 9006479711/NOV24	Service Charges - 01/11/2024 to 31/12/2024	211.65
			INV 9010734420/NOV24	Service Charges - 01/11/2024 to 31/12/2024	74.70
			INV 9008869844/NOV24	Service Charges - 01/11/2024 to 31/12/2024	120.35
			INV 9009784711/NOV24	Service Charges - 01/11/2024 to 31/12/2024	120.35
			INV 9006415152/NOV24	Service Charges - 01/11/2024 to 31/12/2024	234.47

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 9006495826/NOV24 Service Charges - 01/11/2024 to 31/12/2024	1,124.61
			INV 9006413544/NOV24 Service Charges - 01/11/2024 to 31/12/2024	211.65
			INV 9006421173/NOV24 Service Charges - 01/11/2024 to 31/12/2024	188.83
			INV 9006473635/NOV24 Service Charges - 01/11/2024 to 31/12/2024	120.35
			INV 9006424710/NOV24 Service Charges - 01/11/2024 to 31/12/2024	51.88
			INV 9006413907/NOV24 Service Charges - 01/11/2024 to 31/12/2024	188.83
			INV 9008894687/NOV24 Consumption & Service Charges - 01/11/2024 to 31/12/2024	184.33
			INV 9011702404/NOV24 Consumption & Service Charges - 01/11/2024 to 31/12/2024	2,086.69
			INV 9010357995/NOV24 Consumption & Service Charges - 01/11/2024 to 31/12/2024	254.86
Total: Cheque Payments				<u>\$19,899.56</u>
EFT Payments				
8045.10065-01	06/11/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		530.00
			INV SINV06063 Greenwaste Fee	240.00
			INV SINV06041 Asphalt	290.00
8045.10244-01	06/11/2024	Dellawick Family Trust T/A Lonsdale Party Hire		260.00
			INV H20241002145 Chair Hire Event - Museum	260.00
8045.10314-01	06/11/2024	Davenport Plumbing		7,114.39
			INV 17745 Plumbing Repairs - Pelican Point Riveria Toilets	188.85
			INV 17748 Plumbing Repairs - Frank Buswell	3,260.68
			INV 17747 Plumbing Repairs - Hands Oval	1,111.16
			INV 17760 Plumbing Repairs - Koombana Bay Toilets	130.31
			INV 17733 Plumbing Repairs - Koolambidi Woola	125.44
			INV 17734 Plumbing Repairs - Rocky Point	82.92
			INV 17735 Plumbing Repairs - Pelican Point Riveria	166.90
			INV 17736 Plumbing Repairs - Kelly Park	562.30
			INV 17737 Plumbing Repairs - Jaycee Park	120.57
			INV 17738 Plumbing Repairs - Pelican Point Riveria	166.90
			INV 17739 Plumbing Repairs - Queens Gardens Toilets	130.31
			INV 17740 Plumbing Repairs - Jaycee Park Toilets	174.21
			INV 17749 Plumbing Repairs - SWSC Toilets	753.77
			INV 17759 Plumbing Repairs - Back Beach Toilets	140.07
8045.10327-01	06/11/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW		4,023.26
			INV INV-3951 Security Patrols - SWSC October 2024	627.00
			INV INV-3924 Security Guard - Library	3,396.26
8045.10345-01	06/11/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury		365.20
			INV INV-5329 Laundry Services - Table Linen Function Room	96.80
			INV INV-5282 Laundry Services for Meat Inspectors	134.20
			INV INV-5333 Laundry Services for Meat Inspectors	134.20
8045.1036-01	06/11/2024	KPMG		49,500.00
			INV 821656242 Financial Processes and Systems Review	49,500.00
8045.10437-01	06/11/2024	Telstra Limited		34.95
			INV 9855808400/OCT24 Telephone Charges - BVIC	34.95
8045.10499-01	06/11/2024	Leanne Shaw t/as Reboot Mindset Coaching		363.00

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	INV-0215	Professional Development Sessions	363.00
8045.10684-01	06/11/2024	The Trustee for Trinity Bunbury Trust T/A Mantra Bunbury Lighthouse				3,572.50
			INV	INV_21441	RE-IGNITE Training Function - Venue Hire	3,572.50
8045.10750-01	06/11/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges				83.60
			INV	28878	Staff Badges	83.60
8045.10758-01	06/11/2024	Elite Office Furniture				393.00
			INV	95382	Cabinet for Swim School - SWSC	393.00
8045.1091-01	06/11/2024	Lomax Media				3,107.50
			INV	INV-1686	IIF Conference Video Production	3,107.50
8045.1104-01	06/11/2024	M & B Sales Pty Ltd				275.93
			INV	317951	General Maintenance Supplies	60.13
			INV	319322	General Maintenance Supplies	215.80
8045.11280-01	06/11/2024	Arbor Guy				24,474.99
			INV	100687	Street Tree Maintenance - Holywell Street	24,474.99
8045.11301-01	06/11/2024	Bunbury Indoor Beach Volleyball				63.24
			INV	1314	SWSC Cafe Supplies	31.62
			INV	1301	SWSC Cafe Supplies	31.62
8045.11323-01	06/11/2024	Ampol Petroleum Distributors Pty Ltd				341.99
			INV	SI4763976	Unleaded Fuel	341.99
8045.11360-01	06/11/2024	Myrtle Collective				785.68
			INV	INV-0079	Swim School Digital Artwork	785.68
8045.11372-01	06/11/2024	Nixon Bunbury Pty Ltd				2,081.30
			INV	101131	Electrical Maintenance - Forrest Park	189.75
			INV	101129	Electrical Maintenance - Forrest Park Pavilion	1,083.84
			INV	101142	Electrical Maintenance - Administration	197.21
			INV	101098	Electrical Maintenance - Forrest Park Pavilion	610.50
8045.11382-01	06/11/2024	C.A Australia Pty Ltd				1,115.64
			INV	100236	BWP Merchandise	1,115.64
8045.11396-01	06/11/2024	Diesel Force (The Trustee for the Cowan Family Trust)				445.50
			INV	I433	Plant Repairs - BY776	445.50
8045.11398-01	06/11/2024	Australian Institute of Dancing				3,000.00
			INV	7	Event Sponsorship - 2024 AID Blue Riband Ballroom	3,000.00
8045.11453-01	06/11/2024	Kelsey Ashe Marshall (The Trustee for Ashe Family Trust)				6,482.00
			INV	24OCT2024	Catalogue Production & Design - BRAG	5,000.00
			INV	24102024	Artist Fee - BRAG	1,482.00
8045.11463-01	06/11/2024	Michael Hall				60.00
			INV	92	Books - Museum	60.00
8045.1156-01	06/11/2024	Truck Centre (WA) Pty Ltd				3,834.45
			INV	3099699-000003	Plant Maintenance - BY742	1,139.71
			INV	7064240-000003	Plant Maintenance - 1GHY540	2,694.74
8045.1361-01	06/11/2024	Fulton Hogan Industries Pty Ltd				1,195.43
			INV	19628925	Ezstreet Bags	1,195.43
8045.1419-01	06/11/2024	Holcim Australia Pty Ltd				1,585.54

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	9409504601 Concrete	421.30
			INV	9409501975 Concrete	1,164.24
8045.1838-01	06/11/2024	Synergy			12,617.16
			INV	614440990/OCT24 Electricity Charges - 22/08/2024 to 17/10/2024	265.57
			INV	176283230/OCT24 Electricity Charges - 21/08/2024 to 17/10/2024	793.52
			INV	216487150/OCT24 Electricity Charges - 22/08/2024 to 18/10/2024	1,127.89
			INV	978840750/OCT24 Electricity Charges - 23/08/2024 to 22/10/2024	511.26
			INV	794473390/OCT24 Electricity Charges - 15/09/2024 to 14/10/2024	123.32
			INV	923704110/OCT24 Electricity Charges - 17/08/2024 to 16/10/2024	125.94
			INV	345740930/OCT24 Electricity Charges - 17/08/2024 to 16/10/2024	502.27
			INV	526183150/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	4,734.35
			INV	526183150/SEP24 Electricity Charges - 20/08/2024 to 16/09/2024	4,433.04
8045.1867-01	06/11/2024	Work Clobber - Bunbury			2,284.18
			INV	24-00020077 Staff Uniform - BWP	334.10
			INV	24-00021276 Staff Uniform - Administration	77.35
			INV	24-00021798 Staff Uniform - Administration	433.05
			INV	24-00021799 Staff Uniform - Administration	304.81
			INV	24-00021837 Staff Uniform - Administration	195.46
			INV	24-00021838 Staff Uniform - Administration	275.91
			INV	24-00021878 Staff Uniform - Administration	186.85
			INV	24-00021879 Staff Uniform - Administration	119.25
			INV	24-00021882 Staff Uniform - Administration	126.38
			INV	24-00021887 Staff Uniform - Administration	231.02
8045.1941-01	06/11/2024	Bunbury Geographe Chamber of Commerce & Industry			6,811.56
			INV	INV-6268 Catering - Commercial Waste Exit Info Session	211.56
			INV	INV-6269 Grant Funding - Tree Street Art Safari	6,600.00
8045.197-01	06/11/2024	BOC Limited			265.98
			INV	4037790541 Gas Charges - SWSC	265.98
8045.2202-01	06/11/2024	Woolworths Limited			238.80
			INV	10569685 SWSC Cafe Supplies	155.80
			INV	10586735 SWSC Cafe Supplies	83.00
8045.2209-01	06/11/2024	Bidfood Australia (SWSC)			2,077.64
			INV	164411191.BRY SWSC Cafe Supplies	329.26
			INV	164411190.BRY SWSC Cafe Supplies	1,748.38
8045.2273-01	06/11/2024	ABC Filters			550.00
			INV	35743 SWSC Cafe Range Hood Filters and Cleaning	550.00
8045.2453-01	06/11/2024	Dormakaba Australia Pty Ltd			660.00
			INV	35WA1268740 Automatic Door Maintenance - Koolambidi Woola	660.00
8045.2579-01	06/11/2024	TJ Depiazzi & Sons			1,028.94
			INV	INV-3269 Blended Budget Mix	1,028.94
8045.2605-01	06/11/2024	Wren Oil			396.00
			INV	178773 Oil Waste Disposal	132.00
			INV	178511 Oil Waste Disposal	264.00

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8045.3029-01	06/11/2024	Sewlex Manufacturing				450.78
			INV	IN-49503	Plastic Security Seals - SWSC	450.78
8045.306-01	06/11/2024	Bunbury Regional Entertainment Centre				3,708.00
			INV	2026	Noongar Arts Program Fashion Show - BRAG	3,708.00
8045.3204-01	06/11/2024	PFD Food Services Pty Ltd				3,935.30
			INV	LN564027	SWSC Cafe Supplies	2,115.40
			INV	LN531864	SWSC Cafe Supplies	1,819.90
8045.327-01	06/11/2024	Bunbury Veterinary Clinic				79.80
			INV	1/497444	Veterinary Consultations	79.80
8045.335-01	06/11/2024	Bunnings Group Limited				550.24
			INV	2179/01470551	Cement/Drill Bits/Tech Screws/Paint Supplies	441.43
			INV	2179/01471499	Conduit	19.02
			INV	2179/01572771	Timber/Wire Brush	89.79
8045.3376-01	06/11/2024	Sonic HealthPlus				490.49
			INV	3415803	Pre-Employment Medicals	490.49
8045.3432-01	06/11/2024	Sureline Scaffolding & Rigging Pty Ltd				3,630.55
			INV	13937	Erect & Dismantle Scaffold - Squash Courts	3,630.55
8045.3665-01	06/11/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies				128.97
			INV	240471413	Earmuffs	42.99
			INV	240473847	Earmuffs	85.98
8045.432-01	06/11/2024	City of Mandurah				5,520.38
			INV	6541	Transfer of Long Service Leave Entitlements	5,520.38
8045.4569-01	06/11/2024	Glowstix Australia				1,106.60
			INV	56330	Battery Candles - Christmas in the City 2024	1,106.60
8045.474-01	06/11/2024	Geographe Ford				400.00
			INV	FOMSB104478	Plant Service - BY778	400.00
8045.5036-01	06/11/2024	Environex International Pty Ltd				1,569.60
			INV	325950	SWSC Chemicals & Cleaning Supplies	773.10
			INV	325949	SWSC Chemicals & Cleaning Supplies	796.50
8045.527-01	06/11/2024	Cross Security Services				590.00
			INV	INV-33679	Security Monitoring Supply & Installation - Forrest Park	590.00
8045.5412-01	06/11/2024	Picton Civil Pty Ltd				1,320.00
			INV	P20139	Machinery Hire - Forrest Avenue	1,320.00
8045.5425-01	06/11/2024	Mayor J De San Miguel				618.00
			INV	Reimburse211024	Reimbursement - LGAWA Conference Accommodation Expenses	618.00
8045.5536-01	06/11/2024	CNW Pty Ltd				70.29
			INV	161223363	Electrical Supplies	70.29
8045.5614-01	06/11/2024	Councillor K Steele				737.00
			INV	Reimburse231024	Reimbursement - WALGA Conference Accommodation/Parking/Meal Expenses	737.00
8045.5725-01	06/11/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)				71.40
			INV	613479224	Stationery - Community Wellbeing	13.94
			INV	606130375	Stationery - Communications & Place Activation	57.46
8045.6000-01	06/11/2024	Stagecraft Pty Ltd				9,295.00

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	23033	BREC Stage Lifting Maintenance - September 2024	9,295.00
8045.6139-01	06/11/2024	Better Telco Solutions Pty Ltd				1,771.74
			INV	105443	Yagi 4G Antenna Installation - Horseshoe Lake	1,771.74
8045.6221-01	06/11/2024	West Australian Newspapers Ltd - SWSC				140.74
			INV	73620102024	SWSC Newspapers	140.74
8045.6266-01	06/11/2024	CB Traffic Solutions Pty Ltd				2,448.60
			INV	17376	Traffic Management - Austral Parade	2,448.60
8045.6333-01	06/11/2024	Equans Mechanical Services Australia Pty Ltd				5,451.77
			INV	2605761	Aircon Maintenance - Depot	160.22
			INV	2605713	Aircon Maintenance - BWP	106.81
			INV	2605712	Aircon Maintenance - Administration	377.74
			INV	2605560	Aircon Maintenance - Library	4,807.00
8045.6365-01	06/11/2024	Corsign WA Pty Ltd				1,513.60
			INV	89702	Signs	1,513.60
8045.6875-01	06/11/2024	Country Landscaping Pty Ltd				432.47
			INV	28280	Retic Parts	264.57
			INV	28173	Retic Parts	167.90
8045.6908-01	06/11/2024	South West Aboriginal Medical Service Ltd				13,200.00
			INV	INV2028535226	2023/24 Grant Program - NAIDOC Week July 2024	2,200.00
			INV	INV2028535276	2023/24 Grant Program - NAIDOC Week July 2024	11,000.00
8045.7134-01	06/11/2024	Commercial Cleaning Equipment				2,076.98
			INV	I105786	Equipment Repairs - Karcher Pressure Washer	36.45
			INV	I105785	Equipment Repairs - Karcher Pressure Washer	2,040.53
8045.7151-01	06/11/2024	Procare Locksmiths				60.00
			INV	20320	Extended Shackle Padlock	60.00
8045.7173-01	06/11/2024	GC Sales WA				8,284.61
			INV	13808	Waste Bins	8,284.61
8045.7317-01	06/11/2024	VROC Australia Pty Ltd				1,408.50
			INV	INV-0422	Wireless Modem Hardware Replacement	1,408.50
8045.739-01	06/11/2024	Brownes Food Operations Pty Ltd				844.02
			INV	18087152	SWSC Cafe Supplies	844.02
8045.7714-01	06/11/2024	Michael Phillip Finn				1,275.00
			INV	SMHFA-R171024	Mental Health First Aid Refresher Training	1,275.00
8045.7971-01	06/11/2024	Charlotte Anne White				1,400.00
			INV	INV-0149	Workshop Facilitation - BRAG	1,400.00
8045.7978-01	06/11/2024	Councillor K Turner				148.50
			INV	Allowance281024	Private Vehicle Allowance Claim	148.50
8045.8033-01	06/11/2024	Essential Coffee Pty Ltd				1,578.00
			INV	SI-00316304	SWSC Cafe Supplies	1,578.00
8045.806-01	06/11/2024	Go West Tours				1,413.50
			INV	59514	Bus Hire - AGWA Visit & Wanneroo Regional Gallery	1,413.50
8045.8144-01	06/11/2024	WA Mechanical and Site Services				8,994.26
			INV	INV-2431	Plant Service - BY4404A	4,480.45

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	INV-2434	Plant Maintenance - BY713	819.63
			INV	INV-2435	Plant Maintenance - BY2516A	133.87
			INV	INV-2437	Plant Maintenance - 1TTB999	196.19
			INV	INV-2438	Plant Maintenance - BY86290	196.19
			INV	INV-2439	Plant Maintenance - BY86152	196.19
			INV	INV-2443	Plant Maintenance - BY85920	947.74
			INV	INV-2461	Plant Maintenance - Generators	2,024.00
8045.8226-01	06/11/2024	Nutrien Ag Solutions Limited				957.00
			INV	911667892	Herbicides	957.00
8045.8231-01	06/11/2024	Our Charnley Pty Ltd T/A CAF'FEZ				942.50
			INV	INV-0062	Catering for Teacher PD Iluka Visions - BRAG	942.50
8045.83-01	06/11/2024	Aqwest				9,744.00
			INV	41233396/OCT24	Consumption Charges - 03/07/2024 to 09/10/2024	1,152.48
			INV	41219296/OCT24	Consumption Charges - 03/07/2024 to 09/10/2024	631.68
			INV	41221045/OCT24	Consumption Charges - 02/07/2024 to 02/10/2024	362.88
			INV	41220955/OCT24	Consumption Charges - 02/07/2024 to 02/10/2024	510.72
			INV	41219510/OCT24	Consumption Charges - 02/07/2024 to 04/10/2024	537.60
			INV	41225343/OCT24	Consumption Charges - 02/07/2024 to 08/10/2024	3.36
			INV	41228081/OCT24	Consumption Charges - 02/07/2024 to 07/10/2024	278.88
			INV	41229279/OCT24	Consumption Charges - 02/07/2024 to 03/10/2024	275.52
			INV	41231481/OCT24	Consumption Charges - 03/07/2024 to 09/10/2024	171.36
			INV	41231507/OCT24	Consumption Charges - 02/07/2024 to 08/10/2024	26.88
			INV	41233388/OCT24	Consumption Charges - 02/07/2024 to 03/10/2024	282.24
			INV	41203746/OCT24	Consumption Charges - 03/07/2024 to 08/10/2024	974.40
			INV	41204058/OCT24	Consumption Charges - 02/07/2024 to 07/10/2024	752.64
			INV	41203803/OCT24	Consumption Charges - 02/07/2024 to 03/10/2024	846.72
			INV	41204074/OCT24	Consumption Charges - 02/07/2024 to 04/10/2024	30.24
			INV	41204066/OCT24	Consumption Charges - 02/07/2024 to 04/10/2024	30.24
			INV	41204660/OCT24	Consumption Charges - 02/07/2024 to 04/10/2024	268.80
			INV	41206731/OCT24	Consumption Charges - 03/07/2024 to 09/10/2024	376.32
			INV	41207333/OCT24	Consumption Charges - 02/07/2024 to 07/10/2024	1,118.88
			INV	41209792/OCT24	Consumption Charges - 02/07/2024 to 09/10/2024	255.36
			INV	41207408/OCT24	Consumption Charges - 02/07/2024 to 07/10/2024	3.36
			INV	41209800/OCT24	Consumption Charges - 30/07/2024 to 03/10/2024	26.88
			INV	41210089/OCT24	Consumption Charges - 02/07/2024 to 08/10/2024	211.68
			INV	41214065/OCT24	Consumption Charges - 02/07/2024 to 03/10/2024	577.92
			INV	41216839/OCT24	Consumption Charges - 02/07/2024 to 09/10/2024	33.60
			INV	41216870/OCT24	Consumption Charges - 03/07/2024 to 09/10/2024	3.36
8045.8311-01	06/11/2024	Marchese Enterprises Pty Ltd t/as MJ Goods				620.00
			INV	N20676	Degreaser	110.00
			INV	N20638	Wipes - SWSC	510.00
8045.8436-01	06/11/2024	SAI Global Australia Pty Ltd				7,393.44
			INV	SAIG1IS-1369408	Australian Standards Annual Subscription	7,393.44

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8045.849-01	06/11/2024	Hanson Construction Materials Pty Ltd				1,854.60
			INV	75499757	Concrete	1,854.60
8045.9372-01	06/11/2024	Lamotte Pacific Pty Limited				882.20
			INV	82156	Environmental Health Pool Testing Equipment	882.20
8045.940-01	06/11/2024	Institute of Public Works Engineering Australasia (Western Australia)				440.00
			INV	102024-0682-0589	IPWEA Country Meeting November 2024	440.00
8045.949-01	06/11/2024	Jacksons Drawing Supplies				221.25
			INV	24-00086125	Noongar Arts Program Supplies - BRAG	221.25
8045.9603-01	06/11/2024	Clark Rubber Bunbury				2,073.75
			INV	161629	Artificial Grass	2,073.75
8045.9625-01	06/11/2024	ATC Work Smart Inc				130.00
			INV	INV012765	Staff First Aid Training	65.00
			INV	INV012730	Staff First Aid Training	65.00
8045.9658-01	06/11/2024	Australia and New Zealand Recycling Platform Ltd T/A TechCollect				3,952.96
			INV	4250	E-Waste Collection and Processing	3,952.96
8045.9822-01	06/11/2024	Forge Civil				3,690.50
			INV	1926	Forrest Park Pavilion Carpark Upgrades	3,690.50
8045.9975-01	06/11/2024	LG Software Solutions Pty Ltd T/A Pulse Software				8,360.00
			INV	INV-PLS004172	Risk & Project Management Module Implementation	8,360.00
8046.10065-01	06/11/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix				38,142.20
			INV	SINV06092	Supply & Lay Asphalt - Austral Parade	37,842.20
			INV	SINV06093	Asphalt	100.00
			INV	SINV06081	Asphalt	200.00
8046.10219-01	06/11/2024	Max & Claire Pty Ltd T/A Ergolink				919.25
			INV	SI-00088608	Office Furniture - Desks	919.25
8046.10314-01	06/11/2024	Davenport Plumbing				2,772.61
			INV	17742	Plumbing Repairs - Hay Park South Toilets	471.62
			INV	17746	Plumbing Repairs - Bunbury Airport	142.69
			INV	17764	Plumbing Repairs - SSAC Pit Repairs	390.20
			INV	17766	Plumbing Repairs - Depot	539.08
			INV	17765	Plumbing Repairs - BRAG	927.90
			INV	17763	Plumbing Repairs - Wyalup Rocky Point	213.33
			INV	17762	Plumbing Repairs - Lyons Sykes Foreshore	87.79
8046.10327-01	06/11/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW				627.00
			INV	INV-3992	Security Patrols - SWSC Basketball	627.00
8046.1034-01	06/11/2024	Koombana Bay Sailing Club Incorporated				925.00
			INV	INV-7455	Staff Awards Presentation Venue Hire	925.00
8046.10390-01	06/11/2024	OverDrive Australia Pty Ltd				667.95
			INV	3616CO24330002	eBooks/Audiobooks - Library	667.95
8046.10502-01	06/11/2024	CS Legal				1,939.01
			INV	33975	Rates Debt Collection	1,939.01
8046.10640-01	06/11/2024	WA Laser Engraving				2,367.75
			INV	240365	Engraving	2,367.75

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8046.10717-01	06/11/2024	Sigma Telford Group				1,362.90
			INV	185659/01	Super Tensioner & Cable - SWSC	1,362.90
8046.10849-01	06/11/2024	Baidam Solutions Pty Ltd				25,300.00
			INV	INV-2636	Full Portal Penetration Test	25,300.00
8046.10942-01	06/11/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin				107.80
			INV	10095	Top Dress Soil	107.80
8046.10992-01	06/11/2024	Work Clobber Bunbury - Infrastructure				593.37
			INV	24-00022504	PPE Boots - Infrastructure	216.90
			INV	24-00019034	Staff Uniform - Infrastructure	376.47
8046.11163-01	06/11/2024	Indian Ocean Craft Triennial Inc				8,084.40
			INV	INV-IOTA-2325	Acquisition of Madoda Fani Artwork - BRAG	8,084.40
8046.11231-01	06/11/2024	Perdaman Advanced Energy Pty Ltd				68,030.43
			INV	1865	Administration Building Solar Panels Installation	68,030.43
8046.11301-01	06/11/2024	Bunbury Indoor Beach Volleyball				31.62
			INV	1325	SWSC Cafe Supplies	31.62
8046.11323-01	06/11/2024	Ampol Petroleum Distributors Pty Ltd				340.58
			INV	SI4769356	Unleaded Fuel	340.58
8046.11371-01	06/11/2024	Sydney Tools Pty Ltd				440.00
			INV	15410895	Hand Drum Pump	440.00
8046.11372-01	06/11/2024	Nixon Bunbury Pty Ltd				2,911.65
			INV	101211	Electrical Maintenance - SWSC Squash Court Lights	2,119.48
			INV	101235	Electrical Maintenance - Marlston Hill Lookout	498.73
			INV	101167	Electrical Maintenance - Koombana Bay	293.44
8046.11474-01	06/11/2024	Nat's Baked With Love				88.00
			INV	686Deposit	Cupcakes - Library 50th Birthday Community Celebrations	88.00
8046.11477-01	06/11/2024	Geotech Australia				352.00
			INV	INV-1364	Density Test - Forrest Park Carpark	352.00
8046.1197-01	06/11/2024	Milligan Community Learning and Resource Centre				8,800.00
			INV	INV-1555	Grant Funding - The Big Gig	8,800.00
8046.150-01	06/11/2024	Baileys Fertilisers				4,196.50
			INV	52287	Fertiliser	4,196.50
8046.1838-01	06/11/2024	Synergy				317.73
			INV	379241070/OCT24	Electricity Charges - 29/08/2024 to 29/10/2024	153.32
			INV	417384740/OCT24	Electricity Charges - 19/09/2024 to 18/10/2024	153.44
			INV	362135790/OCT24	Gas Charges - 28/09/2024 to 23/10/2024	10.97
8046.1860-01	06/11/2024	WML Consultants				363.00
			INV	32423	Redevelopment Investigation - Bicentennial Square	363.00
8046.1867-01	06/11/2024	Work Clobber - Bunbury				217.83
			INV	24-00022217	Staff Uniform - Administration	217.83
8046.194-01	06/11/2024	J Blackwood & Son Pty Ltd				4,194.30
			INV	SI09520343	Timber Sealer	4,194.30
8046.197-01	06/11/2024	BOC Limited				13.32
			INV	4037856672	Gas Charges	13.32

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8046.2202-01	06/11/2024	Woolworths Limited			156.65
			INV 10645596	Rachel Johns Author Talk Event Supplies - Library	54.00
			INV 10646067	Rachel Johns Author Talk Event Supplies - Library	102.65
8046.2209-01	06/11/2024	Bidfood Australia (SWSC)			762.21
			INV I64455734.BY	SWSC Cafe Supplies	762.21
8046.243-01	06/11/2024	Bunbury Bearings			231.00
			INV 3300986	ICT R10 Rust Converter	231.00
8046.3167-01	06/11/2024	Perfect Landscapes			35,376.24
			INV INV-8965	Herbicide Spraying - Various Locations	35,376.24
8046.335-01	06/11/2024	Bunnings Group Limited			506.19
			INV 2179/01471412	Roller Covers	23.76
			INV 2179/01471917	Flexi Hoses	82.39
			INV 2179/01469966	Paint/Rollers	213.85
			INV 2179/01472085	Toilet Seat	8.89
			INV 2179/01471916	Toilet Seat	177.30
8046.3619-01	06/11/2024	Artists Chronicle			1,990.00
			INV INV-0546	Digital Only Advertising - Tributaries Exhibition	550.00
			INV INV-0548	Print & Digital Advertising - Kelsey Ashe Exhibition	720.00
			INV INV-0547	Print & Digital Advertising - Chester Nealie Exhibition	720.00
8046.3665-01	06/11/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies			2,484.52
			INV 240475387	Timber Seal Protector	2,332.90
			INV 260294548	Degreaser	151.62
8046.3958-01	06/11/2024	JCW Electrical Pty Ltd			18,953.00
			INV 101222	Annual Testing & Tagging - Various Sites	18,953.00
8046.4505-01	06/11/2024	CipherTel Pty Ltd			3,300.00
			INV 16682	Depot Microwave Link - October 2024	3,300.00
8046.462-02	06/11/2024	Coca Cola Amatil (Aust) Pty Ltd			1,478.58
			INV 235239829	SWSC Cafe Supplies	1,478.58
8046.527-01	06/11/2024	Cross Security Services			707.85
			INV INV-33739	Alarm System Maintenance - Administration	707.85
8046.5725-01	06/11/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)			104.12
			INV 617232137	Laminator - Administration	104.12
8046.591-01	06/11/2024	Landgate			908.08
			INV 398142	Interim Rates Schedule	908.08
8046.6139-02	06/11/2024	Better Telco Solutions Pty Ltd			3,841.86
			INV 498609-266	Internet Service Charges 2024/2025	3,841.86
8046.6213-01	06/11/2024	Moore Australia WA Pty Ltd			291.50
			INV 4465	2024 WALGA Tax Webinar Series 2 - Fuel Tax Credits	291.50
8046.6221-01	06/11/2024	West Australian Newspapers Ltd - SWSC			108.91
			INV 73627102024	SWSC Newspapers	108.91
8046.6266-01	06/11/2024	CB Traffic Solutions Pty Ltd			7,059.80
			INV 17479	Traffic Management - Austral Parade	4,980.80
			INV 17478	Traffic Management - Alyxia Drive	2,079.00

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8046.6285-01	06/11/2024	Fernandez Pty Ltd				836.55
			INV	SO-2926	Reusable Swim Nappies - SWSC	836.55
8046.6477-01	06/11/2024	Akcelik & Associates Pty Ltd				649.00
			INV	7401771	Annual Renewal Intersection 9.1 Plus	649.00
8046.6798-01	06/11/2024	WINC Australia Pty Ltd				86.37
			INV	9046449430	Stationery - Administration	86.37
8046.6875-01	06/11/2024	Country Landscaping Pty Ltd				154.91
			INV	28405	Retic Parts	129.06
			INV	28401	Retic Parts	25.85
8046.6973-01	06/11/2024	Jaycar Electronics				189.90
			INV	2223019	Fog Machine & Liquid Fog - Museum	189.90
8046.6996-01	06/11/2024	Bunbury Chinese New Year Festival				20,000.00
			INV	11	Grant Funding - Bunbury Chinese Lantern Festival	20,000.00
8046.7151-01	06/11/2024	Procare Locksmiths				561.00
			INV	20319	Key/Lock Repairs - SWSC	230.00
			INV	20004	Key/Lock Repairs	331.00
8046.7254-01	06/11/2024	Bossea Pty Ltd T/A South West Recycling				66.00
			INV	INV-9648	Confidential Bin Collection & Destruction	66.00
8046.7283-01	06/11/2024	Team Global Express (IPEC) Pty Ltd				39.61
			INV	0664-C209150	Freight	39.61
8046.7918-01	06/11/2024	Tutt Bryant Hire Pty Ltd				178.21
			INV	5241158	Mini Excavator Hire - Forrest Park	178.21
8046.8144-01	06/11/2024	WA Mechanical and Site Services				1,032.88
			INV	INV-2417	Plant Repairs - West Street Pump Station	1,032.88
8046.8791-01	06/11/2024	The Trustee for the Folan Family Trust T/A Inspired Dev't Sol Pty Ltd				16,163.65
			INV	2241	REIGNITE Frontline Leader 2 Day Training Conference	11,623.55
			INV	2226	Culture Coaches Skill Set Training Session	4,540.10
8046.8880-01	06/11/2024	Iconic Property Services Pty Ltd				18,090.18
			INV	PSI040162	Cleaning Services - Hay Park South Pavilion	965.45
			INV	PSI040161	Cleaning Services - October 2024	17,124.73
8046.9245-01	06/11/2024	Professional Arts Management				3,690.50
			INV	PAM0463	Exhibition Installation Assistance - BRAG	3,690.50
8046.949-01	06/11/2024	Jacksons Drawing Supplies				188.25
			INV	24-00090019	Art Supplies - BRAG	188.25
8046.957-01	06/11/2024	Henderson Photographics				425.00
			INV	1644	Photography Services - Citizenship Ceremony	425.00
8047.11430-01	06/11/2024	Wendy Hayward				535.00
			INV	NC2024	Noongar Country 2024 Artist Fee	535.00
8047.11479-01	06/11/2024	Kim Leard				11.00
			INV	Reimburse2310	Reimbursement - Working With Children Application	11.00
8047.11482-01	06/11/2024	D & M Bryden				38.37
			INV	ASN1681	Rates Refund	38.37
8047.11483-01	06/11/2024	K Latham				3,343.99

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	ASN6736 Rates Refund	3,343.99
8047.11484-01	06/11/2024	P Millett			106.41
			INV	ASN51385 Rates Refund	106.41
8047.9521-01	06/11/2024	Councillor M Quain			321.01
			INV	Allowance081024 Private Vehicle Allowance Claim	321.01
8050.10065-01	13/11/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix			400.00
			INV	SINV06124 Greenwaste Fee	300.00
			INV	SINV06127 Asphalt	100.00
8050.10314-01	13/11/2024	Davenport Plumbing			1,614.21
			INV	17761 Plumbing Repairs - Koolambidi Woola	130.31
			INV	17768 Plumbing Repairs - Forrest Park	1,014.91
			INV	17760 Plumbing Repairs - Koolambidi Woola	468.99
8050.10345-01	13/11/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury			135.03
			INV	INV-5373 Laundry Services for Meat Inspectors	135.03
8050.10383-01	13/11/2024	Fiore Family Trust T/A LD Total			87,999.59
			INV	139797 Irrigation Supply & Installation - Forrest Park	20,572.75
			INV	140240 Herbicide Spraying Un-Kerbed Road - October 2024	1,714.35
			INV	140239 Herbicide Spraying Footpath Weed Management - October 2024	29,584.53
			INV	140238 Herbicide Spraying Kerbed Road & Traffic Islands - October 2024	36,127.96
8050.10437-01	13/11/2024	Telstra Limited			28.89
			INV	9774657700/NOV24 Telephone Charges - BVIC	28.89
8050.10447-02	13/11/2024	Cleanaway Pty Ltd (WASTE)			49,934.71
			INV	21816307 Recyclable Materials Disposal	49,934.71
8050.10766-01	13/11/2024	Omnicom Media Group Australia Pty Ltd			2,558.89
			INV	1791178 Public Notice - Local Government Tenders	511.52
			INV	1791177 Public Notice - Local Government Tenders	519.89
			INV	1791176 Public Notice - Local Government Tenders	336.73
			INV	1791175 Public Notice - Local Government Tenders	336.73
			INV	1791174 Public Notice - Local Government Tenders	854.02
8050.10781-01	13/11/2024	South West Pets Bunbury Pty Ltd			83.85
			INV	I0000001996 Reptile Enclosure Substrate - BWP	83.85
8050.10875-01	13/11/2024	AAHR Investments Pty Ltd T/A Poolwerx Bunbury			855.11
			INV	INVBAT-81 Public Art Service - Brother & Sister / Revolving Ball	855.11
8050.10922-01	13/11/2024	Mai Tardi Gelato			1,450.00
			INV	INV-2171 Catering Staff Awards Presentation	1,450.00
8050.10992-01	13/11/2024	Work Clobber Bunbury - Infrastructure			5,423.75
			INV	24-00022390 Staff Uniform - Infrastructure	192.12
			INV	24-00022184 Staff Uniform - Infrastructure	176.68
			INV	24-00019457 Staff Uniform - Infrastructure	396.60
			INV	24-00022973 Staff Uniform - Infrastructure	419.66
			INV	24-00022984 Staff Uniform - Infrastructure	341.18
			INV	24-00022983 Staff Uniform - Infrastructure	153.65
			INV	24-00022347 Staff Uniform - Infrastructure	438.98

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	24-00022991	Staff Uniform - Infrastructure	200.40
			INV	24-00022992	Staff Uniform - Infrastructure	303.98
			INV	24-00022987	Staff Uniform - Infrastructure	479.73
			INV	24-00023007	Staff Uniform - Infrastructure	356.31
			INV	24-00022982	Staff Uniform - Infrastructure	180.01
			INV	24-00022884	Staff Uniform - Infrastructure	77.90
			INV	24-00022985	Staff Uniform - Infrastructure	429.97
			INV	24-00022388	Staff Uniform - Infrastructure	428.34
			INV	24-00022596	Staff Uniform - Infrastructure	435.14
			INV	24-00023191	PPE Boots - Infrastructure	216.00
			INV	24-00022387	PPE Boots - Infrastructure	197.10
8050.11050-01	13/11/2024	Busselton Farmers Market				175.82
			INV	IN00008423	SWSC Cafe Supplies	175.82
8050.11057-01	13/11/2024	EIS Control Pty Ltd				13,036.10
			INV	INV-1235	VFDs & Sine Wave Filters Installation to Bore - Queens Gardens	13,036.10
8050.11280-01	13/11/2024	Arbor Guy				31,934.61
			INV	100637	Street Tree Maintenance - Litham Place	831.60
			INV	100641	Street Tree Maintenance - Goldsmith Street	8,975.34
			INV	100642	Street Tree Maintenance - Queens Gardens	4,904.06
			INV	100643	Street Tree Maintenance - Melaleuca Drive	665.28
			INV	100721	Street Tree Maintenance - Blair Street	1,679.83
			INV	100651	Street Tree Maintenance - Clarke Street	501.34
			INV	100674	Street Tree Maintenance - Blair Street	1,347.19
			INV	100675	Street Tree Maintenance - Off West Road	1,347.19
			INV	100679	Street Tree Maintenance - Wakefield Avenue	3,782.59
			INV	100676	Street Tree Maintenance - Sweeny Street	1,347.19
			INV	100678	Street Tree Maintenance - Prince Phillip Drive	1,347.19
			INV	100677	Street Tree Maintenance - Cobblestone Drive	1,347.19
			INV	100688	Street Tree Maintenance - Hester Place	1,888.92
			INV	100689	Street Tree Maintenance - Preston Street	472.82
			INV	100713	Street Tree Maintenance - Dunbarton Way	665.28
			INV	100636	Quantified Tree Risk Assessment - Hands Oval	831.60
8050.11301-01	13/11/2024	Bunbury Indoor Beach Volleyball				63.24
			INV	1334	SWSC Cafe Supplies	31.62
			INV	1342	SWSC Cafe Supplies	31.62
8050.11345-01	13/11/2024	FVS Fire Services t/as Protector Fire Services				4,594.43
			INV	10097060	Portable Fire Equipment Servicing - Various Sites	4,594.43
8050.11396-01	13/11/2024	Diesel Force (The Trustee for the Cowan Family Trust)				770.90
			INV	I505	Plant Maintenance - BY718	770.90
8050.11452-01	13/11/2024	Born Organic				862.62
			INV	153552/01	BWP Kiosk Supplies	862.62
8050.11460-01	13/11/2024	Cody Trimboli				800.00
			INV	2	Noongar Arts Fashion Show - Hair Styling Services	800.00

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
8050.11478-01	13/11/2024	Wellington Mills Community Association Inc			60.00
			INV	91 Books - Museum	60.00
8050.11480-01	13/11/2024	Camilles Deli Social			345.00
			INV	1068 Jillian Green Exhibition Catering - BRAG	345.00
8050.11481-01	13/11/2024	Nichole Lubcke			200.00
			INV	#001 Pecha Kucha Presentation Educators Professional Development Day - BRAG	200.00
8050.11494-01	13/11/2024	Wendy Garden			569.00
			INV	21 Curator Talk - BRAG	569.00
8050.1207-01	13/11/2024	Mojo's Restaurant & Cafe			905.00
			INV	0611M Chester Nealie Exhibition Opening Catering - BRAG	905.00
8050.1289-01	13/11/2024	Magicorp Pty Ltd			103.49
			INV	INV-43940 Monthly Subscription - November 2024	103.49
8050.1419-01	13/11/2024	Holcim Australia Pty Ltd			532.40
			INV	9409517531 Concrete	532.40
8050.1536-01	13/11/2024	SOS Office Equipment			1,880.95
			INV	SOS647086 Photocopier Meter Readings - SWSC	51.83
			INV	SOS647081 Photocopier Meter Readings - SWSC	235.27
			INV	SOS647088 Photocopier Meter Readings - SWSC	548.85
			INV	SOS647233 Kyocera Multifunction Photocopier Machine - SWSC	1,045.00
8050.1555-01	13/11/2024	Spurling Engineering			291.50
			INV	13649 Bollard Repairs	291.50
8050.171-01	13/11/2024	Bell Fire Equipment Company Pty Ltd			830.50
			INV	INV-20690 Plant Maintenance - 1TTB999	830.50
8050.1827-01	13/11/2024	Wesfarmers Kleenheat Gas Pty Ltd			25,261.03
			INV	963648 SWSC Gas Charges October 2024	25,261.03
8050.1838-01	13/11/2024	Synergy			95,365.72
			INV	819403950/OCT24 Electricity Charges - 20/08/2024 to 16/10/2024	379.57
			INV	435956610/OCT24 Electricity Charges - 17/09/2024 to 14/10/2024	2,088.64
			INV	224851820/NOV24 Electricity Charges - 28/09/2024 to 27/10/2024	1,556.41
			INV	946266110/NOV24 Electricity Charges - 25/09/2024 to 24/10/2024	81,155.07
			INV	506257720/OCT24 Electricity Charges - 01/10/2024 to 31/10/2024	1,671.48
			INV	478182350/OCT24 Electricity Charges - 21/08/2024 to 18/10/2024	187.23
			INV	756355870/OCT24 Electricity Charges - 20/08/2024 to 16/10/2024	1,626.90
			INV	813072110/OCT24 Electricity Charges - 20/08/2024 to 16/10/2024	304.08
			INV	953020910/OCT24 Electricity Charges - 18/09/2024 to 16/10/2024	1,185.42
			INV	184425710/OCT24 Electricity Charges - 20/08/2024 to 17/10/2024	129.46
			INV	172400750/OCT24 Electricity Charges - 20/08/2024 to 17/10/2024	490.47
			INV	319438270/OCT24 Electricity Charges - 16/08/2024 to 16/10/2024	125.32
			INV	978187310/OCT24 Electricity Charges - 21/08/2024 to 16/10/2024	347.89
			INV	126324540/OCT24 Electricity Charges - 29/08/2024 to 28/10/2024	905.27
			INV	964286110/OCT24 Electricity Charges - 27/08/2024 to 24/10/2024	823.37
			INV	155651490/OCT24 Electricity Charges - 27/08/2024 to 24/10/2024	188.43
			INV	485944190/OCT24 Electricity Charges - 23/08/2024 to 21/10/2024	159.02

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	292963980/OCT24 Electricity Charges - 21/08/2024 to 18/10/2024	140.18
			INV	214566030/OCT24 Electricity Charges - 29/09/2024 to 29/10/2024	253.92
			INV	892965710/OCT24 Electricity Charges - 21/08/2024 to 16/10/2024	257.39
			INV	211563930/OCT24 Electricity Charges - 22/08/2024 to 14/10/2024	138.09
			INV	123540670/OCT24 Electricity Charges - 29/09/2024 to 28/10/2024	224.50
			INV	513585790/OCT24 Electricity Charges - 29/09/2024 to 28/10/2024	200.13
			INV	220548770/OCT24 Electricity Charges - 24/08/2024 to 22/10/2024	708.22
			INV	283018640/OCT24 Electricity Charges - 28/08/2024 to 25/10/2024	119.26
8050.1867-01	13/11/2024	Work Clobber - Bunbury			17,166.60
			INV	24-00022168 Staff Uniform - Administration	496.68
			INV	24-00021791 Staff Uniform - Administration	310.40
			INV	24-00021792 Staff Uniform - Administration	264.34
			INV	24-00021797 Staff Uniform - Administration	213.37
			INV	24-00021801 Staff Uniform - Administration	264.34
			INV	24-00021891 Staff Uniform - Administration	438.35
			INV	24-00021893 Staff Uniform - Administration	306.12
			INV	24-00021317 Staff Uniform - Administration	423.70
			INV	24-00021836 Staff Uniform - Administration	295.84
			INV	24-00021884 Staff Uniform - Administration	287.96
			INV	24-00021888 Staff Uniform - Administration	453.39
			INV	24-00021890 Staff Uniform - Administration	310.40
			INV	24-00021895 Staff Uniform - Administration	438.82
			INV	24-00021897 Staff Uniform - Administration	162.36
			INV	24-00021901 Staff Uniform - Administration	418.11
			INV	24-00021905 Staff Uniform - Administration	264.34
			INV	24-00021915 Staff Uniform - Administration	411.83
			INV	24-00021916 Staff Uniform - Administration	241.21
			INV	24-00021917 Staff Uniform - Administration	284.94
			INV	24-00021960 Staff Uniform - Administration	447.88
			INV	24-00022021 Staff Uniform - Administration	253.54
			INV	24-00022022 Staff Uniform - Administration	261.56
			INV	24-00022024 Staff Uniform - Administration	437.48
			INV	24-00022026 Staff Uniform - Administration	412.16
			INV	24-00022111 Staff Uniform - Administration	488.16
			INV	24-00022149 Staff Uniform - Administration	329.03
			INV	24-00022150 Staff Uniform - Administration	247.65
			INV	24-00022151 Staff Uniform - Administration	317.57
			INV	24-00022154 Staff Uniform - Administration	298.62
			INV	24-00022158 Staff Uniform - Administration	200.89
			INV	24-00022160 Staff Uniform - Administration	192.46
			INV	24-00022161 Staff Uniform - Administration	347.83
			INV	24-00022164 Staff Uniform - Administration	468.69
			INV	24-00022174 Staff Uniform - Administration	163.77

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	24-00022180	Staff Uniform - Administration	454.83
			INV	24-00022185	Staff Uniform - Administration	391.47
			INV	24-00022187	Staff Uniform - Administration	291.72
			INV	24-00022214	Staff Uniform - Administration	197.21
			INV	24-00022025	Staff Uniform - Administration	438.40
			INV	24-00022063	Staff Uniform - Administration	298.59
			INV	24-00022112	Staff Uniform - Administration	431.98
			INV	24-00022153	Staff Uniform - Administration	623.95
			INV	24-00022155	Staff Uniform - Administration	360.52
			INV	24-00022156	Staff Uniform - Administration	257.89
			INV	24-00022157	Staff Uniform - Administration	209.67
			INV	24-00022159	Staff Uniform - Administration	397.07
			INV	24-00022165	Staff Uniform - Administration	329.21
			INV	24-00021859	Staff Uniform - Administration	524.44
			INV	24-00022162	Staff Uniform - Administration	442.26
			INV	24-00021014	PPE Boots - Rangers	176.40
			INV	24-00020786	PPE Boots - Environmental Health	187.20
8050.1886-01	13/11/2024	Zipform Pty Ltd				9,960.17
			INV	221716	Rate Notice Printing 2024/2025	9,960.17
8050.2202-01	13/11/2024	Woolworths Limited				6.00
			INV	10647349	Courtesy Gifts for Inbound Goodwill Student Delegation 2024	6.00
8050.2209-01	13/11/2024	Bidfood Australia (SWSC)				2,814.94
			INV	I64487390.BRY	SWSC Cafe Supplies	956.47
			INV	I64515970.BRY	SWSC Cafe Supplies	1,096.26
			INV	I64455734.BRY	SWSC Cafe Supplies	762.21
8050.2267-01	13/11/2024	Les Mills Asia Pacific				1,624.81
			INV	LMB1266506	SWSC Gym Licence Fee - November 2024	1,624.81
8050.2301-01	13/11/2024	BookEasy Pty Ltd				797.42
			INV	25090	BookEasy Commission - September 2024	423.03
			INV	25206	BookEasy Commission - October 2024	374.39
8050.3167-01	13/11/2024	Perfect Landscapes				16,605.60
			INV	INV-8994	Lawnmowing - Carey Park	5,472.50
			INV	INV-8987	Lawnmowing - Picton	891.00
			INV	INV-8986	Lawnmowing - East Bunbury	4,912.60
			INV	INV-8985	Lawnmowing - Pelican Point	1,309.00
			INV	INV-8984	Lawnmowing - Vittoria Heights	1,094.50
			INV	INV-8983	Lawnmowing - Glen Iris	2,926.00
8050.3204-01	13/11/2024	PFD Food Services Pty Ltd				4,869.50
			INV	LN603938	SWSC Cafe Supplies	1,844.60
			INV	LN638102	SWSC Cafe Supplies	669.60
			INV	LN638079	SWSC Cafe Supplies	1,418.65
			INV	LN634848	SWSC Cafe Supplies	936.65
8050.335-01	13/11/2024	Bunnings Group Limited				2,974.20

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			INV 2179/01699862 Wire Brush/Drill Bit	126.30
			INV 2179/01600033 Hydrochloric Acid	18.96
			INV 2179/00181776 Hose/Container/Weedsprayer	135.29
			INV 2179/01282129 Kerosene	93.72
			INV 2179/00180798 Bin/Storage Container/Cleaning Items/Fly Trap	256.58
			INV 2179/01471643 Willow Screening/Cable Ties/Coded Padlocks	427.50
			INV 2179/01473657 Timber/Bolts/Electrical box	155.36
			INV 2706/01299866 Gazebo - McCombe Depot	199.00
			INV 2179/01475058 Temporary Fencing	740.50
			INV 2179/01473211 Toilet Seat	27.96
			INV 2179/01474183 Metal Paint/Storm PVC/Downpipe/Plasterers Trim	237.51
			INV 2179/01474641 Jarrah Wood Filler/Nail Punch/Paint Scraper	59.04
			INV 2179/01474659 Angle/Screws/Rope/Shock Cord	496.48
8050.3549-01	13/11/2024	Repco		11.28
			INV 4310417855 Lock Nuts	11.28
8050.3665-01	13/11/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies		258.29
			INV 240476914 E-Cool Bandanas	161.92
			INV 260296270 Bolts/Nuts/Aeroguard	96.37
8050.371-01	13/11/2024	Carbone Bros Pty Ltd		687.50
			INV 1108447 Metal Dust (Cracker Dust)	687.50
8050.3834-01	13/11/2024	SecurePay Pty Ltd		37.13
			INV 608391 eServices Online Transactions	37.13
8050.3888-01	13/11/2024	Greenacres Turf Farm		44,810.15
			INV 67596 Turf Supply - Payne Park/Kelly Park/Hands Oval	44,810.15
8050.416-01	13/11/2024	Bunbury Landscaping		551.00
			INV 5471 Enviro Mix	551.00
8050.454-01	13/11/2024	Cleanaway Pty Ltd (SWSC)		139.50
			INV 21816350 Bin Hire - SWSC	139.50
8050.474-01	13/11/2024	Geographe Ford		61,853.47
			INV FOMSB104588 Plant Service - BY744	400.00
			INV L2130 Vehicle Purchase - BY740	61,453.47
8050.4795-01	13/11/2024	Proludic Pty Ltd		1,213.94
			INV 27603 Toddler Swing Seat	1,213.94
8050.50-01	13/11/2024	Onsite Rental Group Operations Pty Ltd		1,270.66
			INV 3894145 Portable Toilets Hire - Forrest Park	169.28
			INV 3894144 Portable Toilets Hire - Forrest Park	1,101.38
8050.5224-01	13/11/2024	Commercial Aquatics Australia Pty Ltd		8,126.25
			INV 32848 SWSC Quarterly Plant Maintenance Filtration & Pool	8,126.25
8050.5614-01	13/11/2024	Councillor K Steele		737.40
			INV Allowance031124 Private Vehicle Allowance Claim	737.40
8050.5741-01	13/11/2024	Picton Tyre Centre Pty Ltd		3,379.00
			INV 083627 Tyres Replacement - BY751	1,378.00
			INV 083907 Tyres Replacement - BY703	913.00

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			INV	O83923 Tyres Replacement - BY724	758.00
			INV	O83834 Tyre Plug Repairs - BY6557A	25.00
			INV	O83631 Tyre Repairs - BY749	120.00
			INV	O83634 Tyre Repairs - BY749	146.00
			INV	O83877 Tyre Repairs - 1GUT326	39.00
8050.591-01	13/11/2024	Landgate			63.20
			INV	1425240 Title Services - October 2024	63.20
8050.5911-01	13/11/2024	Josh Byrne & Associates			6,320.60
			INV	3598 Environmental Sustainable Design Guideline	6,320.60
8050.5979-01	13/11/2024	Arts Hub Australia Pty Ltd			385.00
			INV	204247 ArtsHub Membership October 2024/2025	385.00
8050.6045-01	13/11/2024	IXOM Operations Pty Ltd			348.50
			INV	6881682 Chlorine Gas - SWSC	348.50
8050.6139-01	13/11/2024	Better Telco Solutions Pty Ltd			6,693.02
			INV	105474 Telephone Charges 2024/2025 - UCaaS	6,693.02
8050.6266-01	13/11/2024	CB Traffic Solutions Pty Ltd			11,848.10
			INV	16734 Traffic Management - Willoughby Street	719.40
			INV	16695 Traffic Management - Willoughby Street	246.40
			INV	17551 Traffic Management - Austral Parade	385.00
			INV	17609 Traffic Management - Austral Parade	2,161.50
			INV	17437 Traffic Management Plan - Estuary Drive	839.30
			INV	17477 Traffic Management - Parade Road	1,126.40
			INV	17480 Traffic Management - Minninup Road	633.60
			INV	17603 Traffic Management Plan - Picton Road	839.30
			INV	17608 Traffic Management - Picton Road	539.00
			INV	17552 Traffic Management - Cranbrook Way	523.60
			INV	17553 Traffic Management - VMS Board	704.00
			INV	17588 Traffic Management Plan - Cranbrook Way	839.30
			INV	17610 Traffic Management - VMS Board Hire	528.00
			INV	17581 Traffic Management Plan & RTM Endorsement - Bussell Highway	1,763.30
8050.6281-01	13/11/2024	PR Power Pty Ltd			1,188.00
			INV	24916 Radiator	1,188.00
8050.6333-01	13/11/2024	Equans Mechanical Services Australia Pty Ltd			2,277.00
			INV	2606399 Aircon Maintenance - SWSC	2,277.00
8050.6492-01	13/11/2024	Robert's Tilt Tray & Hiab Service			385.00
			INV	36412 Delivery of Toilets - Hands Oval	385.00
8050.6532-01	13/11/2024	SG Fleet Australia Pty Ltd - Novated Leases			1.75
			INV	3505882 GST on Novated Leases - October 2024	1.75
8050.670-01	13/11/2024	Elliotts Irrigation			2,803.90
			INV	F31755 Iron Filter Servicing - October 2024	2,803.90
8050.6749-01	13/11/2024	Smith Constructions WA			1,763.64
			INV	INV-02567 Forrest Park Sports Pavilion Claim	1,763.64
8050.6774-01	13/11/2024	Quantified Tree Risk Assessment			2,134.00

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	13657	Quantified Tree Risk Assessment Training	2,134.00
8050.6787-01	13/11/2024	McDonald Fencing				1,342.00
			INV	INV-7715	Fencing Repairs - Hay Park & Hands Oval	1,342.00
8050.6798-01	13/11/2024	WINC Australia Pty Ltd				626.38
			INV	9046538818	Stationery - SWSC	235.08
			INV	9046546788	Stationery - Infrastructure	391.30
8050.6847-01	13/11/2024	Trophies West				109.50
			INV	7603	Staff Badges - SWSC	109.50
8050.6858-01	13/11/2024	Work Metrics Pty Ltd				154.00
			INV	42007	Subscription - On-line Induction Portal	154.00
8050.6875-01	13/11/2024	Country Landscaping Pty Ltd				8,706.33
			INV	28436	Retic Parts	8,105.68
			INV	28415	Retic Parts	436.02
			INV	28414	Retic Parts	47.48
			INV	28500	Retic Parts	117.15
8050.7036-01	13/11/2024	Octagon Lifts Pty Ltd				9,617.14
			INV	68117	SWSC Quarterly Lift Maintenance	1,202.14
			INV	68116	Elevator Servicing - 02/11/2024 to 01/02/2025	8,415.00
8050.7254-01	13/11/2024	Bossea Pty Ltd T/A South West Recycling				132.00
			INV	INV-9673	Confidential Bin Collection & Destruction	132.00
8050.7269-01	13/11/2024	Kleen Conscience				311.03
			INV	INV-2630	Cleaning Meat Inspectors Offices	311.03
8050.7283-01	13/11/2024	Team Global Express (IPEC) Pty Ltd				265.78
			INV	0666-C209150	Freight	265.78
8050.7326-01	13/11/2024	The Information Management Group Pty Ltd (TIMG)				636.34
			INV	93878524	Offsite Records Storage - October 2024	636.34
8050.739-01	13/11/2024	Brownes Food Operations Pty Ltd				696.50
			INV	18099073	SWSC Cafe Supplies	696.50
8050.7403-01	13/11/2024	Safety & Rescue Equipment				28,349.87
			INV	12244	Back Beach Cafe Safety Roof Access System Works	1,485.62
			INV	12245	In Town Lunch Centre Safety Roof Access System Works	3,961.23
			INV	12246	Surf Life Saving Club Safety Roof Access System Works	2,075.22
			INV	12247	Koombana Bay Kiosk Safety Roof Access System Works	1,288.85
			INV	12256	Library Safety Roof Access System Works	6,246.99
			INV	12274	Hay Park South Safety Roof Access System Works	7,202.98
			INV	12275	SES Building Safety Roof Access System Works	6,088.98
8050.7474-01	13/11/2024	BFF Trust				3,311.00
			INV	6977	Guard Rail Repairs - Mangles / Spencer Street Roundabout	3,311.00
8050.7486-01	13/11/2024	Bliers Pty Ltd T/A Bunbury Floorworld				2,985.00
			INV	3535	Vinyl Floor Installation & Patch Works - Bus Station Café	2,985.00
8050.7760-01	13/11/2024	The Flynn Family Trust T/A South West Cleaning				7,609.80
			INV	8313	SWSC Contract Cleaners - October 2024	7,609.80
8050.7767-01	13/11/2024	Netstar Australia Pty Ltd				10,627.21

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			INV	195554	Monthly GPS Tracker Fee - July 2024	2,058.43
			INV	202381	Monthly GPS Tracker Fee - August 2024	2,058.43
			INV	202380	Monthly GPS Tracker Fee - September 2024	2,058.43
			INV	202379	Monthly GPS Tracker Fee - October 2024	2,058.43
			INV	202382	VCAM Waste Truck Camera Monthly Fee - October 2024	82.50
			INV	202384	VCAM Waste Truck Camera Monthly Fee - August 2024	82.50
			INV	202383	VCAM Waste Truck Camera Monthly Fee - September 2024	82.50
			INV	203362	Monthly GPS Tracker Fee - November 2024	2,145.99
8050.7867-01	13/11/2024	JBS&G Australia Pty Ltd				1,810.60
			INV	111137	Regional Advanced Offset Desktop Assessment	1,810.60
8050.7971-01	13/11/2024	Charlotte Anne White				1,100.00
			INV	INV-0150	Workshop Facilitation - BRAG	1,100.00
8050.8089-01	13/11/2024	Paradigm Cleaning and Professional Services Pty Ltd				275.00
			INV	INV-0929	Cleaning Services - Old Railway Station Building	275.00
8050.8144-01	13/11/2024	WA Mechanical and Site Services				9,153.49
			INV	INV-2387	Coolant	285.12
			INV	INV-2463	SES Battery Repairs	513.04
			INV	INV-2445	Plant Maintenance - BY732	267.67
			INV	INV-2460	Plant Service - BY123X	1,472.36
			INV	INV-2448	Plant Maintenance - BY81475	423.63
			INV	INV-2447	Plant Maintenance - BY793	448.23
			INV	INV-2452	Plant Service - BY706	1,140.14
			INV	INV-2458	Plant Service - BY86687	196.19
			INV	INV-2457	Plant Service - 1TLR436	196.19
			INV	INV-2456	Plant Service - BY81475	196.19
			INV	INV-2455	Plant Service - BY85265	196.19
			INV	INV-2454	Plant Maintenance - BY85808	385.12
			INV	INV-2441	Plant Maintenance - Peruzzo	3,433.42
8050.8311-01	13/11/2024	Marchese Enterprises Pty Ltd t/as MJ Goods				5,426.60
			INV	N20525	Toilet Paper Supplies	4,961.60
			INV	N20616	Urinal Mat Lemon	465.00
8050.8403-01	13/11/2024	AMD Audit & Assurance Pty Ltd				2,420.00
			INV	INV-9970	Hay Park Sporting Upgrades Project Acquittal	2,420.00
8050.8880-01	13/11/2024	Iconic Property Services Pty Ltd				586.44
			INV	PSI040404	Cleaning Services - Library	586.44
8050.8940-01	13/11/2024	BIC Services Pty Ltd				1,437.70
			INV	130185	Cleaning Services - Koombana Bay & Rocky Point	1,029.60
			INV	130892	Cleaning Services - Hands Oval Portable Toilet Event	408.10
8050.9097-01	13/11/2024	Flick Anticimix Pty Ltd				495.00
			INV	601183945C	Pest Control - SWSC	495.00
8050.9267-01	13/11/2024	Terrywhite Chemmart Southcity Bunbury				69.99
			INV	2453226	Blood Pressure Monitor - SWSC	69.99
8050.9317-01	13/11/2024	West Australian Newspapers Ltd - Administration				427.20

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			INV	95916/OCT24	Newspapers - Administration	427.20
8050.9329-01	13/11/2024	Pathways South West Inc				1,100.00
			INV	INV-4207	Grant Funding - Community Connect 2024/25	1,100.00
8050.949-01	13/11/2024	Jacksons Drawing Supplies				1,483.00
			INV	24-00086897	Art Supplies - BRAG	63.00
			INV	24-00084874	Art Supplies - BRAG	733.25
			INV	24-00090122	Art Supplies - AACHWA Forum Workshop at Roelands	282.85
			INV	24-00085395	Noongar Arts Program Art Supplies - BRAG	403.90
8050.958-01	13/11/2024	South West Isuzu				403.44
			INV	1623939	Plant Service - BY731	403.44
8050.9804-01	13/11/2024	R K Arnold & G Dowd & M B Dunphy & Others T/A Hall & Wilcox				3,580.50
			INV	777546	Legal Fees	3,580.50
8050.9983-01	13/11/2024	Graham Taylor				1,500.00
			INV	4474909	City of Bunbury Artwork Collection Acquisition	1,500.00
8053.10065-01	13/11/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix				8,395.00
			INV	SINV06176	Greenwaste Fee	255.00
			INV	SINV06152	Supply & Lay Asphalt - Fielder Street	8,140.00
8053.10219-01	13/11/2024	Max & Claire Pty Ltd T/A Ergolink				635.80
			INV	SI-00088353	Office Furniture - Chair	635.80
8053.10248-01	13/11/2024	Karyn Rowe				280.00
			INV	UMPIRE.07/11/24	SWSC Umpire Netball - 28/10/2024 to 07/11/2024	280.00
8053.10314-01	13/11/2024	Davenport Plumbing				9,363.41
			INV	17782	Ice Machine Repairs - Depot	2,440.78
			INV	17793	Plumbing Repairs - Kelly Park	284.89
			INV	17772	Plumbing Repairs - SWSC	146.33
			INV	17667	Plumbing Repairs - Administration	125.44
			INV	17671	Plumbing Repairs - Venezia Boulevard Pelican Point	82.92
			INV	17775	Plumbing Repairs - Withers Library	441.36
			INV	17774	Plumbing Repairs - Koombana Bay Amenities	188.85
			INV	17780	Plumbing Repairs - Ocean Drive Toilets	154.73
			INV	17778	Plumbing Repairs - Ocean Drive Toilets	152.47
			INV	17779	Plumbing Repairs - Ski Beach Public Conveniences	97.55
			INV	17794	Plumbing Repairs - Museum	517.03
			INV	17773	Plumbing Repairs - Riviera Way Pelican Point	188.85
			INV	17776	Plumbing Repairs - Wyalup Rocky Point Toilets	108.55
			INV	17777	Plumbing Repairs - Stephen Street Exeloos	188.85
			INV	17783	Plumbing Repairs - Pat Usher	4,244.81
8053.10327-01	13/11/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW				3,031.05
			INV	INV-3882	Security Alarm Response - October 2024	1,829.30
			INV	INV-4134	Security Patrols - SWSC Basketball	1,201.75
8053.10333-01	13/11/2024	DV Battams & Others T/A Hopgood Ganim				4,414.30
			INV	508377	Legal Fees	3,990.80
			INV	508378	Legal Fees	423.50

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8053.10345-01	13/11/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury	INV	INV-5420	136.90
				Laundry Services - Meat Inspectors Uniform	136.90
8053.10437-01	13/11/2024	Telstra Limited	INV	2405239282/NOV24	7.21
				Telephone Charges - Rates SMS	7.21
8053.10447-03	13/11/2024	Cleanaway Pty Ltd (WASTE)	INV	21817538	1,681.86
				Equipment Hire - Sideloader 14/10/2024 to 17/10/2024	1,681.86
8053.10671-01	13/11/2024	Therese Marie Price	INV	UMPIRE.07/11/24	224.00
				SWSC Umpire Netball - 28/10/2024 to 07/11/2024	224.00
8053.10684-01	13/11/2024	The Trustee for Trinity Bunbury Trust T/A Mantra Bunbury Lighthouse	INV	INV_22129	3,723.00
				RE-EGNITE Training Function Catering & Room Hire	3,723.00
8053.10722-01	13/11/2024	Ready Industries Pty Ltd T/A 1300TempFence	INV	749875	1,255.43
				Temporary Fencing - Graham Bricknell Music Shell	1,255.43
8053.10781-01	13/11/2024	South West Pets Bunbury Pty Ltd	INV	I0000002004	473.70
				BWP Animal Supplies	473.70
8053.10789-01	13/11/2024	Fleet Network Pty Ltd	INV	138775	4,218.27
				Novated Lease Payment - F/E 05/11/2024	4,218.27
8053.109-01	13/11/2024	Australia Post	INV	1013598262	6,085.67
				Postage - October 2024	6,085.67
8053.10942-01	13/11/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin	INV	10688	104.50
			INV	10666	104.50
				Premium Top Dress	104.50
				Premium Top Dressing	104.50
8053.10992-01	13/11/2024	Work Clobber Bunbury - Infrastructure	INV	24-00021658	404.23
			INV	24-00022360	206.10
				Staff Uniform - Infrastructure	404.23
				PPE Boots - Infrastructure	206.10
8053.11046-01	13/11/2024	Maddison Leyshon	INV	UMPIRE.07/11/24	168.00
				SWSC Umpire Netball - 28/10/2024 to 07/11/2024	168.00
8053.11050-01	13/11/2024	Busselton Farmers Market	INV	IN00008839	162.66
				SWSC Cafe Supplies	162.66
8053.11075-01	13/11/2024	Koopa Evans	INV	UMPIRE.07/11/24	336.00
				SWSC Umpire Netball - 28/10/2024 to 07/11/2024	336.00
8053.11076-01	13/11/2024	Jemma Godfrey	INV	UMPIRE.07/11/24	196.00
				SWSC Umpire Netball - 28/10/2024 to 07/11/2024	196.00
8053.11131-01	13/11/2024	CHG-Meridan Australia Pty Ltd	INV	690004508	9,785.92
				Smart Parking Equipment Lease - October 2024	9,785.92
8053.11261-01	13/11/2024	The Drug Detection Agency - South Perth WA	INV	INV-SPE1597	1,870.00
				Site Testing - Alcohol Screening	1,870.00
8053.11290-01	13/11/2024	Avantgarde Technologies	INV	3733	4,840.00
				ITC Network Maintenance	4,840.00
8053.11301-01	13/11/2024	Bunbury Indoor Beach Volleyball	INV	1361	40.62
			INV	1363	40.62
				SWSC Cafe Supplies	40.62
				SWSC Cafe Supplies	40.62
8053.11305-01	13/11/2024	Imogino	INV	4668	1,000.00
				Makeup Application Service - Noongar Arts Program Fashion Show	1,000.00

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8053.11366-01	13/11/2024	Rachel Blair				396.50
			INV	202403	Author Talk - Library	396.50
8053.11372-01	13/11/2024	Nixon Bunbury Pty Ltd				3,288.14
			INV	101358	Electrical Maintenance - Queens Gardens Toilets	419.38
			INV	101357	Electrical Maintenance - Cobblestone Drive Memorial	891.02
			INV	101388	Electrical Maintenance - Depot	351.40
			INV	101384	Electrical Maintenance - Guppy Park	203.50
			INV	101369	Electrical Maintenance - Depot	875.04
			INV	101368	Electrical Maintenance - Depot	151.80
			INV	101365	Electrical Maintenance - SWSC	396.00
8053.11399-01	13/11/2024	Jordan Brady				140.00
			INV	UMPIRE.07/11/24	SWSC Umpire Netball - 28/10/2024 to 07/11/2024	140.00
8053.11448-01	13/11/2024	McDonald Shearing				220.00
			INV	CR658258	BWP Sheep Drenching	220.00
8053.11485-01	13/11/2024	Automatic Solutions				619.00
			INV	22743	Keyring Style Transmitter	619.00
8053.11486-01	13/11/2024	Sage Bunbury				625.00
			INV	2044662062	Catering for Noongar Country Closing Event - BRAG	625.00
8053.1293-01	13/11/2024	Our Community Pty Ltd				13,750.00
			INV	71518	Smarty Grants Annual Fee 02/01/2025 to 01/01/2026	13,750.00
8053.1419-01	13/11/2024	Holcim Australia Pty Ltd				2,726.35
			INV	9409507196	Concrete	2,726.35
8053.1437-01	13/11/2024	Ricoh Business Centre (Emerge Office)				79.36
			INV	7772	Photocopier Meter Readings - Withers Library	79.36
8053.1536-01	13/11/2024	SOS Office Equipment				564.04
			INV	SOS647077	Photocopier Meter Readings - BRAG	131.54
			INV	SOS647084	Photocopier Meter Readings - Library	336.06
			INV	SOS647094	Photocopier Meter Readings - Library	96.44
8053.161-01	13/11/2024	BCE Surveying Pty Ltd				4,049.10
			INV	15460	Survey Setout - Forrest Park Road Upgrade	4,049.10
8053.1830-01	13/11/2024	West Australian Newspapers Ltd - Advertising				4,901.49
			INV	1009146220241031	Advertising - October 2024	4,901.49
8053.1838-01	13/11/2024	Synergy				7,563.17
			INV	438929150/NOV24	Electricity Charges - 02/10/2024 to 22/10/2024	509.80
			INV	804050300/NOV24	Electricity Charges - 17/09/2024 to 14/10/2024	1,454.04
			INV	557784950/OCT24	Electricity Charges - 29/09/2024 to 28/10/2024	478.42
			INV	408907350/OCT24	Electricity Charges - 29/08/2024 to 28/10/2024	1,097.66
			INV	944110160/OCT24	Electricity Charges - 28/08/2024 to 25/10/2024	1,344.22
			INV	894693950/OCT24	Electricity Charges - 17/09/2024 to 14/10/2024	2,678.91
			INV	417384740/OCT24	Electricity Charges - 19/09/2024 to 18/10/2024	0.12
8053.1941-01	13/11/2024	Bunbury Geographe Chamber of Commerce & Industry				550.00
			INV	INV-6274	2024 Shop Local Campaign Contribution	550.00
8053.2202-01	13/11/2024	Woolworths Limited				386.15

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			INV	10646816	Courtesy Gifts for Inbound Goodwill Student Delegation 2024	49.98
			INV	10765240	SWSC Cafe Supplies	141.65
			INV	10787022	Catering & Program/Event Supplies - Library	194.52
8053.2693-01	13/11/2024	Kmart				100.50
			INV	221078	Halloween Supplies - Museum	100.50
8053.271-01	13/11/2024	Bunbury Harvey Regional Council				52,020.43
			INV	INV-5245	Waste Disposal Cleanaway - October 2024	52,020.43
8053.2788-01	13/11/2024	City of Busselton				1,166.00
			INV	28255	South West Design Review Panel	1,166.00
8053.2849-01	13/11/2024	Waterlogic Australia Pty Ltd				562.10
			INV	4530697	SWSC Equipment Rental Service - November 2024	562.10
8053.292-01	13/11/2024	Bunbury Nissan				585.11
			INV	337344	Plant Service - BY228Y	585.11
8053.3-01	13/11/2024	A & L Printers				176.00
			INV	65878	Didactic Panels Chester Nealie Exhibition BRAG	176.00
8053.3093-01	13/11/2024	RTS Diesel South West				2,058.65
			INV	4171	Small Plant Service - Various	2,058.65
8053.3204-01	13/11/2024	PFD Food Services Pty Ltd				1,033.80
			INV	LN675807	SWSC Cafe Supplies	1,033.80
8053.327-01	13/11/2024	Bunbury Veterinary Clinic				140.00
			INV	1/498945	Veterinary Consultations	140.00
8053.335-01	13/11/2024	Bunnings Group Limited				606.06
			INV	2179/01284288	Cleaning Supplies/Hazard Tape/Dog Treats	110.54
			INV	2179/00185288	Sand/Cat Litter Mat & Scoop/Seagrass Mat/Rake	126.14
			INV	2063/01776707	Tool Box/Hook Utility Storage	19.56
			INV	2179/00273325	Pool Noodle/Tape/Disposable Gloves/Batteries	100.58
			INV	2179/01289015	Paint/Storage Container/Sponge/Wipes	249.24
8053.3376-01	13/11/2024	Sonic HealthPlus				1,070.08
			INV	3417257	Pre-Employment Medicals	89.10
			INV	3428374	Pre-Employment Medicals	490.49
			INV	3429221	Pre-Employment Medicals	490.49
8053.3508-01	13/11/2024	Department of Biodiversity, Conservation and Attractions South West				100.00
			INV	42784	Wellington Discovery Excursion - Setagaya Incoming Goodwill Tour	100.00
8053.3549-01	13/11/2024	Repco				27.50
			INV	4310417929	Lock Nuts - Various Vehicles	27.50
8053.3848-01	13/11/2024	Bunbury Farmers Market				77.37
			INV	12829840048	Community Safety Advisory Group Catering	77.37
8053.4091-01	13/11/2024	Dome Cafe Bunbury				712.70
			INV	132	Catering - Inbound Goodwill Student Delegation	355.35
			INV	135	Catering - Inbound Goodwill Student Delegation	357.35
8053.4567-01	13/11/2024	People Sense				1,722.40
			INV	50781	EAP Counselling	1,722.40
8053.462-02	13/11/2024	Coca Cola Amatil (Aust) Pty Ltd				1,298.83

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			INV	235292794 SWSC Cafe Supplies	1,298.83
8053.4984-01	13/11/2024	Talent Propeller Trust			2,997.50
			INV	IN799291 Monthly Website Subscription - October 2024	704.00
			INV	IN799426 Monthly Website Subscription - October 2024	55.00
			INV	IN799423 Recruitment Advertising	55.00
			INV	IN799738 Recruitment Advertising	1,413.50
			INV	IN800309 Recruitment Advertising	770.00
8053.50-01	13/11/2024	Onsite Rental Group Operations Pty Ltd			850.32
			INV	3884583 Portable Toilet Hire - Hands Oval	850.32
8053.5036-01	13/11/2024	Environex International Pty Ltd			1,452.42
			INV	326473 SWSC Chemicals and Cleaning Supplies	223.55
			INV	326474 SWSC Chemicals and Cleaning Supplies	1,037.91
			INV	326476 SWSC Chemicals and Cleaning Supplies	162.27
			INV	326475 SWSC Chemicals and Cleaning Supplies	28.69
8053.526-01	13/11/2024	Toolmart Australia Pty Ltd			41.95
			INV	BY-173754 Tools/Maintenance Equipment	41.95
8053.527-01	13/11/2024	Cross Security Services			180.12
			INV	INV-33744 Alarm System Maintenance - SWSC	180.12
8053.5412-01	13/11/2024	Picton Civil Pty Ltd			11,302.50
			INV	P19915 Contaminated Site Capping Mulch	4,092.00
			INV	P19914 Contaminated Stump Removal at Trinity Green	7,210.50
8053.5536-01	13/11/2024	CNW Pty Ltd			40,688.83
			INV	161224502 Electrical Supplies - Horseshoe Lake	1,495.83
			INV	161224396 Electrical Supplies - Administration	24,362.80
			INV	161224901 Electrical Supplies - Administration	14,830.20
8053.5725-01	13/11/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)			40.81
			INV	617009591 Halloween Supplies - Museum	20.00
			INV	606917794 Craft Supplies - Library	20.81
8053.6081-01	13/11/2024	Marketforce Pty Ltd			2,772.00
			INV	AU51-PI0100038 SEO Management - October 2024	2,772.00
8053.617-01	13/11/2024	Bunbury Dolphin Discovery Incorporated			194.14
			INV	INV-9302 Dolphin Discovery Centre Beach Clean-up Day Contribution	194.14
8053.6202-01	13/11/2024	Easisalary (Easifleet)			2,489.72
			INV	174500 Novated Lease Payment - F/E 05/11/2024	2,489.72
8053.6221-01	13/11/2024	West Australian Newspapers Ltd - SWSC			110.38
			INV	73603112024 SWSC Newspapers	110.38
8053.6222-01	13/11/2024	Antenna Tronics & Communication			340.00
			INV	INV-16177 Television Antenna - Depot	340.00
8053.6247-01	13/11/2024	Octy Water Pty Ltd T/A Aquamonix			1,483.90
			INV	76556 Water Controller Repairs	1,483.90
8053.6266-01	13/11/2024	CB Traffic Solutions Pty Ltd			839.30
			INV	17589 Traffic Management - Fielder Street	839.30
8053.6333-01	13/11/2024	Equans Mechanical Services Australia Pty Ltd			9,113.04

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	2606711	Aircon Maintenance - SWSC	1,309.00
			INV	2606541	Aircon Maintenance - SWSC / PCYC	7,194.00
			INV	2606837	Aircon Maintenance - SWSC	610.04
8053.6453-01	13/11/2024	ASP Security Personnel / Alliance Security Personnel				1,980.00
			INV	5951	Banking & Mail Deliveries - October 2024	1,980.00
8053.6475-01	13/11/2024	St John Ambulance Western Australia Ltd				2,365.00
			INV	CYINV00366645	Defibrillator & Pads - BRAG	2,365.00
8053.6538-01	13/11/2024	Local Government Professionals Australia - WA				3,200.00
			INV	41198	Annual State Conference 2024 Registration	1,600.00
			INV	41199	Annual State Conference 2024 Registration	1,600.00
8053.6875-01	13/11/2024	Country Landscaping Pty Ltd				3,321.27
			INV	28530	Retic Parts	1,998.08
			INV	28657	Des Ugle & Dudley Park Bore Pump Maintenance	1,323.19
8053.7018-01	13/11/2024	On2it Graphics				352.00
			INV	INV-4771	Communication Board - 48hr Rest Stop Sign	352.00
8053.7151-01	13/11/2024	Procure Locksmiths				512.00
			INV	20747	Mortice Lock Set	512.00
8053.7254-01	13/11/2024	Bossea Pty Ltd T/A South West Recycling				66.00
			INV	INV-9682	Confidential Bin Collection & Destruction	66.00
8053.7335-01	13/11/2024	Naturaliste Turf				66,985.50
			INV	INV-1559	Aeration & Top Dressing - Parks/Ovals	66,985.50
8053.7357-01	13/11/2024	West Coast Waste Pty Ltd				742.50
			INV	53133	Skip Bin Hire - Tornado Relief	330.00
			INV	52808	Skip Bin Hire - Bunbury Tornado Relief	412.50
8053.7403-01	13/11/2024	Safety & Rescue Equipment				4,817.82
			INV	12276	Hay Park North Safety Roof Access System Works	4,817.82
8053.7498-01	13/11/2024	MSPD WA Pty Ltd				5,830.00
			INV	INV-2536	Painting of Plinths & Walls Exhibition BRAG	5,830.00
8053.792-01	13/11/2024	GHD Pty Ltd				2,531.38
			INV	112-0223410	Turkey Point Sampling & Analysis Quality Plan	2,531.38
8053.799-01	13/11/2024	Glenn Buck Milk Distribution				780.00
			INV	1352	Milk - Administration	558.40
			INV	1353	Milk - Depot	221.60
8053.8033-01	13/11/2024	Essential Coffee Pty Ltd				1,144.42
			INV	SI-00317301	SWSC Cafe Supplies	1,144.42
8053.806-01	13/11/2024	Go West Tours				4,581.50
			INV	60005	Bus Hire - Inbound & Goodwill Student Delegations from Setagaya	4,581.50
8053.8089-01	13/11/2024	Paradigm Cleaning and Professional Services Pty Ltd				275.00
			INV	INV-0913	Cleaning Services - Old Railway Station Building	275.00
8053.8505-01	13/11/2024	Danielle Louise Butson				112.00
			INV	UMPIRE.07/11/24	SWSC Umpire Netball - 28/10/2024 to 07/11/2024	112.00
8053.8506-01	13/11/2024	Teresa Maria Halligan				168.00
			INV	UMPIRE.07/11/24	SWSC Umpire Netball - 28/10/2024 to 07/11/2024	168.00

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8053.8507-01	13/11/2024	Julie Combes				616.00
			INV	UMPIRE.07/11/24	SWSC Umpire Netball - 28/10/2024 to 07/11/2024	616.00
8053.8508-01	13/11/2024	Rebekka Flockton				168.00
			INV	UMPIRE.07/11/24	SWSC Umpire Netball - 28/10/2024 to 07/11/2024	168.00
8053.9300-02	13/11/2024	Katelyn Whitehurst				3,460.80
			INV	14/10/2024	Noongar Country 2024 Curator Fee - BRAG	3,460.80
8053.9316-01	13/11/2024	West Australian Newspapers Ltd - Libraries				25.20
			INV	95929/NOV24	Library Newspapers	25.20
8053.958-01	13/11/2024	South West Isuzu				529.34
			INV	1626696	Plant Service - BY018V	529.34
8053.959-01	13/11/2024	Jetline Kerbing Contractors				6,094.00
			INV	INV-1587	Kerbing & Pram Ramps Installation - Austral Parade	6,094.00
8053.9592-01	13/11/2024	Prime Television Southern Pty Ltd				481.80
			INV	521974	Advertising - Mosquito Awareness Campaign	481.80
8053.9638-01	13/11/2024	Smart Parking Limited				8,228.70
			INV	AU-IN000758	Smartcloud Licence and Hosting Fee - December 2024	8,228.70
8053.9954-01	13/11/2024	Sapio Pty Ltd				546.70
			INV	285564	CCTV Maintenance - Weekly Checks	546.70
8054.11251-01	13/11/2024	Ms C M Graham				320.12
			INV	REIMBURSE 08/11	Reimbursement for Training Expenses - Verbal Judo	25.20
			INV	REIMBURSE 08/11	Reimbursement for Training Expenses - Verbal Judo	22.70
			INV	REIMBURSE 15/10	Reimbursement of Accommodation Expenses - Homeless Summit	272.22
8054.11490-01	13/11/2024	Rosanta Canillas				112.00
			INV	Refund171024	Refund - Health Assessment	112.00
8054.11492-01	13/11/2024	C Roberts				850.00
			INV	234	Verge Crossover Contribution	850.00
8054.1538-01	13/11/2024	Elders Southern Districts Estate Agency				533.07
			INV	ASN50665	Rates Refund	533.07
8055.10894-01	28/11/2024	Councillor P Ramesh				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.5425-01	28/11/2024	Mayor J De San Miguel				12,377.25
			INV	SITTING 2024/25	2024/25 Mayoral Allowance & Sitting Fees	12,377.25
8055.5612-01	28/11/2024	Councillor M Steck				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.5614-01	28/11/2024	Councillor K Steele				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.6845-01	28/11/2024	Councillor T Smith				4,879.73
			INV	SITTING 2024/25	2024/25 Deputy Mayoral Allowance & Sitting Fees	4,879.73
8055.6846-01	28/11/2024	Councillor T Brown				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.7978-01	28/11/2024	Councillor K Turner				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.7980-01	28/11/2024	Councillor C Kozisek				2,856.50

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			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.9521-01	28/11/2024	Councillor M Quain				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.9522-01	28/11/2024	Councillor G Ghasseb				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8055.9523-01	28/11/2024	Councillor B Andrew				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8056.959-01	14/11/2024	Jetline Kerbing Contractors				204,061.00
			INV	INV-1562	Concrete Works - Hands Oval	204,061.00
8057.136-01	14/11/2024	Australian Taxation Office				255,339.76
			INV	PP25-10	PAYG for COB Staff - F/E 05/11/2024	255,339.76
8058.9753-01	25/11/2024	Perkins WA Pty Ltd T/A Perkins Builders				496,607.81
			INV	12791	Hands Oval Stadium Claim	496,607.81
8059.10470-01	15/11/2024	Aware Super Clearing House				188,366.52
			INV	PP25-10	Superannuation for COB Staff - F/E 19/11/2024	188,366.52
8060.10314-01	20/11/2024	Davenport Plumbing				8,321.60
			INV	17781	Plumbing Repairs - November Routine Maintenance - Various Locations	8,321.60
8060.10384-01	20/11/2024	Francesco Geronazzo T/A Margaret River Printmaking				3,283.62
			INV	5	Printmaking Workshops - Noongar Arts Program	3,283.62
8060.10389-01	20/11/2024	Rhonda Maureen Norman				312.00
			INV	15102024	Noongar Arts Program Fashion Show Artist Fee - BRAG	312.00
8060.10831-01	20/11/2024	JH Computer Services WA Pty Ltd				6,072.00
			INV	4381-D01	Monitors	1,012.00
			INV	4398-D01	Docking Station	5,060.00
8060.11140-01	20/11/2024	Vogue Office Furniture				11,900.00
			INV	161	Office Furniture - Chairs	11,900.00
8060.11259-01	20/11/2024	PFI Supplies				42.00
			INV	7007	SWSC Cleaning Supplies	42.00
8060.11278-01	20/11/2024	Learn Sewing Online				400.00
			INV	2	Fashion Design Workshops - Noongar Arts Program	400.00
8060.11290-01	20/11/2024	Avantgarde Technologies				23,876.85
			INV	3628	VMware Vsphere Standard 8 - Subscription 1 Year	20,087.76
			INV	3672	APC UPS Network Shutdown License Subscription 3 Year	3,349.09
			INV	3682	Travel Expenses for Implementation Activities	440.00
8060.11323-01	20/11/2024	Ampol Petroleum Distributors Pty Ltd				324.12
			INV	SI4774955	Unleaded Fuel	324.12
8060.11372-01	20/11/2024	Nixon Bunbury Pty Ltd				317.22
			INV	101454	Electrical Maintenance - Parade Road	151.80
			INV	101417	Electrical Maintenance - Administration	165.42
8060.11402-01	20/11/2024	Bespoke Training Services				1,540.00
			INV	INV-9131	Staff Training - AWS Technical Essentials	1,540.00
8060.11473-01	20/11/2024	Leschenault Catholic Primary School				600.00
			INV	FTI000000360	Lunch Expenses for School Visit Goodwill Student Delegation	300.00

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	FTI000000361	Materials - School Visit Student Delegation	300.00
8060.1536-01	20/11/2024	SOS Office Equipment				4,297.57
			INV	SOS647095	Photocopier Meter Readings - Depot	980.02
			INV	SOS647085	Photocopier Meter Readings - Depot	47.61
			INV	SOS647089	Photocopier Meter Readings - Administration	596.49
			INV	SOS647090	Photocopier Meter Readings - Administration	598.28
			INV	SOS647087	Photocopier Meter Readings - Administration	528.13
			INV	SOS647093	Photocopier Meter Readings - Administration	884.67
			INV	SOS647091	Photocopier Meter Readings - Administration	68.68
			INV	SOS647092	Photocopier Meter Readings - Administration	81.95
			INV	SOS647082	Photocopier Meter Readings - Administration	26.59
			INV	SOS647079	Photocopier Meter Readings - Administration	171.14
			INV	SOS647083	Photocopier Meter Readings - Administration	314.01
8060.1798-01	20/11/2024	Western Australia Police Force				36.00
			INV	127091649	Volunteer Police Checks	36.00
8060.1838-01	20/11/2024	Synergy				1,686.91
			INV	251599630/NOV24	Electricity Charges - 11/09/2024 to 08/11/2024	263.40
			INV	936780590/OCT24	Electricity Charges - 29/08/2024 to 28/10/2024	123.30
			INV	338023710/NOV24	Electricity Charges - 11/09/2024 to 08/11/2024	135.48
			INV	988414510/NOV24	Electricity Charges - 12/09/2024 to 11/11/2024	193.74
			INV	649993300/NOV24	Electricity Charges - 10/09/2024 to 08/11/2024	121.28
			INV	136133950/NOV24	Electricity Charges - 12/09/2024 to 11/11/2024	564.05
			INV	791961750/NOV24	Electricity Charges - 11/09/2024 to 08/11/2024	285.66
8060.1886-01	20/11/2024	Zipform Pty Ltd				3,354.53
			INV	221878	Rate Notice Printing 2024/2025	3,354.53
8060.2202-01	20/11/2024	Woolworths Limited				3,919.40
			INV	10739937	Catering - Events	39.40
			INV	10806717	Library Local Stock	3,880.00
8060.2209-01	20/11/2024	Bidfood Australia (SWSC)				1,612.96
			INV	I64605045.BRY	SWSC Cafe Supplies	1,612.96
8060.2605-01	20/11/2024	Wren Oil				203.50
			INV	179301	Waste Oil Collection	203.50
8060.271-01	20/11/2024	Bunbury Harvey Regional Council				54,269.28
			INV	INV-5238	Organics Disposal Banksia Road - October 2024	54,269.28
8060.3093-01	20/11/2024	RTS Diesel South West				42,171.03
			INV	4165	Plant Weekly Maintenance	553.85
			INV	4166	Plant Weekly Maintenance	553.85
			INV	4157	Plant Weekly Maintenance	553.85
			INV	4156	Plant Weekly Maintenance	553.85
			INV	4143	Plant Service - BY716B	843.26
			INV	4160	Plant Service - BY749	1,153.21
			INV	4144	Plant Service - BY2892A	1,037.14
			INV	4158	Plant Service - BY715	815.95

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			INV 4139 Plant Repairs - BY775	747.35
			INV 4140 Plant Repairs - BY751	1,241.90
			INV 4142 Plant Repairs - BY763	1,515.25
			INV 4145 Plant Service - BY763	1,100.00
			INV 4146 Plant Service - BY751	1,564.20
			INV 4147 Plant Repairs - BY775	1,441.77
			INV 4159 Plant Repairs - 1GHY540	556.05
			INV 4161 Plant Repairs - BY775	322.30
			INV 4163 Plant Repairs - BY2433A	385.00
			INV 4164 Plant Service - BY723	510.40
			INV 4167 Plant Service - 1EZW305	891.50
			INV 4168 Plant Service - BY775	1,114.74
			INV 4170 Plant Service - BY718	510.40
			INV 4177 Plant Service - Forklift	621.83
			INV 4141 Plant Service - BY751	1,099.23
			INV 4169 Plant Repairs - BY785	341.78
			INV 4172 Plant Service - 1GJQ438	1,922.80
			INV 4173 Plant Repairs - 1GHY540	1,444.55
			INV 4182 Plant Repairs - BY719	319.55
			INV 4183 Plant Repairs - Various	4,117.63
			INV 4184 Plant Repairs - 1GHY540	4,908.64
			INV 4185 Plant Repairs - BY716B	8,250.00
			INV 4175 Plant Service/Repairs - 1GHY540	1,179.20
8060.3204-01	20/11/2024	PFD Food Services Pty Ltd		2,127.70
			INV LN708489 SWSC Cafe Supplies	1,991.40
			INV LN708490 SWSC Cafe Supplies	136.30
8060.327-01	20/11/2024	Bunbury Veterinary Clinic		130.25
			INV 1/495595 Veterinary Consultations	130.25
8060.335-01	20/11/2024	Bunnings Group Limited		218.90
			INV 2179/01477919 Rope/Duct Tape/Cloth Tape Bear	218.90
8060.3376-01	20/11/2024	Sonic HealthPlus		1,052.37
			INV 3431722 Pre-Employment Medical	490.49
			INV 3434182 Per-Employment Medicals	499.29
			INV 3435699 Pre-Employment Medical	62.59
8060.371-01	20/11/2024	Carbone Bros Pty Ltd		27,477.07
			INV I108548 Limestone	27,477.07
8060.3848-01	20/11/2024	Bunbury Farmers Market		442.60
			INV 10631340010 Catering Verbal Judo Training Community Safety	442.60
8060.4993-01	20/11/2024	Vorgee		2,174.70
			INV 189945 SWSC Merchandise	2,174.70
8060.5536-01	20/11/2024	CNW Pty Ltd		90.75
			INV 161225517 Electrical Supplies	90.75
8060.5725-01	20/11/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)		97.99

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			INV	606414220 Stationery - Information Technology	97.99
8060.5741-01	20/11/2024	Picton Tyre Centre Pty Ltd			1,312.00
			INV	N84031 Tyre Repairs - BY775	848.00
			INV	N84037 Tyre Repairs - BY775	464.00
8060.5866-01	20/11/2024	Taman Diamond Tool Solutions			271.70
			INV	INV-55985 Parts for Walking Saw	271.70
8060.590-01	20/11/2024	Department of Justice			6,651.39
			INV	2407340 Steel Drainage Grates	6,651.39
8060.6213-01	20/11/2024	Moore Australia WA Pty Ltd			291.50
			INV	4475 Staff Training Webinar - FBT & Entertainment	291.50
8060.6333-01	20/11/2024	Equans Mechanical Services Australia Pty Ltd			1,343.78
			INV	2604657 Aircon Preventative Annual Maintenance - SES	128.71
			INV	2604637 Aircon Preventative Annual Maintenance - Library	758.46
			INV	2604640 Aircon Preventative Annual Maintenance - Waste	114.92
			INV	2604656 Aircon Preventative Annual Maintenance - Multisport	341.69
8060.67-01	20/11/2024	Collins Booksellers Bunbury			53.97
			INV	495919 Library Local Stock	53.97
8060.6798-01	20/11/2024	WINC Australia Pty Ltd			357.07
			INV	9046590572 Stationery - Library	357.07
8060.6875-01	20/11/2024	Country Landscaping Pty Ltd			638.95
			INV	28765 Retic Parts	59.14
			INV	28782 Retic Parts	579.81
8060.6961-01	20/11/2024	Western Environmental Pty Ltd			4,647.50
			INV	INV-3806 Groundwater Monitoring Event - Big Swamp Reserve	4,647.50
8060.739-01	20/11/2024	Brownes Food Operations Pty Ltd			647.58
			INV	18110946 SWSC Cafe Supplies	647.58
8060.7488-01	20/11/2024	Impact Apps Pty Ltd			990.00
			INV	INV-0461 My 3 Bin App Rebuild & Maintenance	990.00
8060.7622-01	20/11/2024	Centaman Systems Pty Ltd			1,100.00
			INV	GINV4965 Consultancy Services - SWSC	1,100.00
8060.7777-01	20/11/2024	Christine Binyon T/A Silk Wholesalers			122.50
			INV	1603 Silk Painting Supplies for NAP Workshop	122.50
8060.778-01	20/11/2024	Garrards Pty Ltd			9,121.42
			INV	PEI-1066986 Environmental Health Services: Mosquito Management	9,121.42
8060.8311-01	20/11/2024	Marchese Enterprises Pty Ltd t/as MJ Goods			510.00
			INV	N20929 Wipes - SWSC	510.00
8060.9097-01	20/11/2024	Flick Anticimix Pty Ltd			1,019.34
			INV	601186701C Pest Control - Administration	291.50
			INV	601186700C Pest Control - Council Chambers	291.50
			INV	6011852390C Pest Control - BWP	205.34
			INV	601185238C Pest Control - BWP	231.00
8060.9359-01	20/11/2024	3D HR Legal Pty Ltd			10,417.00
			INV	INV-1987 Legal Fees	3,410.00

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			INV	INV-1988	Legal Fees	7,007.00
8060.9367-01	20/11/2024	Jennifer Riley				300.00
			INV	11112024	Noongar Country 2024 Artist Talk	300.00
8060.958-01	20/11/2024	South West Isuzu				1,573.26
			INV	1626886	Plant Service - BY776	1,573.26
8060.9822-01	20/11/2024	Forge Civil				11,624.25
			INV	1979	Machinery Hire - Frank Buswell Foreshore	2,629.00
			INV	1981	Machinery Hire - Parade Road	8,995.25
8060.9939-01	20/11/2024	The Trustee for Zephyr Park Trust T/A Bunbury Batteries & Radiators				187.00
			INV	138629	Battery - BY226Y	187.00
8061.10065-01	20/11/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix				100.00
			INV	SINV06191	Asphalt	100.00
8061.10314-01	20/11/2024	Davenport Plumbing				4,195.68
			INV	17798	Plumbing Repairs - Koombana Bay Changerooms	188.85
			INV	17799	Plumbing Repairs - Ocean Drive Toilets	140.07
			INV	17796	Plumbing Repairs - Koolambidi Woola	140.07
			INV	17797	Plumbing Repairs - Lyon Sykes Foreshore	140.07
			INV	17800	Plumbing Repairs - SWSC	195.10
			INV	17803	Plumbing Repairs - Old Railway Station Toilets	140.07
			INV	17804	Plumbing Repairs - Ocean Drive	2,916.28
			INV	17801	Plumbing Repairs - Ocean Drive Toilets	140.07
			INV	17802	Plumbing Repairs - SWSC	195.10
8061.10383-01	20/11/2024	Fiore Family Trust T/A LD Total				1,760.00
			INV	140289	Manual Tree Watering Service	1,760.00
8061.10676-01	20/11/2024	West Oz Linemarking Pty Ltd				2,909.50
			INV	9901	Linemarking - Austral Parade	2,909.50
8061.10769-01	20/11/2024	Owners of Bunbury Silos Strata Plan 43451				509.74
			INV	226482	Bunbury Foreshore Silos Reticulation	509.74
8061.1104-01	20/11/2024	M & B Sales Pty Ltd				65.22
			INV	323041	Maintenance Supplies - Weatherboard	65.22
8061.11169-01	20/11/2024	Wattleup Tractors - Bunbury				629.20
			INV	1312135	Plant Repairs - BY87076	629.20
8061.11280-01	20/11/2024	Arbor Guy				63,231.18
			INV	100769	Street Tree Maintenance - Ocean Drive	1,006.24
			INV	100768	Street Tree Maintenance - Boronia Place	1,513.51
			INV	100767	Street Tree Maintenance - Rotary Avenue	722.30
			INV	100766	Street Tree Maintenance - White Street	361.15
			INV	100764	Street Tree Maintenance - Litham Place	332.64
			INV	100715	Street Tree Maintenance - Welcome Park, Les Wilson	25,097.69
			INV	100717	Street Tree Maintenance - Queens Gardens	1,839.02
			INV	100722	Street Tree Maintenance - Jetty Road	3,253.93
			INV	100723	Street Tree Maintenance - Godwin Street	2,852.39
			INV	100724	Street Tree Maintenance - Hayes Street	8,838.13

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	100725 Street Tree Maintenance - Kimberley Park	2,765.66
			INV	100726 Street Tree Maintenance - Jubilee Road	1,347.19
			INV	100686 Street Tree Maintenance - Hudson Road	2,471.04
			INV	100741 Arbor Works - Lincoln Grove	6,899.20
			INV	100716 Tree Pruning - Parade Road	3,931.09
8061.11372-01	20/11/2024	Nixon Bunbury Pty Ltd			1,551.34
			INV	101537 Electrical Maintenance - Victoria Street	176.00
			INV	101530 Electrical Maintenance - Council Chambers	1,375.34
8061.11449-01	20/11/2024	Enforce Group			122.29
			INV	N1051099 Marking Dots	122.29
8061.1536-01	20/11/2024	SOS Office Equipment			472.17
			INV	SOS648441 Photocopier Metre Read - Museum	472.17
8061.1555-01	20/11/2024	Spurling Engineering			2,376.00
			INV	13657 Clamping Tool Modifications	154.00
			INV	13656 Christmas Tree Repairs	462.00
			INV	13658 Plant Maintenance - BY86658	385.00
			INV	13659 Trailer Modifications - 1TZE951	1,375.00
8061.1623-01	20/11/2024	South West Septics			2,262.70
			INV	IV000008352 Empty Oily Water Sumps - Depot	2,262.70
8061.1838-01	20/11/2024	Synergy			10,388.18
			INV	520755940/NOV24 Electricity Charges - 11/09/2024 to 08/11/2024	143.79
			INV	778356350/NOV24 Electricity Charges - 11/09/2024 to 08/11/2024	119.26
			INV	552595330/NOV24 Electricity Charges - 10/09/2024 to 07/11/2024	119.26
			INV	868062650/OCT24 Electricity Charges - 31/08/2024 to 31/10/2024	125.32
			INV	488457540/OCT24 Electricity Charges - 30/08/2024 to 30/10/2024	362.80
			INV	207029190/NOV24 Electricity Charges - 11/09/2024 to 08/11/2024	127.75
			INV	500058110/NOV24 Electricity Charges - 31/08/2024 to 31/10/2024	237.62
			INV	553315070/OCT24 Electricity Charges - 28/08/2024 to 28/10/2024	175.97
			INV	266632270/OCT24 Electricity Charges - 29/08/2024 to 29/10/2024	815.45
			INV	870096240/OCT24 Electricity Charges - 29/08/2024 to 29/10/2024	134.13
			INV	995010120/NOV24 Electricity Charges - 31/08/2024 to 31/10/2024	126.58
			INV	512959230/NOV24 Electricity Charges - 07/09/2024 to 06/11/2024	967.10
			INV	496865330/OCT24 Electricity Charges - 11/09/2024 to 08/11/2024	4,027.11
			INV	371437260/NOV24 Electricity Charges - 11/09/2024 to 08/11/2024	420.76
			INV	770120590/NOV24 Electricity Charges - 11/09/2024 to 08/11/2024	734.04
			INV	951172100/NOV24 Electricity Charges - 12/09/2024 to 08/11/2024	118.81
			INV	795575230/NOV24 Electricity Charges - 11/09/2024 to 08/11/2024	126.81
			INV	636506250/NOV24 Electricity Charges - 11/09/2024 to 08/11/2024	705.64
			INV	988423140/NOV24 Electricity Charges - 11/09/2024 to 11/11/2024	188.74
			INV	737718910/NOV24 Electricity Charges - 13/09/2024 to 12/11/2024	130.91
			INV	613497450/NOV24 Electricity Charges - 14/09/2024 to 13/11/2024	352.76
			INV	747890830/NOV24 Electricity Charges - 13/09/2024 to 11/11/2024	127.57
8061.194-01	20/11/2024	J Blackwood & Son Pty Ltd			34.61

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COB Municipal Account

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			INV	S109645012 Lubricant	34.61
8061.2136-01	20/11/2024	Leschenault Catchment Council (LCC) Incorporated			26,389.85
			INV	327 Natural Resources Management Services October 2024	26,389.85
8061.2693-01	20/11/2024	Kmart			228.60
			INV	223389 Library Program Supplies	228.60
8061.283-01	20/11/2024	Bunbury Machinery			250.00
			INV	SIB60880 Concrete Blade	250.00
8061.289-01	20/11/2024	Bunbury Mower Service Pty Ltd			312.00
			INV	75838#6 Mower Parts/Repairs	312.00
8061.335-01	20/11/2024	Bunnings Group Limited			708.28
			INV	2179/01476621 Door Guard/Television Antenna Cables	190.18
			INV	2179/01476948 Wood Filler/Respirator Mask	105.88
			INV	2179/01478065 Shower Head	26.63
			INV	2179/01477497 Antenna Accessory	8.94
			INV	2179/01601225 PVC Coupling Slip	3.16
			INV	2179/01478066 Paint	131.14
			INV	2179/01477531 Sander & Sanding Sheets	242.35
8061.3665-01	20/11/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies			19.00
			INV	260299693 Environmental Health Services - Masks	19.00
8061.4089-01	20/11/2024	West Coast Shade Pty Ltd			16,472.50
			INV	13767 Shade Sails Installation for Summer 2024	16,472.50
8061.4378-01	20/11/2024	WeatherSafe WA			1,221.00
			INV	INV-2044 Banner Repairs	616.00
			INV	INV-2038 Shade Sail Repairs - Koombana Bay	605.00
8061.4437-01	20/11/2024	Department of Transport			22.75
			INV	8058174 Vehicle Details Search Requests - October 2024	22.75
8061.460-01	20/11/2024	Coates Hire Operations Pty Ltd			341.40
			INV	23670773 Equipment Hire - Floor Sander	200.92
			INV	23670780 Equipment Hire - Floor Sander	140.48
8061.4795-01	20/11/2024	Proludic Pty Ltd			3,570.31
			INV	27655 Toddler Swing Seat	3,570.31
8061.50-01	20/11/2024	Onsite Rental Group Operations Pty Ltd			418.00
			INV	3895288 Portable Toilets Hire - Forrest Park	418.00
8061.5536-01	20/11/2024	CNW Pty Ltd			1,855.77
			INV	161225663 Electrical Supplies	1,855.77
8061.617-01	20/11/2024	Bunbury Dolphin Discovery Incorporated			419.00
			INV	INV-9301 Dolphin Discovery Eco Cruise - Setagaya Goodwill Student Visit	419.00
8061.6266-01	20/11/2024	CB Traffic Solutions Pty Ltd			12,665.13
			INV	17687 Traffic Management - Parade Road	7,253.13
			INV	17686 Traffic Management - Austral Parade	1,611.50
			INV	17688 Traffic Management - Fielder Street	3,800.50
8061.6333-01	20/11/2024	Equans Mechanical Services Australia Pty Ltd			8,938.58
			INV	2604653 Aircon Maintenance - Community Hall	45.96

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			INV	2604587	Aircon Maintenance - Koolambidi Woola	128.71
			INV	2604642	Aircon Maintenance - RFDS Bunbury Airport	68.95
			INV	2604643	Aircon Preventative Annual Maintenance - BWP	128.71
			INV	2607560	Aircon Outdoor Fan Motor Replacement - SWSC	8,459.00
			INV	2604648	Aircon Preventative Maintenance - Senior Citizens Centre	107.25
8061.6773-01	20/11/2024	Clontarf Foundation				16,500.00
			INV	101960	Cultural Facilities & Organisational Funding 2024	16,500.00
8061.6787-01	20/11/2024	McDonald Fencing				4,053.50
			INV	INV-7824	Fencing Repairs - Withers Library	181.50
			INV	INV-7790	Fencing Repairs - Kelly Park	3,872.00
8061.6798-01	20/11/2024	WINC Australia Pty Ltd				657.00
			INV	9046607978	Stationery - BRAG	74.93
			INV	9046588443	Exhibition Event Supplies - BRAG	582.07
8061.6875-01	20/11/2024	Country Landscaping Pty Ltd				8,171.08
			INV	28810	Retic Parts	8,171.08
8061.6898-01	20/11/2024	Vanguard Publishing (Premium Publishers)				2,362.80
			INV	6016	Advertising - BWP	787.60
			INV	6017	Advertising - BRAG	787.60
			INV	6018	Advertising - Museum	787.60
8061.7357-01	20/11/2024	West Coast Waste Pty Ltd				330.00
			INV	53557	Skip Bin Hire - BWP	330.00
8061.7744-01	20/11/2024	Super Cheap Auto Pty Ltd				41.99
			INV	814900001621965	SCA Roller Seat	41.99
8061.7760-01	20/11/2024	The Flynn Family Trust T/A South West Cleaning				405.96
			INV	7892	BBQ Cleaning Services - August 2024	405.96
8061.7971-01	20/11/2024	Charlotte Anne White				1,100.00
			INV	INV-0152	Workshop Facilitation - BRAG	1,100.00
8061.8144-01	20/11/2024	WA Mechanical and Site Services				2,795.95
			INV	INV-2489	Plant Maintenance - BY732	681.84
			INV	INV-2485	Plant Maintenance - BY793	196.19
			INV	INV-2482	Plant Maintenance - BY4404A	133.87
			INV	INV-2480	Plant Maintenance - BY443V	133.87
			INV	INV-2478	Plant Maintenance - BY4404A	407.78
			INV	INV-2477	Plant Maintenance - BY4898A	387.09
			INV	INV-2476	Plant Maintenance - BY86290	596.81
			INV	INV-2475	Plant Maintenance - 1TZE951	258.50
8061.869-01	20/11/2024	Acumentis South West - Southpoint Nominees Pty Ltd				990.00
			INV	2410003101.1	Valuation Report - Lot 21 Beach Road, South Bunbury	990.00
8061.8940-01	20/11/2024	BIC Services Pty Ltd				38,322.92
			INV	131727	Cleaning Services - November 2024	38,322.92
8061.9005-01	20/11/2024	Wardandi Miya-K Kaadadjiny Aboriginal Corporation				275.00
			INV	INV-0042	Translation Services for Noongar Country 2024	275.00
8061.958-01	20/11/2024	South West Isuzu				534.34

City of Bunbury
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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	1629802	Plant Service - BY913U	534.34
8061.959-01	20/11/2024	Jetline Kerbing Contractors				155,873.30
			INV	INV-1597	Kerbing - Frank Buswell Reserve Wall	15,147.00
			INV	INV-1598	Kerbing - Forrest Park	55,000.00
			INV	INV-1599	Kerbing - Forrest Park Path	55,000.00
			INV	INV-1600	Concrete Works - Forrest Park Ramp	20,933.00
			INV	INV-1606	Kerbing - Alyxia Drive	9,793.30
8061.9939-01	20/11/2024	The Trustee for Zephyr Park Trust T/A Bunbury Batteries & Radiators				550.00
			INV	138672	Battery Replacement - BY424U	550.00
8061.9971-01	20/11/2024	Nature Play Solutions Pty Ltd T/A Nature Play Solutions				4,878.50
			INV	3447	Sleepers & Resurface Timber - Catalpa Park	4,878.50
8062.7271-01	20/11/2024	James Bennett Pty Ltd				472.92
			INV	4835396	Local Stock - Library	472.92
8064.11084-01	20/11/2024	Tiriata Carkeek				374.00
			INV	REIMBURSE 8/11	Reimbursement for Museum Expenses - Catering for Carey Park Event	102.50
			INV	REIMBURSE 08/11	Reimbursement for Museum Expenses - Halloween	18.60
			INV	REIMBURSE 08/11	Reimbursement for Museum Expenses - Vintage Armchairs for Classroom Collection	200.00
			INV	REIMBURSE 08/11	Reimbursement for Museum Expenses - Collection Items	52.90
8064.11442-01	20/11/2024	Ms Q Ye				584.55
			INV	Reimburse1311124	Reimbursement - Meal Expenses Inbound Goodwill Student Delegation Setagaya	534.80
			INV	Reimburse1311242	Reimbursement - Stationery / Setagaya Goodwill Student Visit	49.75
8064.11501-01	20/11/2024	Mrs L P Brown				387.55
			INV	Reimburse0411124	Reimbursement - Conference Accommodation & Meal Expenses	387.55
8064.11502-01	20/11/2024	Maddison Welsh				169.00
			INV	Reimburse0111124	Reimbursement - Lifeguard Course Training	169.00
8064.11513-01	20/11/2024	C & T Foye				100.00
			INV	ASN13788	Rates Refund	100.00
8064.1746-01	20/11/2024	Bunbury Tyrepower				1,607.54
			INV	ASN9154	Rates Refund	803.77
			INV	ASN9155	Rates Refund	803.77
8064.233-02	20/11/2024	Bunbury & Districts Hockey Association				2,456.55
			INV	ASN10136	Rates Refund	2,456.55
8064.325-01	20/11/2024	Bunbury Turf Club Inc				20,000.00
			INV	2619450	Bond Refund - 1 Island Queen Street Service Station	20,000.00
8064.3510-01	20/11/2024	Summit Realty South West				2,623.15
			INV	ASN3769	Rates Refund	2,623.15
8064.7640-01	20/11/2024	LJ Hooker Bunbury				571.42
			INV	ASN1515	Rates Refund	571.42
8064.9913-01	20/11/2024	SBMP Pty Ltd				5,000.00
			INV	2848233	Bond Refund	5,000.00
8065.10219-01	27/11/2024	Max & Claire Pty Ltd T/A Ergolink				189.50
			INV	SI-00088747	Office Furniture - Desk	189.50
8065.10345-01	27/11/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury				148.17

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			INV	INV-5465 Laundry Services - Meat Inspectors Uniform	148.17
8065.10460-01	27/11/2024	Cutting Cart Property Pty Ltd T/As Dardanup Butchering Co			205.29
			INV	BW384806 BWP Animal Feed	205.29
8065.10510-01	27/11/2024	Cat Haven			22.00
			INV	CH220930 Cat Adoption Report - October 2024	22.00
8065.10781-01	27/11/2024	South West Pets Bunbury Pty Ltd			1,901.05
			INV	I0000002006 BWP Animal Supplies	148.50
			INV	I0000002003 BWP Animal Supplies	322.90
			INV	I0000002005 BWP Animal Supplies	146.85
			INV	I0000001992 BWP Animal Supplies	377.65
			INV	I0000001998 BWP Animal Supplies	905.15
8065.10942-01	27/11/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin			52.92
			INV	10503 Brickie Sand - BWP	52.92
8065.10983-01	27/11/2024	Aussie Broadband Limited			5,441.34
			INV	44215263 Telephone Charges - Mobiles	5,441.34
8065.10992-01	27/11/2024	Work Clobber Bunbury - Infrastructure			3,673.05
			INV	24-00023839 PPE Boots - Infrastructure	200.70
			INV	24-00024170 PPE Boots - Infrastructure	220.00
			INV	24-00024064 Staff Uniform - Infrastructure	66.00
			INV	24-00021629 Staff Uniform - Infrastructure	350.32
			INV	24-00023013 Staff Uniform - Infrastructure	387.92
			INV	24-00023016 Staff Uniform - Infrastructure	387.21
			INV	24-00023014 Staff Uniform - Infrastructure	414.17
			INV	24-00022990 Staff Uniform - Infrastructure	342.74
			INV	24-00022989 Staff Uniform - Infrastructure	336.92
			INV	24-00022980 Staff Uniform - Infrastructure	152.67
			INV	24-00022890 Staff Uniform - Infrastructure	418.83
			INV	24-00022442 Staff Uniform - Infrastructure	395.57
8065.11035-01	27/11/2024	Liven Australia Pty Ltd			129.80
			INV	2024-91222 BWP Monthly Subscription - November 2024	129.80
8065.11235-01	27/11/2024	Wight and Emmett (Bensarcosa Pty Ltd)			212.60
			INV	I0000013977 BWP Animal Feed Supplies	212.60
8065.11280-01	27/11/2024	Arbor Guy			23,757.63
			INV	100763 Street Tree Maintenance - Bussell Highway	3,490.94
			INV	100733 Street Tree Maintenance - Princep Street	665.28
			INV	100728 Street Tree Maintenance - Roman Road	472.82
			INV	100770 Street Tree Maintenance - Craigie Street	2,637.36
			INV	100771 Street Tree Maintenance - Ocean Drive	997.92
			INV	100773 Street Tree Maintenance - Wattle Street	178.20
			INV	100772 Street Tree Maintenance - Tuart Street	178.20
			INV	100774 Street Tree Maintenance - Nalbarra Drive	1,369.17
			INV	100782 Street Tree Maintenance - Mawson Place	547.67
			INV	100727 Street Tree Maintenance - Hands Oval	7,503.41

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	100781	Street Tree Maintenance - Estuary Drive	1,083.46
			INV	100780	Street Tree Maintenance - Hislop Street	1,916.84
			INV	100779	Street Tree Maintenance - Minnipup Road	1,347.19
			INV	100777	Street Tree Maintenance - Underwood Street	821.50
			INV	100775	Street Tree Maintenance - Dicken Place	547.67
8065.11290-01	27/11/2024	Avantgarde Technologies				246.81
			INV	3741	Door	246.81
8065.11393-01	27/11/2024	Chocco Enterprises t/as Equipets				4,555.00
			INV	A0586	BWP Animal Feed	4,555.00
8065.11440-01	27/11/2024	Tuffstuff Washrooms				3,731.42
			INV	INV-393	Jumbo Dispenser	3,731.42
8065.11493-01	27/11/2024	Jonas Leisure Pty Ltd				61,727.48
			INV	SUP03812	SWSC Annual Software License	61,727.48
8065.11497-01	27/11/2024	Southern Picture Framers				1,047.20
			INV	5772	Framed Award Certificates	1,047.20
8065.1536-01	27/11/2024	SOS Office Equipment				163.07
			INV	SOS647078	Photocopier Meter Readings - BWP	163.07
8065.1555-01	27/11/2024	Spurling Engineering				451.00
			INV	13655	Bollard Repairs	451.00
8065.1579-01	27/11/2024	Stirling Street Arts Centre				613.25
			INV	9338	South West Teachers Exhibition Workshop	613.25
8065.161-01	27/11/2024	BCE Surveying Pty Ltd				5,698.00
			INV	15474	Drainage Pipe Detection - Lot 120A Spencer Street, Bunbury	5,698.00
8065.1838-01	27/11/2024	Synergy				7,185.37
			INV	991840270/NOV24	Electricity Charges - 11/09/2024 to 08/11/2024	507.96
			INV	987904520/NOV24	Electricity Charges - 11/09/2024 to 11/11/2024	292.63
			INV	351335650/NOV24	Electricity Charges - 17/09/2024 to 14/11/2024	432.22
			INV	520407430/NOV24	Electricity Charges - 12/09/2024 to 12/11/2024	165.90
			INV	772901230/NOV24	Electricity Charges - 17/09/2024 to 14/11/2024	688.06
			INV	989444460/NOV24	Electricity Charges - 14/09/2024 to 14/11/2024	778.47
			INV	257625210/NOV24	Electricity Charges - 18/09/2024 to 15/11/2024	275.29
			INV	498870050/NOV24	Electricity Charges - 14/09/2024 to 13/11/2024	131.16
			INV	699527730/NOV24	Electricity Charges - 18/09/2024 to 15/11/2024	518.65
			INV	260868030/NOV24	Electricity Charges - 17/09/2024 to 13/11/2024	117.24
			INV	076277840/NOV24	Electricity Charges - 18/09/2024 to 15/11/2024	414.62
			INV	960071230/NOV24	Electricity Charges - 15/10/2024 to 18/11/2024	127.09
			INV	953020910/NOV24	Electricity Charges - 17/10/2024 to 14/11/2024	1,769.71
			INV	684226670/NOV24	Electricity Charges - 14/09/2024 to 13/11/2024	139.66
			INV	126185130/NOV24	Electricity Charges - 18/09/2024 to 15/11/2024	513.26
			INV	716747120/NOV24	Electricity Charges - 14/09/2024 to 14/11/2024	125.32
			INV	963942590/NOV24	Electricity Charges - 19/09/2024 to 18/11/2024	188.13
8065.1867-01	27/11/2024	Work Clobber - Bunbury				387.90
			INV	24-00021655	PPE Boots - Administration	176.40

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	24-00021724 PPE Boots - Administration	211.50
8065.2123-01	27/11/2024	Bunbury Basketball Association			9,014.50
			INV	INV-0219 Community Courts - Project Management Services	9,014.50
8065.231-01	27/11/2024	Bullivants Sling-Rig			14.73
			INV	11836868 Safety Equipment Supplies	14.73
8065.2579-01	27/11/2024	TJ Depiazzi & Sons			4,695.90
			INV	INV-4056 Pinebark Mulch	4,695.90
8065.3167-01	27/11/2024	Perfect Landscapes			62,968.75
			INV	INV-9032 Lawnmowing - Bunbury	748.00
			INV	INV-9033 Lawnmowing - College Grove	1,232.00
			INV	INV-9034 Lawnmowing - Usher	2,271.50
			INV	INV-9035 Lawnmowing - Withers	5,191.00
			INV	INV-9036 Lawnmowing - Davenport	3,371.50
			INV	INV-9037 Lawnmowing - South Bunbury	7,323.90
			INV	INV-9044 Herbicide Spraying - Various Locations	30,144.00
			INV	INV-9045 Herbicide Spraying - Various Locations	12,686.85
8065.3204-01	27/11/2024	PFD Food Services Pty Ltd			55.95
			INV	LN649403 BWP Kiosk Supplies	55.95
8065.3348-01	27/11/2024	Parchem Construction Supplies Pty Ltd			349.71
			INV	509127257 Paint	349.71
8065.335-01	27/11/2024	Bunnings Group Limited			3,693.86
			INV	2179/01480002 Dustpan & Brush/Wire Brush/Paint Roller/Shovel	289.69
			INV	2179/00105369 Decking Stain	309.70
			INV	2179/01602630 Concrete Rapid Set	585.60
			INV	2179/01602629 Cement	672.00
			INV	2179/01292630 Cleaning Supplies/Disposable Coveralls/Ear Plugs	188.84
			INV	2179/01587176 Picture Hooks/Tape Measure	195.94
			INV	2179/01601042 Sandpit Sand Bags/Brush Screen Fencing	88.53
			INV	2179/01289215 Plant/Pot/Padlock/Dustpan & Brush/Pot & Saucer	174.93
			INV	2179/01289217 Screen Fencing/Shade Cloth	281.20
			INV	2179/01601038 Screen Fencing Lattice & Eden	486.40
			INV	2179/01481371 Padbolts	31.29
			INV	2179/01602653 Waterproof Tape	66.46
			INV	2179/01480449 Undercoat Paint & Sink Mixer	253.45
			INV	2179/01481560 Interior Paint	69.83
8065.3637-01	27/11/2024	MJB Industries Pty Ltd			16,018.91
			INV	12279-9 Drainage Supplies	1,754.64
			INV	12279-4 Drainage Supplies	949.76
			INV	12279-5 Drainage Supplies	3,102.66
			INV	12279-6 Drainage Supplies	3,152.16
			INV	12279-7 Drainage Supplies	3,152.16
			INV	12279-8 Drainage Supplies	3,907.53
8065.3665-01	27/11/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies			385.00

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			INV	240481990 Electrolytes	385.00
8065.371-01	27/11/2024	Carbone Bros Pty Ltd			1,895.06
			INV	1108600 Select Sand Fill	1,895.06
8065.3958-01	27/11/2024	JCW Electrical Pty Ltd			197.18
			INV	100886 Electrical Maintenance - Athletics Track	197.18
8065.5609-01	27/11/2024	Westside Equipment			59.24
			INV	SO26017 Keys - Excavator	59.24
8065.5725-01	27/11/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)			1,079.95
			INV	617423977 Stationery - SWSC	85.95
			INV	617424054 Stationery - SWSC	994.00
8065.5866-01	27/11/2024	Taman Diamond Tool Solutions			271.70
			INV	INV-56055 Taman Walking Saw Back Wheel Kit	271.70
8065.6266-01	27/11/2024	CB Traffic Solutions Pty Ltd			15,007.03
			INV	17752 Traffic Management - Parade Road	10,774.78
			INV	17753 Traffic Management - Fielder Street	4,232.25
8065.6290-01	27/11/2024	Civil and Structural Engineers			1,100.00
			INV	INV-2253 Structural Design Review 122A Spencer Street	1,100.00
8065.6875-01	27/11/2024	Country Landscaping Pty Ltd			8.22
			INV	28901 Retic Parts	8.22
8065.7005-01	27/11/2024	Your Turn Events			4,400.00
			INV	INV-514 Grant Funding - South West Festival of Japan	4,400.00
8065.7151-01	27/11/2024	Procare Locksmiths			77.00
			INV	20900 Cut Keys - Koombana Lookout Tower	77.00
8065.7283-01	27/11/2024	Team Global Express (IPEC) Pty Ltd			280.76
			INV	0665-C209150 Freight	280.76
8065.7537-01	27/11/2024	Netsight			1,313.40
			INV	INV-52993 MyOSH Training	1,313.40
8065.7703-01	27/11/2024	Human Synergistics Australia Pty Limited			495.00
			INV	INVA060983 Staff Training - LSI	495.00
8065.7760-01	27/11/2024	The Flynn Family Trust T/A South West Cleaning			2,153.91
			INV	8050 BBQ Cleaning Services - September 2024	811.91
			INV	8215 BBQ Cleaning Services - October 2024	1,342.00
8065.7860-01	27/11/2024	South West Sand Cleaning			3,542.22
			INV	INV-SW00192 Mulch Top Up - Des Ugle & Fenian Park	3,542.22
8065.8226-01	27/11/2024	Nutrien Ag Solutions Limited			556.60
			INV	911791010 Animal Feed - Animal Facility	556.60
8065.926-01	27/11/2024	Call Associates Pty Ltd			1,160.45
			INV	118074 Call Centre Fees - October 2024	1,160.45
8065.9318-01	27/11/2024	Wendy Jean Hayden			300.00
			INV	03102024 Noongar Country 2024 Artist Talk	300.00
8065.9625-01	27/11/2024	ATC Work Smart Inc			846.00
			INV	INV012835 Staff First Aid Training	65.00
			INV	INV012844 Staff First Aid Training	179.00

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			INV	INV012846	Staff First Aid Training	179.00
			INV	INV012873	Staff First Aid Course	65.00
			INV	INV012886	Staff First Aid Training	358.00
8065.9638-01	27/11/2024	Smart Parking Limited				3,185.60
			INV	AU-IN000765	Touch Screen Sensor Parking Meter Replacement	3,185.60
8065.9822-01	27/11/2024	Forge Civil				10,164.00
			INV	1980	Machinery Hire - Frank Buswell Foreshore	2,942.50
			INV	1982	Machinery Hire - Parade Road	7,221.50
8066.11500-01	22/11/2024	Megan Jennings				2,089.08
			INV	RELOCATE	Reimbursement for Relocation Expenses	2,089.08
8066.11522-01	22/11/2024	Banks Realty				83,923.00
			INV	ASN785	Rates Refund	83,923.00
8067.2753-01	20/11/2024	BP Australia Ltd				35,179.17
			INV	13463539	BP Fuel - October 2024	35,179.17
8067.3048-01	20/11/2024	Ampol (Caltex) Australia Petroleum Pty Ltd				11,271.19
			INV	601932	Ampol Fuel - October 2024	11,271.19
8068.1887-01	17/11/2024	Commonwealth Bank of Australia				138,300.85
			INV	319/41	Loan Repayment 319 - Civic Building	138,300.85
8069.10013-01	27/11/2024	Axon Public Safety Australia Pty Ltd				20,042.00
			INV	INAU002938	Body Worn Cameras & Software 2024	20,042.00
8069.10248-01	27/11/2024	Karyn Rowe				504.00
			INV	UMPIRE.21/11/24	SWSC Umpire Netball - 11/11/2024 to 21/11/2024	504.00
8069.10383-01	27/11/2024	Fiore Family Trust T/A LD Total				33,265.21
			INV	140302	Landscape & Irrigation - Forrest Park Pavilion Claim	33,265.21
8069.10437-01	27/11/2024	Telstra Limited				466.36
			INV	4771557545/NOV24	Telephone Charges - Rainman SIMs	466.36
8069.10671-01	27/11/2024	Therese Marie Price				308.00
			INV	UMPIRE.21/11/24	SWSC Umpire Netball - 11/11/2024 to 21/11/2024	308.00
8069.10722-01	27/11/2024	Ready Industries Pty Ltd T/A 1300TempFence				1,237.83
			INV	752735	Temporary Fencing - Frank Buswell Reserve	1,237.83
8069.10789-01	27/11/2024	Fleet Network Pty Ltd				4,218.27
			INV	139299	Novated Lease Payment - F/E 19/11/2024	4,218.27
8069.10992-01	27/11/2024	Work Clobber Bunbury - Infrastructure				2,874.81
			INV	24-00021566	Staff Uniform - Infrastructure	372.69
			INV	24-00021620	Staff Uniform - Infrastructure	480.85
			INV	24-00022595	Staff Uniform - Infrastructure	522.27
			INV	24-00022905	Staff Uniform - Infrastructure	551.77
			INV	24-00022974	Staff Uniform - Infrastructure	268.50
			INV	24-00022979	Staff Uniform - Infrastructure	101.66
			INV	24-00022981	Staff Uniform - Infrastructure	138.04
			INV	24-00023033	Staff Uniform - Infrastructure	384.56
			INV	24-00023837	Staff Uniform - Infrastructure	54.47
8069.11046-01	27/11/2024	Maddison Leyshon				84.00

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			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	84.00
8069.11075-01	27/11/2024	Koopa Evans			84.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	84.00
8069.11076-01	27/11/2024	Jemma Godfrey			112.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	112.00
8069.11155-01	27/11/2024	Pregnancy Care with Clare			200.00
			INV	85 Infant Massage Workshop - Library	200.00
8069.11252-01	27/11/2024	Cassandra Ward			168.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	168.00
8069.11372-01	27/11/2024	Nixon Bunbury Pty Ltd			88.00
			INV	101617 Electrical Maintenance - McCombe Road Depot	88.00
8069.11379-01	27/11/2024	Brendan Smith			8,200.52
			INV	TELECOM24/25 Telecommunication Allowance Pro-Rata 23/09/2024 - 22/11/2024	259.62
			INV	RELOCATE Director Relocation Expenses	7,940.90
8069.11399-01	27/11/2024	Jordan Brady			84.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	84.00
8069.11488-01	27/11/2024	Paper Bird Children's Books & Art			1,105.50
			INV	INV-1036 Childrens School Holiday Program - James Foley	1,105.50
8069.1156-01	27/11/2024	Truck Centre (WA) Pty Ltd			161.70
			INV	3100319-000003 Plant Maintenance - BY742	161.70
8069.1571-01	27/11/2024	Steann Pty Ltd			75,614.03
			INV	15024 Bulk Verge Hardwaste Collection	75,614.03
8069.1798-01	27/11/2024	Western Australia Police Force			198.00
			INV	127091812 Volunteer Police Checks	198.00
8069.1838-01	27/11/2024	Synergy			25,573.75
			INV	706549630/NOV24 Electricity Charges - 18/09/2024 to 15/11/2024	162.24
			INV	795625870/NOV24 Electricity Charges - 14/09/2024 to 14/11/2024	1,163.33
			INV	404999390/NOV24 Electricity Charges - 18/09/2024 to 14/11/2024	571.13
			INV	969869630/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	7,604.88
			INV	376056750/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	659.54
			INV	804935070/NOV24 Electricity Charges - 14/09/2024 to 14/11/2024	231.01
			INV	376056180/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	1,191.84
			INV	274079010/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	10,344.82
			INV	958319710/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	892.90
			INV	444045800/NOV24 Electricity Charges - 19/09/2024 to 15/11/2024	117.56
			INV	262006000/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	121.19
			INV	191682160/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	140.38
			INV	230906380/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	2,257.72
			INV	650277130/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	115.21
8069.1867-01	27/11/2024	Work Clobber - Bunbury			558.55
			INV	24-00021842 Staff Uniform - Administration	275.87
			INV	24-00021881 Staff Uniform - Administration	221.26
			INV	24-00023600 Staff Uniform - Administration	61.42

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8069.289-01	27/11/2024	Bunbury Mower Service Pty Ltd			234.00
			INV	75915 Mower Parts/Repairs - BY6558A	234.00
8069.3-01	27/11/2024	A & L Printers			498.00
			INV	65982 Didactic - BRAG Chester Nealie Exhibition	498.00
8069.335-01	27/11/2024	Bunnings Group Limited			140.88
			INV	2179/01480120 Spray Paint	140.88
8069.3376-01	27/11/2024	Sonic HealthPlus			463.57
			INV	3442211 Pre-Employment Medicals	89.10
			INV	3443663 Pre-Employment Medicals	374.47
8069.3549-01	27/11/2024	Repco			15.07
			INV	4310419712 Plant Parts	15.07
8069.474-01	27/11/2024	Geographe Ford			400.00
			INV	FOMSB105280 Plant Service - BY737	400.00
8069.6202-01	27/11/2024	Easisalary (Easifleet)			2,489.72
			INV	174529 Novated Lease Payment - F/E 19/11/2024	2,489.72
8069.6749-01	27/11/2024	Smith Constructions WA			65,622.88
			INV	INV-02552 Forrest Park Sports Pavilion Claim	65,622.88
8069.8144-01	27/11/2024	WA Mechanical and Site Services			657.05
			INV	INV-2474 Plant Repairs - BY6557A	657.05
8069.8505-01	27/11/2024	Danielle Louise Butson			224.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	224.00
8069.8506-01	27/11/2024	Teresa Maria Halligan			280.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	280.00
8069.8507-01	27/11/2024	Julie Combes			308.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	308.00
8069.8508-01	27/11/2024	Rebekka Flockton			84.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	84.00
8069.9525-01	27/11/2024	Vanessa Rose Black			280.00
			INV	UMPIRE.21/11/24 SWSC Umpire Netball - 11/11/2024 to 21/11/2024	280.00
8070.11220-01	01/11/2024	City of Bunbury Credit Card - Manager Waste Operations			694.47
			INV	INV-13249 Waste Management & Resource Recovery Association of Australia Membership 2024	122.47
			INV	R57000 2024 Fleet Management Training Registration	572.00
8070.11221-01	01/11/2024	City of Bunbury Credit Card - Manager Infrastructure Maintenance			599.00
			INV	INV-21311 Staff Training - Advanced Certificate of Leadership & Management Course	599.00
8070.11223-01	01/11/2024	City of Bunbury Credit Card - Manager Economic Growth			1,369.09
			INV	23102024 Kettle - BVIC	25.00
			INV	552252 NEDC 2024 Conference Melbourne Travel Expenses	70.95
			INV	18102024 NEDC 2024 Conference Melbourne Meal Expenses	30.38
			INV	FIN3 NEDC 2024 Conference Melbourne Meal Expenses	42.99
			INV	53 NEDC 2024 Conference Melbourne Meal Expenses	35.46
			INV	16102024 NEDC 2024 Conference Melbourne Travel Expenses	70.36
			INV	31411891 NEDC 2024 Conference Melbourne Accommodation Expenses	1,020.00
			INV	31411891-2 NEDC 2024 Conference Melbourne Meal Expenses	73.95

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8070.11225-01	01/11/2024	City of Bunbury Credit Card - Manager Community Wellbeing		88.43
			INV 10102024 Health Meeting LHAAC Catering	61.58
			INV 10328440316 Health Meeting LHAAC Catering	26.85
8070.11228-01	01/11/2024	City of Bunbury Credit Card - Manager Community Connection		144.50
			INV CCActivation Credit Card Activation Fee	1.00
			INV 61058 Bus Hire for Museum Research Trip - Carey Park Exhibition	120.00
			INV 566260 Cultural Competency Training Catering	23.50
8070.5560-01	01/11/2024	City of Bunbury Credit Card - Manager Finance		7,411.69
			INV 141938250 Library NBN Monthly Charge	109.99
			INV 4469928065 WorkSafe Registration of Plant - Hands Oval Lift	725.00
			INV A491D426-0060 Cognito Forms Subscription - Fleet Pre-Start App	52.49
			INV 582888WEB GoFax Monthly Fees	14.95
			INV SPONSORSHIP Sponsorship of World Vision Child	48.00
			INV INV492660 Boardmaker Subscription for DAIP Communications	151.25
			INV 12828069 Accommodation for BRAG Exhibition - Fiona Rafferty	205.00
			INV 200876871 Staff Amenities - Depot	175.60
			INV 285477098 BRAG Shopify Annual Subscription	1,374.04
			INV 10932503 SWSC - Spotify Subscription	41.12
			INV MC20913541 SWSC - Mailchimp Subscription	199.31
			INV 1526038 SmartDraw Enterprise Licence	4,204.95
			INV 142235578 Library NBN Monthly Charge	109.99
8070.5563-01	01/11/2024	City of Bunbury Credit Card - Director Corporate & Community		469.40
			INV 17102024 Meeting Expenses	20.20
			INV 22102024 Meeting Expenses	15.70
			INV 4 Meeting Expenses	13.00
			INV 29 Meeting Expenses - Aboriginal Engagement	13.90
			INV 6-549 Meeting Expenses - Mentor Mentee	13.60
			INV SP-2 1021044707 Meal Expenses - New Gallery Group for Site Visit to AGWA	393.00
8070.5564-01	01/11/2024	City of Bunbury Credit Card - Director Sustainable Development		40.00
			INV MLB3439 Meal Expenses - Zero Homelessness Conference	40.00
8070.5566-01	01/11/2024	City of Bunbury Credit Card - Assistant to Director Corporate & Community		9,443.10
			INV 10830640020 Mayoral Reception Catering	229.94
			INV 10830940058 Mayoral Reception Catering	409.90
			INV 6437 Advisory Committee Bus Tour Expenses	11.20
			INV 517 Training - AI Fluency for Directors Sprint	1,295.00
			INV BsgN Data & Digital Meeting Expenses	67.94
			INV V2MW4N3A Training - Our Business 2024 Registration	125.00
			INV 6N37VJ6T Training - The Art of Confident Leadership	734.00
			INV 11606163 Australian Institute of Company Directors Renewal	725.00
			INV 649 Strategic Briefing Session Catering	52.60
			INV ST3563823 Training - Common Cause Fundamentals Registration	299.00
			INV MYD2YDCE Training - Neurodiversity in the Workplace Course	945.00
			INV 4454 Training - 2024 Nuts & Bolts Workshop Registration	1,320.00

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			INV G3CM2EWK Training - Attracting & Retaining Aboriginal Employees	31.25
			INV Cash-102145 Australian Institute of Health & Safety Membership	275.00
			INV G2VS7NE8 Training - Conflict Resolution: The Art of Managing Push Backs	93.75
			INV 41442 Training - Best Practice Showcase Event - Aboriginal Engagement	60.00
			INV 66094 WALGA Training Accommodation & Parking Expenses	3,248.52
			C/N 41203Credit Refund for Cancelled Staff Training Community Development in Local Government	-480.00
8070.5567-01	01/11/2024	City of Bunbury Credit Card - Chief Executive Officer		177.68
			INV 4750526 WALGA Conference Meal Expenses	58.60
			INV T4B Meeting Expenses	44.93
			INV 28102024 Meeting Expenses	11.40
			INV SEARS Meeting Expenses - Shire of East Pilbara Mayor & CEO	15.50
			INV Memo101024 WALGA Conference Parking Expenses	20.24
			INV Memo091024 WALGA Conference Travel Expenses	23.52
			INV Memo081024 Meeting Parking Expenses	3.49
8070.5568-01	01/11/2024	City of Bunbury Credit Card - Assistant to Chief Executive Officer		4,437.06
			INV FNJXFL66 BGCCI Event - Housing Industry Economic Briefing	72.25
			INV SPVQWTPJ BGCC Event - CEO Attendance at International Men's Golf Day	103.00
			INV 5497 BGCC Meeting Expenses	52.99
			INV 202185304 Mayoral Civic Function Catering - Australian Garden History Society	252.00
			INV 543766701 RCAWA Meeting Expenses Morning Tea	220.00
			INV 10829140044 RCAWA Meeting Lunch Catering	264.93
			INV 2251 RCAWA Group Bus Tour Catering Expenses	11.20
			INV 03/21807 Staff Service Awards	967.85
			INV 05/12937 Staff Service Awards	1,889.25
			INV 1875620131 RCAWA Meeting Expenses	256.00
			INV 17102024 Mayoral Civic Function - Australian Garden History	124.50
			INV Memo161024 Ordinary Council Meeting Catering	223.09
8070.6129-01	01/11/2024	City of Bunbury Credit Card - Manager People & Safety		90.69
			INV 3520 Culture Training Catering	74.75
			INV 01102024 Culture Training Catering	15.94
8070.6491-01	01/11/2024	City of Bunbury Credit Card - Marketing & Communications		1,874.51
			INV MC10215747 BRAG Mailchimp Subscription 2024	112.57
			INV MC19613271 CoB Mailchimp Subscription 2023/2024	198.12
			INV 354838/OCT24 2024/2025 'The West' Digital Subscription	84.00
			INV 46145985 Mailchimp Subscription	349.09
			INV 5W8R5EYAM2 Advertising - Museum/BRAG/BWP	495.00
			INV EWJK9CUAM2 Advertising - BWP/BRAG/Museum	140.73
			INV ZB3J5EQAM2 Advertising - BRAG/Museum/BWP	495.00
8070.6618-01	01/11/2024	City of Bunbury Credit Card - Sport & Recreation (SWSC)		373.36
			INV 5089 SWSC Cafe Supplies	28.00
			INV 9671 SWSC Cafe Supplies	46.85
			INV 201630918 SWSC Cafe Supplies	80.48
			INV INV14807894 SWSC SendGrid Monthly Subscription	134.52

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	200214373 SWSC Cafe Supplies	120.75
			INV	9674 SWSC Cafe Supplies	33.28
			C/N	14542768 Credit For Fraudulent Transactions - Case 14867716	-71.52
			INV	CCActivationOCT Credit Card Activation Fee	1.00
8070.6619-01	01/11/2024	City of Bunbury Credit Card - Bunbury Wildlife Park (BWP)			829.11
			INV	House Busselton Scales for BWP Animal Care Facility	21.99
			INV	Bunnings Grinder Discs	25.00
			INV	Bunnings05102024 Grinder Disc Remover Tool	15.90
			INV	90433614 BWP Animal Supplies	182.18
			INV	90438431 BWP Animal Supplies	103.25
			INV	Spudshed11/10 BWP Animal Feed	77.78
			INV	Spudshed07102024 BWP Animal Feed	58.67
			INV	Spotlight Curtains	101.50
			INV	Spudshed1710 BWP Animal Feed	121.88
			INV	Spudshed2410 BWP Animal Feed	120.96
8070.7068-01	01/11/2024	City of Bunbury Credit Card - Libraries & Learning			157.50
			INV	9114D1AE-0015 Eventbrite Subscriptions Library	15.00
			INV	8402067444 Library 50th Birthday Celebration Supplies	55.50
			INV	08828 Working With Children Check Application	87.00
8070.7069-01	01/11/2024	City of Bunbury Credit Card - Community Development			100.00
			INV	21817 Community Development Storytelling Art Workshop & Annual General Meeting	100.00
8070.7858-01	01/11/2024	City of Bunbury Credit Card - Assistant to Director Sustainable Development			387.25
			INV	2044662063 Catering - Heritage Awards	315.00
			INV	QNRWM2SP Training - Housing Industry Economic Briefing	72.25
8070.8454-01	01/11/2024	City of Bunbury Credit Card - Place Activation			366.00
			INV	CCACTIVATION Credit Card Activation Fee	1.00
			INV	165437 Staff Awards Presentation Prizes	278.00
			INV	D4669689 Working With Children Check Application - Inbound Goodwill Student Delegation 2024	87.00
8070.9181-01	01/11/2024	City of Bunbury Credit Card - Information Services			1,092.41
			INV	92713EA7-0009 Windmill Subscription	165.59
			INV	11102024Rebel BWP Domain Renewal	20.96
			INV	3511140 Teltonika RUT241 LTE CAT4 Industrial Cellular Router	294.00
			INV	AT-352052509 Bitbucket 2019 Standard Licence Subscription	44.72
			INV	948B5E54-0004 Anthropic Monthly Subscription	304.87
			INV	2U2410626141 Algolia Web Search Subscription (Website)	262.27
8070.9564-01	01/11/2024	City of Bunbury Credit Card - Manager Sport & Recreation			225.61
			INV	1242654 Hinge for SWSC Cafe Oven	225.61
8070.9565-01	01/11/2024	City of Bunbury Credit Card - Environmental Health			66.82
			INV	Officeworks Stationery	8.78
			INV	816 CLAG Mosquito Management Meeting Catering	36.54
			INV	Woolworths CLAG Mosquito Management Meeting Catering	21.50
8070.9566-01	01/11/2024	City of Bunbury Credit Card - Community Law, Safety & Emergency Management			116.66
			INV	2515 Parking Expenses - Homelessness Summit	14.00

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	2447	Parking Expenses - Homelessness Summit	14.00
			INV	PER295A	Parking Expenses - Homelessness Summit	10.13
			INV	831580	Meal Expenses - Homelessness Summit	43.52
			INV	35	Meal Expenses - Homelessness Summit	35.01
8072.136-01	27/11/2024	Australian Taxation Office				268,222.76
			INV	PP25-11	PAYG for COB Staff - F/E 19/11/2024	268,222.76
8073.11467-01	27/11/2024	Archana Arun				28.10
			INV	Refund05112024	Refund - Cancel Gym Membership Cooling off Period	28.10
8073.11506-01	27/11/2024	Robyn Griffiths				143.70
			INV	Refund07112024	Refund - SWSC Sessions with PT Cancelled	143.70
8073.11508-01	27/11/2024	Gaia Boranga				295.94
			INV	Refund05112024	Reimburse - NAP Workshop Materials BRAG	295.94
8073.11511-01	27/11/2024	Miss S Hooper				250.00
			INV	Refund13112024	Refund - SWSC Cancelled Kids Party Deposit	250.00
8073.11512-01	27/11/2024	Luke Mott				74.80
			INV	Reimburse111124	Reimbursement - Host Family 2024 Police Clearance	74.80
8073.11514-01	27/11/2024	Alex Ross McDougall				243.00
			INV	9.2024.765.1	Building Permit Application Refund	147.00
			INV	5.2024.251.1	Advertising Fee Application Refund	96.00
8073.11523-01	27/11/2024	G & K Bell				442.80
			INV	ASN1012	Rates Refund	442.80
8073.11524-01	27/11/2024	E Richards				1,000.00
			INV	ASN10279	Rates Refund	1,000.00
8073.11540-01	27/11/2024	B & S Cousens				587.90
			INV	ASN1796	Rates Refund	587.90
8073.11541-01	27/11/2024	R & R Harrison				562.87
			INV	ASN4067	Rates Refund	562.87
8073.11542-01	27/11/2024	AG McKenzie Investments Pty Ltd				298.07
			INV	ASN4579	Rates Refund	298.07
8073.11543-01	27/11/2024	R Lowes / G Woodroof / P Foley				296.81
			INV	ASN15458	Rates Refund	296.81
8073.11544-01	27/11/2024	N & D Jones				469.07
			INV	ASN15686	Rates Refund	469.07
8073.1295-01	27/11/2024	Outdoor World Bunbury (Stellcon Pty Ltd)				110.00
			INV	6.2024.39246.1	Building Permit Application Refund	110.00
8073.538-01	27/11/2024	D & M Amonini Pty Ltd				1,056.85
			INV	ASN14388	Rates Refund	602.68
			INV	ASN14448	Rates Refund	454.17
8073.9184-01	27/11/2024	S & B Martin				417.59
			INV	ASN7825	Rates Refund	417.59
8073.9513-01	27/11/2024	S & R Reid				1,736.90
			INV	ASN360	Rates Refund	1,736.90
8075.10470-01	29/11/2024	Aware Super Clearing House				192,561.76

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV PP25-11 Superannuation for COB Staff - F/E 19/11/2024	192,561.76
8076.4958-01	29/11/2024	Westpac Banking Corporation		44,879.21
			INV WESTPAC TD Term Deposit	44,879.21
Total: EFT Payments				\$4,812,294.71

Payroll Transfers

PY25-10	06/11/2024	COB Municipal Account	Payroll - F/E 05/11/2024	887,418.66
PY25-11	20/11/2024	COB Municipal Account	Payroll - F/E 19/11/2024	909,538.64
PY25-12A	22/11/2024	COB Municipal Account	Payroll - F/E 03/12/2024	4,417.96
Total: Payroll Transfers				\$1,801,375.26

Total: COB Municipal Account **\$6,633,569.53**

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 4 February 2025 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
1/11/2024 to 30/11/2024

COB Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
Cheque Payments						
00010830	27/11/2024	Dean Robert French				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
00010831	27/11/2024	Sandra Tindale				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
Total: Cheque Payments						<u>1,945.76</u>
EFT Payments						
8052.419-01	12/11/2024	City of Bunbury				438.10
			INV	1392-KB05	BRAG - Commission on Artwork	17.60
			INV	OCTOBER 2024	Commission on BSL Levies - October 2024	305.00
			INV	251272-X0W0D8	Commission on CTF Levies - October 2024	115.50
8052.7534-01	12/11/2024	Building and Construction Industry Training Board				14,961.03
			INV	251272-X0W0D8	CTF Levies - October 2024	14,961.03
8052.7535-01	12/11/2024	Department of Mines, Industry Regulation and Safety				20,215.71
			INV	OCTOBER 2024	BSL Levies - October 2024	20,215.71
8071.11510-01	27/11/2024	DBCEC (WA) Pty Ltd				286.45
			INV	6.2024.39100.1	BSL & CTF Levies Refund	286.45
8071.11512-01	27/11/2024	Luke Mott				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11529-01	27/11/2024	Shane Kenneth Royston				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11530-01	27/11/2024	Racheal Eagling				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11531-01	27/11/2024	Siobhan Maiden				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11532-01	27/11/2024	Kerrin Coleman				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11533-01	27/11/2024	Edward Bermudez				1,945.75
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	1,945.75
8071.11535-01	27/11/2024	Susan Amy Wells				1,945.76
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	1,945.76
8071.11536-01	27/11/2024	Cory Robson				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11537-01	27/11/2024	Ying Wang				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11538-01	27/11/2024	Darren Roddie				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88
8071.11539-01	27/11/2024	Mark Cirasa				972.88
			INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	972.88

City of Bunbury
Schedule of Accounts Paid for Period
1/11/2024 to 30/11/2024

COB Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8071.2003-01	27/11/2024	Benjamin David Deeley	INV	2024SETAGAYA	2024 Setagaya Tour - Refund of Unspent Funds	1,945.76
Total: EFT Payments						<u>1,945.76</u>
						<u>\$50,494.48</u>

Total: COB Trust Account \$52,440.24

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 4 February 2025 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
1/11/2024 to 30/11/2024

BVIC Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
EFT Payments						
8048.1033-01	11/11/2024	Discovery Holiday Parks - Bunbury Foreshore				80.10
			INV	13408872	Gregory	80.10
8048.1673-01	11/11/2024	Hotel Lord Forrest				391.60
			INV	13375023	Rafferty	182.45
			INV	13403360	Lutley	209.15
8048.419-01	11/11/2024	City of Bunbury				492.14
			INV	NOV24	Commission	492.14
8048.8808-01	11/11/2024	Clifton Motel & Grittelton Lodge				3,510.16
			INV	12959690	Frazer - Part Payment	145.07
			INV	12959938	O'Neill - Part Payment	145.07
			INV	12961311	Lizza - Part Payment	145.07
			INV	12962140	Coleman - Part Payment	145.07
			INV	12966839	Katuskas - Part Payment	145.07
			INV	12966839/2	Gunnell (2nd Payment)	435.21
			INV	12959938/2	O'Neill (2nd Payment)	435.21
			INV	12961311/2	Lizza	435.21
			INV	12962140/2	Coleman	435.21
			INV	12959690/2	Frazer	435.21
			INV	13374293	White	608.76
8049.419-01	12/11/2024	City of Bunbury				389.48
			INV	311024	Commission 01.10.2024 - 31.10.2024	389.48
8049.5945-01	12/11/2024	South West Transit Group				2,207.32
			INV	011024	Consignment Sales	60.00
			INV	021024	Consignment Sales	60.00
			INV	031024	Consignment Sales	56.00
			INV	041024	Consignment Sales	60.00
			INV	051024	Consignment Sales	103.50
			INV	061024	Consignment Sales	58.00
			INV	071024	Consignment Sales	130.00
			INV	081024	Consignment Sales	173.40
			INV	091024	Consignment Sales	102.00
			INV	101024	Consignment Sales	120.00
			INV	111024	Consignment Sales	42.00
			INV	141024	Consignment Sales	104.40
			INV	151024	Consignment Sales	180.00
			INV	161024	Consignment Sales	42.00
			INV	171024	Consignment Sales	16.00
			INV	181024	Consignment Sales	109.20
			INV	191024	Consignment Sales	60.00
			INV	221024	Consignment Sales	288.00
			INV	231024	Consignment Sales	60.00
			INV	241024	Consignment Sales	42.00

- | | | |
|--|-----------|-----------|
| * Working Capital
(Current Assets less Current Liabilities) | \$51.23M | \$13.02M |
| * Equity
(Total Assets less Total Liabilities) | \$610.08M | \$577.65M |
4. Capital Works (**attached** at Appendix 10.3.6-E)
- Actual capital works of \$9.86M is \$2.52M less than the year-to-date budgeted capital works of \$12.38M (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 10.3.6-F)
- Actual operating project expenditure of \$1.95M is \$683K less than the year-to-date budgeted operating project expenditure of \$2.64M.
 - 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 December 2024 be received.

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 10.3.6-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.6-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.6-C)
- Statement of Financial Position (**attached** at Appendix 10.3.6-D)
- Capital Projects Expenditure Summary (**attached** at Appendix 10.3.6-E)
- Operating Projects Summary (**attached** at Appendix 10.3.6-F)
- Monthly Financial Health Report (**attached** at Appendix 10.3.6-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.

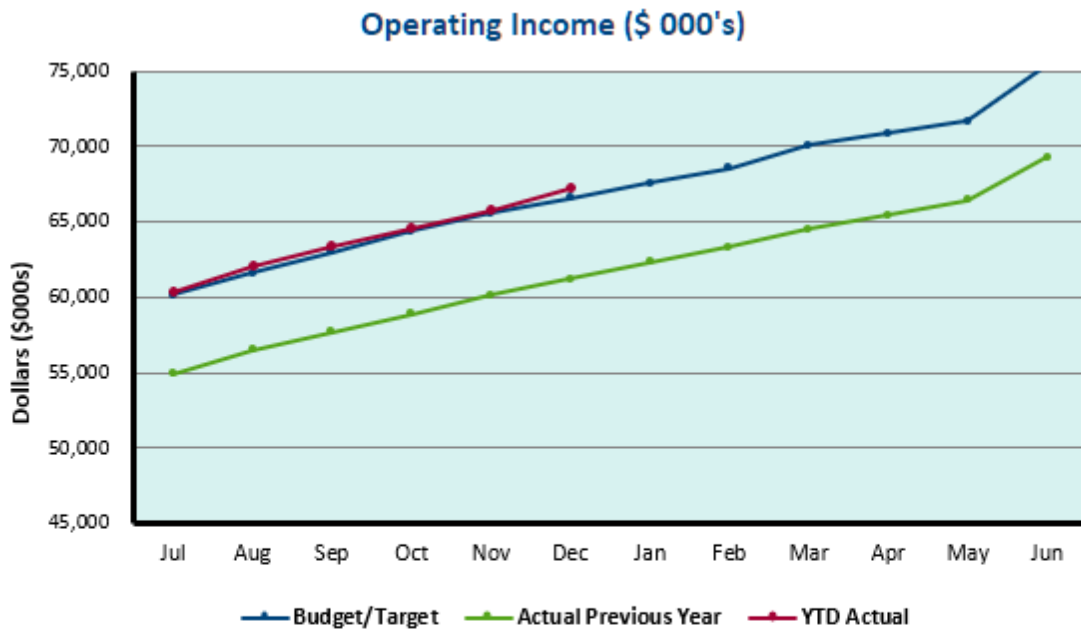
Legislative Compliance

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 10.3.6-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

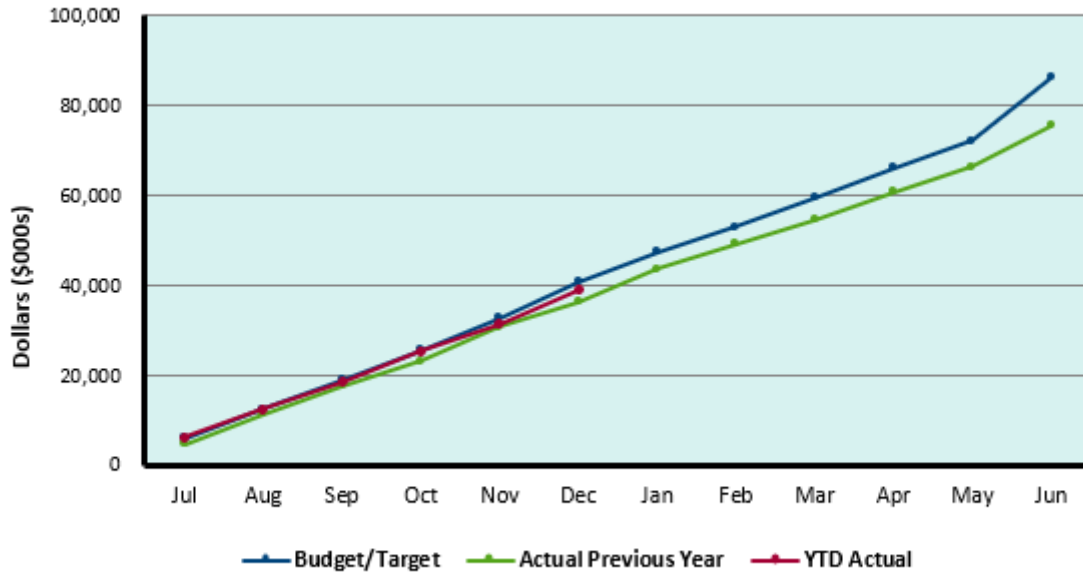
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



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

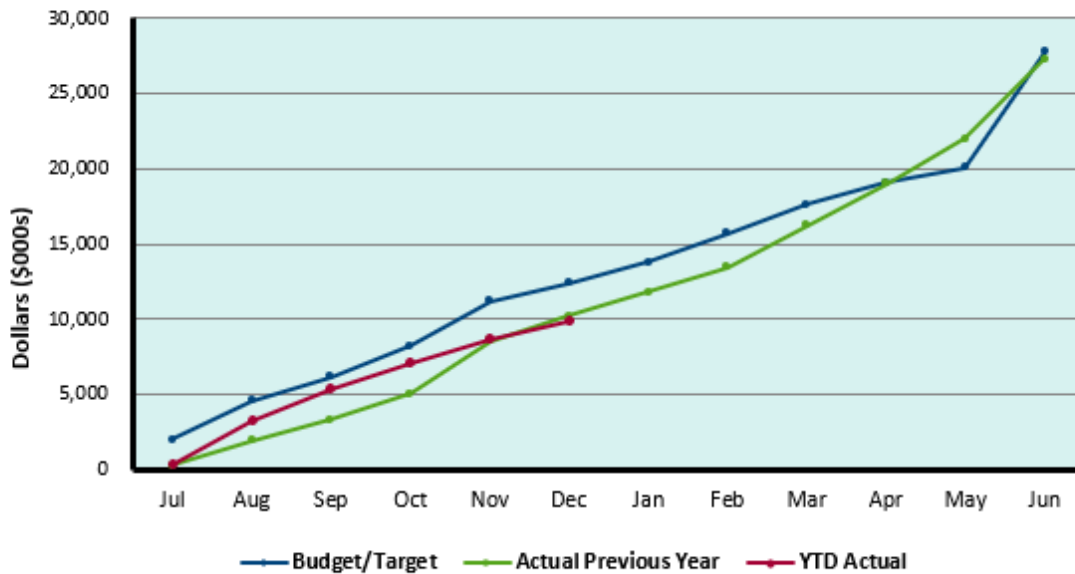
Actual operating income of \$67.22M is \$641K more than the year-to-date budgeted income of \$66.58M

Operating Expenditure (\$ 000's)



Note: Actual operating expenditure is below the year-to-date budget by \$1.79M

Capital Expenditure (\$ 000's)



Note: The actual capital expenditure at the end of December 2024 of \$9.86M is \$2.52M less than the year-to-date budget of \$12.38M. 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 10.3.6-E and 10.3.6-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 \$492K mainly due to additional sponsorship received of (\$324K) higher than expected, workers compensation reimbursements (\$126K), and government paid parental leave (\$27).	\$492,969 101%
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-2403 Replace Forrest Park Pavilion - \$370K PR-5230 Expand path network 2024/25 - \$265K PR-5322 Netball Court Refurbishment - \$238K PR-5223 Renew playground equipment, as per AMP 2024/25 - \$198K PR-5265 Renew South West Sports Centre (SWSC) plant and machinery 2024/25 - \$151K PR-5247 Renew, resleeve and improve drainage network 2024/25 - \$124K PR-5291 Blackspot roadworks 2024/25 - \$115K PR-5113 Blackspot Roadworks 2023/24 - \$106K PR-5164 Renew or refurbish community, corporate, sport and leisure buildings, as per AMP 2024/25 - \$98K PR-5118 Regional Roadworks program - Bussell Highway - \$93K PR-5327 Roads projects for Regional Roadworks program 2024/25 - \$73K PR-5219 Renew open space infrastructure 2024/25 \$65K PR-5038 Withers Regional Renewal - \$60K PR-5239 Renew and upgrade paths, as per AMP 2024/25 - \$48K PR-5106 World Class South West Regional Gallery - Stage 1 - \$46K PR-4936 CBD Road Works - \$40K PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24 - \$22K</p>	\$2,523,843 20 %
<i>Right of Use Lease Payments</i> – Favourable year-to-date variance due to timing of new ICT leasing contracts yet to commence (\$109K).	\$109,311 59%

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.

Community Consultation

There is no requirement for community consultation on this report. A Monthly Financial Health Report (attached at Appendix 10.3.6-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 31 December 2024

City of Bunbury

Statement of Comprehensive Income
Period Ending December 2024

	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Rates						
Rates General Inc	49,551,409	49,549,799	(0)	49,549,799	49,549,799	49,549,799
Rates Interim Inc	118,628	105,592	(12)	141,197	141,197	141,197
Rates Specified Area Inc	61,282	61,272	(0)	61,272	61,272	61,272
	49,731,318	49,716,663	(0)	49,752,268	49,752,268	49,752,268
Operating Grants and Subsidies						
Operating Grant Inc	1,038,270	1,051,949	1	2,507,658	5,085,768	3,343,768
	1,038,270	1,051,949	1	2,507,658	5,085,768	3,343,768
Contributions, Reimbursements and Donations						
Contribution Inc	436,923	104,384	(319)	119,050	193,434	518,058
Donation Inc	35,476	29,250	(21)	3,500	31,000	31,000
Reimbursement Inc	509,179	354,976	(43)	308,834	531,874	551,874
	981,579	488,610	(101)	431,384	756,308	1,100,932
Fees and Charges						
Building and Planning Fee Inc	318,321	284,464	(12)	438,720	441,669	441,669
Fine and Penalty Fee Inc	52,107	44,935	(16)	80,000	80,000	80,000
General Hire Fee Inc	53,749	48,432	(11)	85,950	86,573	86,573
Miscellaneous Fee and Charge Inc	959,892	914,738	(5)	1,692,273	1,693,145	1,693,145
Parking Fee Inc	103,313	130,370	21	242,870	242,870	242,870
Property Lease and Rental Fee Inc	458,934	445,216	(3)	870,380	870,380	870,380
Rating Fee Inc	147,295	151,411	3	152,750	152,750	152,750
Sports Facility Fee Inc	2,474,954	2,295,237	(8)	4,135,750	4,135,750	4,135,750
Waste Collection Charge Inc	9,294,767	9,427,938	1	9,427,938	9,427,938	9,427,938
	13,863,333	13,742,741	(1)	17,126,631	17,131,075	17,131,075
Interest Received						
Cash and Investment Interest Inc	958,600	960,677	0	1,832,651	1,832,651	1,832,651
Rates Debtor Interest Inc	482,088	444,522	(8)	429,500	481,135	481,135
	1,440,687	1,405,199	(3)	2,262,151	2,313,786	2,313,786
Other Revenue						
Miscellaneous Inc	164,401	172,748	5	343,350	351,679	351,679
	164,401	172,748	5	343,350	351,679	351,679
Total	67,219,589	66,577,910		72,423,442	75,390,884	73,993,508

City of Bunbury

**Statement of Comprehensive Income
Period Ending December 2024**

	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Employee Costs						
Salary Exp	(15,137,212)	(15,927,058)	5	(31,335,733)	(31,438,898)	(31,438,898)
Salary Accruals Exp	-	-		(362,721)	(362,721)	(362,721)
Other Employee Related Exp	(2,900,445)	(3,059,254)	5	(5,597,967)	(5,597,967)	(5,597,967)
	(18,037,657)	(18,986,312)	5	(37,296,421)	(37,399,586)	(37,399,586)
Materials and Contracts						
Bank Fee and Charges Exp	(67,757)	(78,452)	14	(129,565)	(129,565)	(129,565)
Consultants Exp	(1,072,199)	(1,216,323)	12	(4,249,906)	(4,634,496)	(4,624,496)
Contract Employment Exp	(680)	-		-	-	-
Contractors Exp	(5,424,434)	(5,483,507)	1	(12,430,133)	(15,241,789)	(13,874,413)
Equipment Lease or Hire Exp	(26,006)	(32,625)	20	(80,250)	(65,250)	(65,250)
Fuel Exp	(210,655)	(276,491)	24	(607,145)	(607,145)	(607,145)
Material Exp	(960,807)	(1,177,508)	18	(2,542,302)	(2,546,925)	(2,546,925)
Software License & Maintenance Exp	(1,446,476)	(1,407,464)	(3)	(1,926,855)	(1,941,855)	(1,941,855)
	(9,209,014)	(9,672,370)	5	(21,966,156)	(25,167,025)	(23,789,649)
Insurance						
Insurance	(826,902)	(834,538)	1	(836,211)	(836,211)	(836,211)
	(826,902)	(834,538)	1	(836,211)	(836,211)	(836,211)
Interest Expense						
Interest Loan Borrowings Exp	(430,374)	(448,616)	4	(850,486)	(850,486)	(850,486)
Interest Accrual Exp	-	-		(901)	(901)	(901)
	(430,374)	(448,616)	4	(851,387)	(851,387)	(851,387)
Utilities						
Electricity Exp	(895,678)	(866,444)	(3)	(1,879,000)	(1,879,000)	(1,879,000)
Gas Exp	(131,204)	(149,793)	12	(285,000)	(285,000)	(285,000)
Sewerage Exp	(39,273)	(45,644)	14	(84,250)	(84,250)	(84,250)
Water Exp	(275,143)	(267,687)	(3)	(676,350)	(676,350)	(676,350)
	(1,341,298)	(1,329,568)	(1)	(2,924,600)	(2,924,600)	(2,924,600)
Depreciation						
Depreciation Bridges Exp	(60,160)	(60,162)	0	(120,320)	(120,320)	(120,320)
Depreciation Buildings Exp	(1,265,392)	(1,338,050)	5	(2,676,102)	(2,676,102)	(2,676,102)
Depreciation Equipment Exp	(292,071)	(344,260)	15	(688,518)	(688,518)	(688,518)
Depreciation Furniture & Fittings Exp	(7,328)	(4,580)	(60)	(9,156)	(9,156)	(9,156)
Depreciation Lease Exp	(150,792)	(142,438)	(6)	(310,874)	(310,874)	(310,874)
Depreciation Marine Exp	(395,039)	(395,038)	(0)	(790,078)	(790,078)	(790,078)
Depreciation Open Space Exp	(684,381)	(684,382)	0	(1,368,761)	(1,368,761)	(1,368,761)
Depreciation Other Infrastructure Exp	(557,055)	(557,054)	(0)	(1,114,110)	(1,114,110)	(1,114,110)
Depreciation Pathways Exp	(691,890)	(691,890)		(1,383,780)	(1,383,780)	(1,383,780)
Depreciation Plant and Vehicle Exp	(452,409)	(452,672)	0	(905,348)	(905,348)	(905,348)
Depreciation Roads Exp	(2,020,861)	(2,020,860)	(0)	(4,041,722)	(4,041,722)	(4,041,722)
Depreciation Stormwater Exp	(615,372)	(615,372)	(0)	(1,230,745)	(1,230,745)	(1,230,745)
Depreciation Structures Exp	(203,309)	(203,308)	(0)	(406,618)	(406,618)	(406,618)
	(7,396,058)	(7,510,066)	2	(15,046,132)	(15,046,132)	(15,046,132)

City of Bunbury Statement of Comprehensive Income Period Ending December 2024	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Other Expense						
Contrib, Donations & Sponsorships	(1,119,757)	(1,362,969)	18	(1,947,191)	(2,840,006)	(2,800,006)
Elected Member Exp	(285,506)	(307,012)	7	(687,336)	(687,336)	(687,336)
Miscellaneous Exp	(308,930)	(288,011)	(7)	(341,916)	(406,616)	(426,616)
Taxation and Levy Exp	(78,080)	(88,495)	12	(88,495)	(88,495)	(88,495)
Write-Off Ep	(4,008)	(1,300)	(208)	(58,445)	(58,445)	(58,445)
	(1,796,281)	(2,047,787)	12	(3,123,383)	(4,080,898)	(4,060,898)
Total	(39,037,583)	(40,829,257)		(82,044,290)	(86,305,839)	(84,908,463)
OPERATING SURPLUS or (DEFICIT)	28,182,006	25,748,653		(9,620,848)	(10,914,955)	(10,914,955)
Grants and Contributions for the Development of Assets						
Capital Grants and Contributions	2,425,826	2,375,288	(2)	7,286,842	10,590,060	8,875,060
Self Supporting Loans - Debtors	(18,245)	(18,244)	(0)	(36,816)	(36,816)	(36,816)
Self Supporting Loans - Income	18,245	18,244	(0)	36,816	36,816	36,816
	2,425,826	2,375,288	(2)	7,286,842	10,590,060	8,875,060
Proceeds from Disposal of Assets						
Proceeds Land Disposals	-	-		150,000	150,000	150,000
Proceeds Plant & Vehicle Disposals	46,591	-		452,126	452,126	452,126
	46,591	-		602,126	602,126	602,126
Value of Assets Disposed						
Land Disposed	-	-		-	-	-
Plant & Vehicles Disposed	(42,500)	-		(377,301)	(377,301)	(377,301)
	(42,500)	-		(377,301)	(377,301)	(377,301)
Total	2,429,917	2,375,288		7,511,667	10,814,885	9,099,885
NET RESULT	30,611,923	28,123,941		(2,109,181)	(100,070)	(1,815,070)



Statement of Financial Activity

Period Ending 31 December 2024

City of Bunbury
Statement of Financial Activity
Period Ending December 2024

	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Operating Revenues						
Grants and Subsidies - Operating	1,038,270	1,051,949	1	2,507,658	5,085,768	3,343,768
Contributions Reimbursements and Donations	981,579	488,610	(101)	431,384	756,308	1,100,932
Fees and Charges	13,863,333	13,742,741	(1)	17,126,631	17,131,075	17,131,075
Interest Received	1,440,687	1,405,199	(3)	2,262,151	2,313,786	2,313,786
Other Revenue	164,401	172,748	5	343,350	351,679	351,679
Total Revenues (Excluding Rates)	17,488,270	16,861,247		22,671,174	25,638,616	24,241,240
Operating Expenses						
Employee Costs	(18,037,657)	(18,986,312)	5	(37,296,421)	(37,399,586)	(37,399,586)
Material and Contracts	(9,209,014)	(9,672,370)	5	(21,966,156)	(25,167,025)	(23,789,649)
Depreciation	(7,396,058)	(7,510,066)	2	(15,046,132)	(15,046,132)	(15,046,132)
Interest Expense	(430,374)	(448,616)	4	(851,387)	(851,387)	(851,387)
Utilities	(1,341,298)	(1,329,568)	(1)	(2,924,600)	(2,924,600)	(2,924,600)
Insurance	(826,902)	(834,538)	1	(836,211)	(836,211)	(836,211)
Other Expense	(1,796,281)	(2,047,787)	12	(3,123,383)	(4,080,898)	(4,060,898)
Total	(39,037,583)	(40,829,257)		(82,044,290)	(86,305,839)	(84,908,463)
Funding Balance Adjustments						
Add Back Depreciation	7,396,058	7,510,066	2	15,046,132	15,046,132	15,046,132
Net Operating (Excluding Rates)	(14,153,255)	(16,457,944)		(44,326,984)	(45,621,091)	(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	41,925					(0)
Total	41,925	(0)		62,100	62,100	62,100
Capital Revenues						
Grants/Contributions for Asset Development	2,425,826	2,375,288		7,286,842	10,590,060	8,875,060
Proceeds from New Debentures	(0)	(0)		4,000,000	4,000,000	4,000,000
Proceeds on Disposal of Assets	46,591	(0)		602,126	602,126	602,126
Transfers from Restricted Cash	(189,381)	(0)		5,034,495	6,395,370	6,395,370
Loan Repayments - Self Supporting	18,245	18,244	(0)	36,816	36,816	36,816
Total	2,301,280	2,393,532		16,960,279	21,624,372	19,909,372
Capital Expenses						
Acquisition of Assets	(9,858,664)	(12,382,507)	20	(23,910,870)	(27,753,814)	(26,038,814)
Repayment of Debentures	(1,279,700)	(1,279,698)	(0)	(2,585,933)	(2,585,933)	(2,585,933)
Right of Use Lease Payments	(76,799)	(186,110)	59	(298,477)	(298,477)	(298,477)
Total	(11,215,163)	(13,848,315)		(26,795,280)	(30,638,224)	(28,923,224)
Total Net Operating and Capital	(23,025,213)	(27,912,727)		(54,099,885)	(54,572,843)	(54,572,843)
Rates	49,731,318	49,716,663	(0)	49,752,268	49,752,268	49,752,268
Add Surplus (Deficit) July 1 Brought Forward	4,820,575	4,820,575	0	4,484,016	4,820,575	4,820,575
Closing Funding Surplus (Deficit)	31,526,681	26,624,511		136,399	0	0



Statement of Net Current Assets

Period Ending 31 December 2024

City of Bunbury
Statement of Net Current Assets
Period Ending December 2024

	Opening Balance	Actual	Current Budget	End of Year Forecast
Current Assets				
Cash Unrestricted	12,111,102	24,022,161	7,591,148	7,591,148
Cash Restricted	22,367,371	22,556,752	15,972,001	15,972,001
Trade and Other Receivables	8,744,235	18,590,758	8,744,235	8,744,235
Inventories	135,897	191,568	135,897	135,897
	43,358,605	65,361,239	32,443,281	32,443,281
Current Liabilities				
Trade and Other Payables	9,621,154	4,714,767	9,621,155	9,621,155
Contract Liabilities	1,199,825	1,199,825	1,199,824	1,199,824
Provisions	5,312,864	5,326,398	5,613,485	5,613,485
	16,133,843	11,240,990	16,434,464	16,434,464
NET CURRENT ASSETS	27,224,762	54,120,249	16,008,817	16,008,817
Less				
Cash - Restricted	22,367,371	22,556,752	15,972,001	15,972,001
Receivables	36,816	36,816	36,816	36,816
NET CURRENT ASSET POSITION	4,820,575	31,526,681	0	0

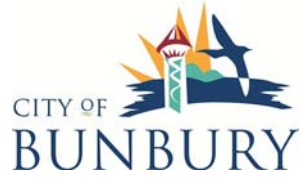


Statement of Financial Position

Period Ending 31 December 2024

City of Bunbury
Statement of Financial Position
Period Ending December 2024

	Opening Balance	Actual	Current Budget	End of Year Forecast
Current Assets				
Cash and Investments	34,478,473	46,578,914	23,563,149	23,563,149
Trade and Other Receivables	8,744,235	18,590,758	8,744,235	8,744,235
Inventories	135,897	191,568	135,897	135,897
	43,358,605	65,361,239	32,443,281	32,443,281
Current Liabilities				
Trade and Other Payables	10,820,979	5,914,592	10,820,979	10,820,979
Current Provisions	5,312,864	5,326,398	5,613,485	5,613,485
Current Loan Liability	2,834,401	2,894,422	2,986,899	2,986,899
	18,968,244	14,135,411	19,421,363	19,421,363
Non Current Assets				
Non Current Receivables	4,707,053	4,646,883	4,670,237	4,670,237
Property, Plant and Equipment	236,290,433	234,569,601	231,495,129	231,495,129
Infrastructure	313,300,035	308,071,967	302,843,900	302,843,900
Work in Progress	16,470,871	26,329,535	44,224,685	42,509,685
	570,768,391	573,617,986	583,233,952	581,518,950
Non Current Liabilities				
Non Current Payables	410,966	410,966	410,966	410,966
Non Current Provisions	670,458	670,458	732,558	732,558
Non Current Loan Liability	14,611,626	13,684,766	15,746,714	15,746,714
	15,693,050	14,766,190	16,890,238	16,890,238
Equity				
Retained Surplus	190,350,697	220,799,360	194,726,420	193,011,420
Reserves - Cash Backed	20,447,794	20,611,054	15,972,001	15,972,001
Reserves - Asset Revaluation	368,667,211	368,667,211	368,667,211	368,667,211
	579,465,701	610,077,624	579,365,631	577,650,631



Capital Projects Summary

(With Comments)

Period Ending December 2024

Monday, 13 January, 2025

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Airport										
PR-5111 Bunbury Airport apron expansion	Progress 95%	-	191,201	190,125	1 %	228,982	190,125	190,125	-	
PR-5112 Bunbury Airport compass swinging bay	Progress 95%	16,049	111,687	127,736	(13)%	104,778	127,736	127,736	-	
Total for Airport		16,049	302,888	317,861		333,760	317,861	317,861	-	
Bunbury Museum & Heritage Centre										
PR-5393 Installation of staff facilities for museum & heritage centre, and visitor centre	Progress 0%	-	-	-	0 %	-	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	Progress 20%	5,561	12,995	16,500	(21)%	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		5,561	12,995	16,500		40,000	40,000	40,000	-	
Bunbury Wildlife Park										
PR-5340 Bunbury Wildlife Park bulk feed storage	Progress 25%	-	-	-	0 %	7,000	7,000	7,000	-	
<i>Project Progress Comments:</i>										
<i>Pricing being obtained to make bulk feed more efficient, pricing underway.</i>										
Total for Bunbury Wildlife Park		-	-	-		7,000	7,000	7,000	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Economic Development										
PR-3830 Subdivision and sale of part Lot 3 Blair Street	Progress 15%	18,365	4,990	-	0%	221,332	221,332	221,332	-	
<u>Project Progress Comments:</u>										
<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. City expected to receive updated concept plans in the new year.</i>										
<i>Subdivision is progressing with no concerns from either party.</i>										
<i>The CEO and City's Lawyer will meet the Purchaser and their Lawyer on the 13 December to finalise agreement terms. City received updated Sale and Development agreement on 22 December 2024 for review. The CEO is currently on leave and will return on 13 January 2025 to review the changes.</i>										
PR-5078 Sale of Lot 618 (11) Nyabing Way	Progress 90%	4,450	-	-	0%	4,455	4,455	4,455	-	
<u>Project Progress Comments:</u>										
<i>Settlement for 11 Nyabing Way is occurring on Monday 13 January 2025. All documents have been executed.</i>										
<i>Revenue for Nyabing land sales to 701366.0720.5300</i>										
PR-5082 Relocate Bunbury Visitor Centre	Progress 90%	-	1,031	-	0%	84,399	84,399	84,399	-	
<u>Project Progress Comments:</u>										
<i>The Visitor Centre staff have relocated to the Bunbury Heritage and Museum site. VC and Museum teams are currently investigating the installation of an additional office space. Internal design and functionality aspects are still in progress, with the Visitor Centre and Museum are collaborating to achieve satisfactory working arrangements for both teams.</i>										
Total for Economic Development		22,815	6,021	-		310,186	310,186	310,186	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Executive Leadership - CEO									
PR-5106 World Class South West Regional Gallery - Stage 1	<i>Progress</i> 20%	69,110	46,867	93,250	(50)%	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>									
<i>Initial concept designs being produced in line with Bicentennial Square project.</i>									
Total for Executive Leadership - CEO		69,110	46,867	93,250		225,000	225,000	225,000	-
Executive Leadership - Infrastructure									
PR-3898 Construct heritage interpretation, Bunbury Timber Jetty	<i>Progress</i> 0%	-	-	-	0%	86,726	86,726	86,726	-
Total for Executive Leadership - Infrastructure		-	-	-		86,726	86,726	86,726	-
Fleet									
PR-4881 Replace corporate vehicles 2023/24	<i>Progress</i> 100%	(7,252)	310,381	295,458	5%	367,176	367,176	367,176	-
PR-5251 Replace waste vehicles and plant 2024/25	<i>Progress</i> 35%	956,169	86,591	100,000	(13)%	1,085,939	1,085,939	1,085,939	-
PR-5255 Replace corporate heavy plant 2024/25	<i>Progress</i> 35%	390,550	-	-	0%	533,800	533,800	533,800	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Fleet									
PR-5260 Replace corporate vehicles 2024/25	Progress 35%	339,053	-	-	0 %	516,800	516,800	516,800	-
Total for Fleet		1,678,520	396,971	395,458		2,503,715	2,503,715	2,503,715	-
Information Technology									
PR-5122 Replace ranger infringement devices	Progress 50%	-	-	10,000	(100)%	20,000	20,000	20,000	-
PR-5181 Expansion of CCTV Network 2024/25	Progress 10%	-	-	-	0 %	50,000	50,000	50,000	-
PR-5186 IT network and equipment renewals, as per AMP 2024/25	Progress 50%	-	1,870	10,000	(81)%	381,245	381,245	381,245	-
Total for Information Technology		-	1,870	20,000		451,245	451,245	451,245	-
Lead Department - Infrastructure Maintenance Servi									
PR-3720 Hands Oval Redevelopment	Progress 85%	259,794	5,774,173	5,779,125	0 %	6,201,088	6,201,088	6,201,088	-
<i>Project Progress Comments:</i>									
<i>Stadium to be completed by December 2024</i>									
Total for Lead Department - Infrastructure Maintenance Servi		259,794	5,774,173	5,779,125		6,201,088	6,201,088	6,201,088	-

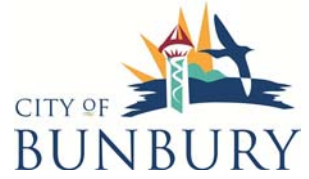
		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Libraries & Learning										
PR-1418 Procure and install Radio Frequency Identification (RFID) and self loans technology at Bunbury Library	Progress 20%	60,250	60,250	70,000	(14)%	80,000	130,000	130,000	-	
<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>										
<i>Budget review provided additional funds - project kick off in mid December 24</i>										
Total for Libraries & Learning		60,250	60,250	70,000		80,000	130,000	130,000	-	
Parks & Reserves										
PR-5114 Beautifying Bunbury Streetscapes 2023/24	Progress 100%	-	4,373	4,373	0%	10,318	4,373	4,373	-	
PR-5209 Implement Greening Bunbury Plan 2024/25	Progress 40%	68,579	28,068	30,000	(6)%	240,000	240,000	240,000	-	
PR-5214 Renew irrigation infrastructure 2024/25	Progress 40%	3,559	96,137	55,000	75%	230,000	230,000	230,000	-	
PR-5219 Renew open space infrastructure 2024/25	Progress 40%	13,674	14,361	80,000	(82)%	200,000	200,000	200,000	-	
PR-5223 Renew playground equipment, as per AMP 2024/25	Progress 40%	402,231	1,684	200,000	(99)%	400,000	400,000	400,000	-	
PR-5305 Beautifying Bunbury Streetscapes 2024/25	Progress 35%	-	10,495	20,000	(48)%	200,000	205,945	205,945	-	
Total for Parks & Reserves		488,043	155,118	389,373		1,280,318	1,280,318	1,280,318	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Project Coordination & Landscape Architecture Des									
PR-5038 Withers Regional Renewal	Progress 80%	64,577	30,338	90,000	(66)%	183,242	183,242	183,242	-
<i>Project Progress Comments:</i> Landscaping works complete. Awaiting Western Power to complete final electrical works.									
PR-5090 Waterfront Public Art Installation	Progress 20%	150,000	-	25,000	(100)%	152,500	152,500	152,500	-
<i>Project Progress Comments:</i> Artist appointed, artwork in fabrication.									
PR-5105 Renew foreshore marine walls 2023/24	Progress 100%	-	114,659	100,889	14 %	94,289	100,889	100,889	-
PR-5398 Additional infrastructure upgrades, Hands Oval (AFL Fixtures)	Progress 0%	-	-	-	0 %	-	3,185,000	1,370,000	(1,815,000)
Total for Project Coordination & Landscape Architecture Des		214,577	144,998	215,889		430,031	3,621,631	1,806,631	(1,815,000)
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> Project on hold									
PR-2403 Replace Forrest Park Pavilion	Progress 85%	96,661	1,429,423	1,799,991	(21)%	2,220,647	2,225,008	2,225,008	-
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 35%	127,880	51,138	150,000	(66)%	500,000	500,000	500,000	-
PR-5168 Refurbish City Facilities changerooms and public conveniences 2024/25	Progress 40%	512	30,839	60,000	(49)%	100,000	100,000	100,000	-
PR-5176 Support the Stirling Street Arts Centre (Capital support) 2024/25	Progress 5%	-	-	-	0 %	20,000	20,000	20,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-5190 City lighting expansion 2024/25	Progress 35%	-	5,053	-	0 %	70,000	70,000	70,000	-
PR-5195 Renew City Facilities lighting, as per AMP 2024/25	Progress 65%	22,727	35,642	40,000	(11)%	60,000	60,000	60,000	-
PR-5243 Replace boardwalks, lookouts, and access stairs 2024/25	Progress 5%	21	779	15,000	(95)%	150,000	270,000	270,000	-
PR-5265 Renew South West Sports Centre (SWSC) plant and machinery 2024/25	Progress 35%	3,516	28,489	180,000	(84)%	180,000	180,000	180,000	-
PR-5323 Expansion of electric vehicle charging infrastructure 2024/25	Progress 0%	-	-	-	0 %	40,000	40,000	40,000	-
Total for Property Management & Maintenance		252,054	1,669,852	2,439,355		4,142,933	4,267,294	4,267,294	-
Sport & Recreation									
PR-5130 South West Sports Centre Court Expansion	Progress 0%	-	-	-	0 %	350,000	350,000	350,000	-
<i>Project Progress Comments:</i>									
<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.</i>									
Total for Sport & Recreation		-	-	-		350,000	350,000	350,000	-
Waste Services									
PR-5269 Renew bin enclosures 2024/25	Progress 0%	-	-	40,700	(100)%	40,700	40,700	40,700	-
PR-5274 Annual bin replacement program 2024/25	Progress 65%	-	44,474	35,000	27 %	66,500	66,500	66,500	-
Total for Waste Services		-	44,474	75,700		107,200	107,200	107,200	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-4671 Traffic calming and minor intersection treatments 2022/23	Progress 10%	600	20,924	70,435	(70)%	70,435	70,435	70,435	-	
PR-4688 Repair jetties 2023/24	Progress 80%	13,782	72,338	86,120	(16)%	45,000	86,120	86,120	-	
PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24	Progress 90%	-	211,424	233,647	(10)%	138,647	233,647	233,647	-	
PR-4871 Renew, resleeve and improve drainage network 2023/24	Progress 80%	1,362	129,653	122,690	6 %	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	40,000	(98)%	400,000	400,000	400,000	-	
<u>Project Progress Comments:</u> Haley, Princep, Carmody										
PR-5108 Dog Exercise Area and Park Renewal	Progress 85%	318	60,107	85,489	(30)%	85,489	85,489	85,489	-	
PR-5113 Blackspot Roadworks 2023/24	Progress 50%	7,667	100,836	207,272	(51)%	392,346	392,346	392,346	-	
PR-5115 Regional Roadworks program - Casuarina Drive	Progress 5%	31,468	-	-	0 %	90,000	90,000	90,000	-	
<u>Project Progress Comments:</u> Pending services lowering										
PR-5117 Regional Roadworks program - Leschenault Drive	Progress 25%	-	-	-	0 %	417,920	417,920	417,920	-	
PR-5118 Regional Roadworks program - Bussell Highway	Progress 50%	103,730	129,221	223,000	(42)%	223,000	223,000	223,000	-	
PR-5204 Leschenault Inlet wall repairs (south of storm surge barrier)	Progress 0%	-	-	-	0 %	300,000	80,000	80,000	-	
PR-5230 Expand path network 2024/25	Progress 40%	58,604	34,412	300,000	(89)%	520,000	520,000	520,000	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-5239 Renew and upgrade paths, as per AMP 2024/25	Progress 35%	7,040	77,750	126,577	(39)%	200,000	200,000	200,000	-	
PR-5247 Renew, resleeve and improve drainage network 2024/25	Progress 35%	74,256	655	125,567	(99)%	300,000	300,000	300,000	-	
PR-5278 Renew and upgrade local roads (Industrial) as per AMP 2024/25	Progress 0%	-	-	48,400	(100)%	350,000	48,400	48,400	-	
<i>Project Progress Comments:</i>										
<i>Craigie/Profit/Wilson Stage 1</i>										
PR-5291 Blackspot roadworks 2024/25	Progress 10%	-	-	115,000	(100)%	412,000	412,000	412,000	-	
PR-5296 Traffic calming and minor intersection treatments 2024/25	Progress 40%	-	28,969	50,000	(42)%	200,000	200,000	200,000	-	
PR-5301 Reseal roads projects for Roads to Recovery 2024/25	Progress 40%	6,428	89,041	137,932	(35)%	650,000	723,193	673,193	(50,000)	
PR-5314 Renew and upgrade carparks 2024/25	Progress 0%	-	-	-	0%	75,000	75,000	75,000	-	
PR-5322 Netball Court Refurbishment	Progress 40%	1,706,976	79,555	317,867	(75)%	1,611,141	1,896,310	1,896,310	-	
PR-5327 Roads projects for Regional Roadworks program 2024/25	Progress 50%	202,663	206,628	280,000	(26)%	558,000	558,000	708,000	150,000	
PR-5396 Repair retaining walls, Acacia Street laneway	Progress 20%	-	-	-	0%	-	350,000	350,000	-	
PR-5397 Renew drainage, Spencer Street	Progress 5%	-	-	-	0%	-	70,000	70,000	-	
Total for Works		2,214,893	1,242,186	2,569,996		7,361,668	7,754,550	7,854,550	100,000	
Capital Projects Expenditure Total		5,281,666	9,858,664	12,382,507	(20)%	23,910,870	27,753,814	26,038,814	(1,715,000)	



Operating Projects Summary

(With Comments)

Period Ending December 2024

Monday, 13 January, 2025

		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%	-	1,999	5,000	(60)%	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		-	1,999	5,000		10,000	10,000	10,000	-

Bunbury Regional Art Gallery

PR-4386 Conduct Indigenous Arts Program at BRAG	Progress 50%	4,346	120,161	62,427	92 %	123,645	138,619	138,619	-
<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	16,000	(87)%	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									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Regional Art Gallery									
PR-5101 Frame Frank Norton artworks	Progress 100%	-	7,862	8,348	(6)%	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.									
Catalogue currently with printers.									
Catalogues delivered to BRAG.									
PR-5349 Conduct Noongar Country art exhibition	Progress 60%	2,559	76,682	82,000	(6)%	85,000	82,000	82,000	-
<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 60%	51,500	-	17,500	(100)%	-	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.									
Curator has been appointed.									
Curator commenced her position and is working with BRAG team to prepare an artist call out for the 2025 exhibition.									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Bunbury Regional Art Gallery										
PR-5395 Develop arts and culture strategy	Progress 10%	43,400	-	-	0%	-	70,000	70,000	-	
<i>Project Progress Comments:</i>										
<i>Request for Quote assessment being undertaken - awaiting grant outcome.</i>										
PR-5401 Noongar Arts Program Independent Art Space - Economic Resilience	Progress 0%	-	-	-	0%	-	-	324,624	324,624	
Total for Bunbury Regional Art Gallery		101,805	206,739	186,275		238,923	400,897	725,521	324,624	
Bunbury Wildlife Park										
PR-3294 Conduct Grandfamilies Fun Day	Progress 10%	-	-	-	0%	14,750	14,750	14,750	-	
<i>Project Progress Comments:</i>										
<i>Event in April 2025, not due to commence this project until December 2024</i>										
PR-5339 Renew wildlife park furnishings and equipment	Progress 70%	-	3,863	7,500	(48)%	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 January.</i>										
Total for Bunbury Wildlife Park		-	3,863	7,500		22,250	22,250	22,250	-	
Business Partners										
PR-5093 Volunteer awards program	Progress 0%	-	-	-	0%	4,000	4,000	4,000	-	
PR-5094 HRIS Learn Module content	Progress 25%	-	-	-	0%	25,000	25,000	25,000	-	
<i>Project Progress Comments:</i>										
<i>PID and PMP both endorsed. The project now moves into delivery phase</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
Total for Business Partners	-	-	-		29,000	29,000	29,000	-

City Planning

PR-3584 Review Local Planning Strategy		<i>Progress 10%</i>	-	-	-	<i>0 %</i>	100,000	100,000	100,000	-
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Project Progress Comments:

Preparing, adopting and maintaining (through regular amendment and periodic review) a local planning strategy and a local planning scheme is a legislative requirement – to be undertaken in accordance with the Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015. Maintaining the rigor of these documents over time and preparing for their formal review (major review scheduled for 2028) requires on-going monitoring supported by data and information from dedicated research and analysis.

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*

see also PR 3585

- *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	-
<i><u>Project Progress Comments:</u></i>									
<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>									
<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>									
<i>PR 3585 - Local Planning Scheme</i>									
<i>- Audit: short term housing rental market trends and analysis</i>									
<i>- Review: Schedule 4 car parking table/standards</i>									
<i>see also PR 3584</i>									
PR-5006 Housing Strategy Focus Area 2.3 - Back Beach Precinct	<i>Progress 35%</i>	-	-	-	0 %	50,000	50,000	50,000	-
<i><u>Project Progress Comments:</u></i>									
<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>									

		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.</i>									
<i>Aboriginal Liaison - Wardandi officer provided update on 20/12 to follow up.</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>Internal consultation has been undertaken and stage 2 of the Spatial Framework is being project planned and commencing.</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>Submitted funding grant to DPLH 1 November 2024. Preparing scope in accordance with guidelines and expecting to receive the outcome of the grant early 2025.</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)	<i>Progress 15%</i>	-	-	25,000	<i>(100)%</i>	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. The tender for the project has been preferred and sent to the Department of Finance for procurement. The City will be transferring the \$50,000.00 to DPLH to form part of the project budget. The tender will be advertised once it has been approved by Department of Finance, with consideration for the caretaker period for the state government election.</i>									
Total for City Planning		20,000	-	27,500		329,521	329,521	329,521	-
Community Development									
PR-4337 Prepare, Implement and Deliver Reconciliation Action Plan Initiatives	<i>Progress 20%</i>	3,193	6,779	10,560	<i>(36)%</i>	20,215	19,775	19,775	-
<i>Project Progress Comments:</i>									
<i>AACHWA sponsorship paid Preparation for Reconciliation Week 25 due to begin October/November. Cultural Competency Training held September 24</i>									
PR-5081 Implement Withers Placemaking	<i>Progress 80%</i>	950	3,500	8,300	<i>(58)%</i>	8,300	8,300	8,300	-
<i>Project Progress Comments:</i>									
<i>Orders have been placed, contractor work currently in progress. Works delayed due to severe weather and resource availability - Grant acquittal extended to EOY 24 - resource limitation affecting outcomes related to the project</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Community Development									
PR-5348 Youth Initiatives - Youth Advisory Council of WA	<i>Progress 25%</i>	744	613	1,351	<i>(55)%</i>	2,530	2,681	2,681	-
<i>Project Progress Comments:</i>									
<i>Ongoing initiatives within YAC with Youth Officer YACWA Grant being utilised</i>									
PR-5352 Youth engagement initiatives	<i>Progress 75%</i>	-	5,755	5,000	<i>15 %</i>	10,000	10,000	10,000	-
<i>Project Progress Comments:</i>									
<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.</i>									
PR-5390 Implement MARCIA recommendations (Most Accessible Regional City In Australia)	<i>Progress 0%</i>	-	-	-	<i>0 %</i>	-	40,000	40,000	-
PR-5392 Develop City Reconciliation Action Plan and Cultural Safety Framework	<i>Progress 5%</i>	-	-	-	<i>0 %</i>	-	30,000	30,000	-
<i>Project Progress Comments:</i>									
<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.</i>									
Total for Community Development		4,887	16,647	25,211		41,045	110,756	110,756	-
Council Support									
PR-5132 Art, Photos and Honour Board - Council Chambers and Function Area	<i>Progress 75%</i>	1,097	10,550	14,568	<i>(28)%</i>	14,568	14,568	14,568	-
<i>Project Progress Comments:</i>									
<i>Procurement complete installation of honour boards to occur following the Noongar exhibition later this calendar year.</i>									
Total for Council Support		1,097	10,550	14,568		14,568	14,568	14,568	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Data & Digital									
PR-4290 Develop new website and digital platform for City of Bunbury	<i>Progress 20%</i>	318	17,730	18,251	<i>(3)%</i>	53,251	53,251	18,251	(35,000)
<i>Project Progress Comments:</i>									
<i>Majority of work has been completed with final testing underway</i>									
Total for Data & Digital		318	17,730	18,251		53,251	53,251	18,251	(35,000)

Economic Development

PR-1831 Ocean Pool feasibility study and concept design	<i>Progress 40%</i>	46,711	4,400	-	<i>0%</i>	61,722	61,722	61,722	-
<i>Project Progress Comments:</i>									
<i>Next stage of project scope mapped including further feasibility, cultural consultation, relevant local authority engagement and funding opportunities.</i>									
<i>Consultation with GKB is in progress. Business case has been reviewed and needs analysis to be completed next project phase supporting capital funding applications.</i>									
PR-4249 Economic Development Initiatives	<i>Progress 10%</i>	-	31,222	93,042	<i>(66)%</i>	127,128	143,170	143,170	-
<i>Project Progress Comments:</i>									
<i>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. .</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5001 Implementation of the Bunbury Geographe Tourism Partnership Strategy	<i>Progress 50%</i>	-	-	30,000	<i>(100)%</i>	60,000	60,000	60,000	-
<u>Project Progress Comments:</u>									
<i>The City continues to work and meet with other local governments through the BGGC CEO's supporting Bunbury Geographe Tourism. With the current agreement for BGTP to continue until the end of this financial year. Local Government tourism and economic development officers have created a supportive LGO network working together supporting Bunbury Geographe Tourism.</i>									
PR-5095 Bicentennial Square Precinct Plan	<i>Progress 60%</i>	90,320	50,073	-	<i>0 %</i>	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.</i>									
<ul style="list-style-type: none"> - Project Planning is complete. - Geotechnical report is complete. - Traffic studies are complete. - Engagement Plan is complete. - Design consultants have been appointed. - Community Engagement has commenced. - Three draft visions & concepts developed for review and refinement. 									
<i>Extensive engagement with internal/external stakeholders, council and community completed through out 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>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5152 Bunbury Tourism Plan Working Group	<i>Progress 95%</i>	-	6,310	6,310	0 %	6,350	6,310	6,310	-
<i>Project Progress Comments:</i>									
<i>The Tourism Plan Working Group has meet its term of reference and purpose and is currently deferred until the Draft Tourim Plan is presented to Council for endorsement in early 2025.</i>									
PR-5156 Support ECU Creative Tech Village	<i>Progress 100%</i>	-	20,000	20,000	0 %	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>									
<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.</i>									
PR-5391 Develop Economic Development Strategy	<i>Progress 0%</i>	-	-	-	0 %	-	75,000	75,000	-
Total for Economic Development		137,031	112,005	149,352		425,200	516,202	516,202	-
Engineering Design									
PR-4627 Support Industry Road Safety Initiatives	<i>Progress 0%</i>	-	-	-	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	<i>Progress 100%</i>	-	15,000	15,000	0 %	15,000	15,000	15,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Executive Leadership - CEO									
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%	-	16,773	20,000	(16)%	96,057	96,057	96,057	-
PR-5346 Economic Development Implementation Fund	Progress 5%	-	67,042	50,000	34 %	120,000	120,000	120,000	-
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%	2,000	45,000	50,000	(10)%	150,000	150,000	100,000	(50,000)
Total for Executive Leadership - CEO		2,000	156,640	245,000		511,057	511,057	461,057	(50,000)
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:</i>									
<i>Report received and reviewed by Officer and ELT.</i>									
<i>Recommended amendments have been compiled and will be provided to consultant for review.</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	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Financial Accounting										
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:</i>										
<i>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%	675,000	225,000	272,000	(17)%	47,000	947,000	947,000	-	
Total for Financial Accounting		675,000	225,000	272,000		530,462	1,430,462	1,430,462	-	
Fleet										
PR-2308 Replace corporate minor plant	Progress 65%	-	18,384	22,000	(16)%	31,519	31,519	31,519	-	
Total for Fleet		-	18,384	22,000		31,519	31,519	31,519	-	
Information Technology										
PR-2249 Asset Replacement - Fixed and mobile phones and devices	Progress 55%	-	4,323	10,000	(57)%	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%	9,038	34,800	44,273	(21)%	174,273	174,273	44,273	(130,000)	
<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 60%	43,217	4,624	15,000	(69)%	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%	27,049	-	-	0 %	30,000	30,000	30,000	-	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Information Technology									
PR-5400 Enterprise Resource Planning system, scope and implementation	Progress 60%	-	-	-	0 %	-	-	165,000	165,000
Total for Information Technology		79,304	43,747	69,273		424,273	424,273	459,273	35,000

Integrated Planning

PR-4301 Undertake community satisfaction and perception survey	Progress 5%	33,050	-	-	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

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	-
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Project Progress Comments:

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.

Total for Integrated Planning		33,050	-	-		5,000	35,000	35,000	-
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Lead Department - Community Connection

PR-3840 Support King Cottage Museum	Progress 95%	-	31,544	31,544	0 %	31,544	31,544	31,544	-
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Project Progress Comments:

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

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Lead Department - Community Connection									
PR-3844 Support Bunbury City Band	Progress 5%	-	10,000	10,000	0 %	10,000	10,000	10,000	-
<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.									
PR-3848 Support Bunbury Regional Entertainment Centre (BREC) - operating and capital subsidies	Progress 95%	388,671	229,557	359,114	(36)%	618,228	618,228	618,228	-
<i>Project Progress Comments:</i>									
24/25 Documentation is being drafted for MOU for BREC to inc, operating and capital costs.									
Payment made September 24									
PR-3852 Support Stirling Street Arts Centre (SSAC) - operating subsidy	Progress 95%	-	100,000	66,625	50 %	66,625	100,000	100,000	-
<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 - an increase to \$100k per annum is being requested as part of the October budget review									
Payment made September 24									
PR-3860 Support RSL in the delivery of Anzac Day	Progress 5%	-	20,000	-	0 %	20,000	20,000	20,000	-
<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.									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Lead Department - Community Connection									
PR-4349 Provide support to Bunbury Regional YouthCare	Progress 95%	-	12,000	12,000	0 %	12,000	12,000	12,000	-
<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.									
Payment made September 24									
PR-4350 Youth Program Support (MOU)	Progress 50%	-	15,000	15,000	0 %	15,000	30,000	30,000	-
<i>Project Progress Comments:</i>									
Support Youth Programs.									
MOU - 2017/18 to 2023/24 - South West Clontarf Academy (Newton Moore College). 2023/2024 paid October 2023									
2024/25 onwards - will be paid to Clontarf - reviews occurring with Council for ongoing funding/MOU									
An additional amount will be requested at the October Budget review to be set aside for a "girls" program (to be identified by Council)									
Additional funds approved									
PR-4517 Bunbury Geographe Seniors and Community Centre Financial Support	Progress 50%	12,500	37,500	25,000	50 %	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		401,171	455,601	519,283		823,397	871,772	871,772	-
Libraries & Learning									
PR-4554 Replacement of children's toys in City Library Children's Area	Progress 10%	-	-	1,500	(100)%	3,000	3,000	3,000	-
PR-5333 Renew libraries furnishings and equipment	Progress 10%	-	-	3,500	(100)%	7,500	7,500	7,500	-
PR-5334 Replace library digital customer devices	Progress 10%	-	177	2,500	(93)%	5,000	5,000	5,000	-
Total for Libraries & Learning		-	177	7,500		15,500	15,500	15,500	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Marketing & Communications									
PR-4299 Bunbury Brighter Campaign	<i>Progress 35%</i>	31,943	8,805	52,393	<i>(83)%</i>	102,393	102,393	102,393	-
<i>Project Progress Comments:</i>									
<i>Marketing Agency appointed to develop 3-year destination marketing strategy.</i>									
<i>Planning underway for a summer destination campaign targeting the Perth market.</i>									
Total for Marketing & Communications		31,943	8,805	52,393		102,393	102,393	102,393	-
Natural Environment & Sustainability									
PR-2590 Participate in Peron Naturaliste Partnership	<i>Progress 100%</i>	-	19,452	19,617	<i>(1)%</i>	20,000	20,000	20,000	-
PR-4456 Implement Sustainability Strategy Action Plan	<i>Progress 100%</i>	-	24,651	24,651	<i>0 %</i>	24,651	24,651	24,651	-
PR-4604 Implement culling of introduced Corellas	<i>Progress 35%</i>	18,996	1,004	3,700	<i>(73)%</i>	20,000	20,000	20,000	-
PR-5128 Implement CHRMAP	<i>Progress 35%</i>	35,511	34,270	43,500	<i>(21)%</i>	440,000	440,000	440,000	-
PR-5129 Sustainability & Environmental Action Plan Implementation	<i>Progress 35%</i>	9,874	21,458	23,859	<i>(10)%</i>	250,000	250,000	250,000	-
Total for Natural Environment & Sustainability		64,381	100,835	115,327		754,651	754,651	754,651	-
Organisational Design									
PR-5157 Role Clarity and Performance Framework	<i>Progress 30%</i>	-	-	30,000	<i>(100)%</i>	90,000	90,000	90,000	-
<i>Project Progress Comments:</i>									
<i>Role Expectations training delivered to leaders with the full roll out across the organisation to start in January. A resource to assist the project will also be source in January</i>									
Total for Organisational Design		-	-	30,000		90,000	90,000	90,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Place Activation									
PR-4160 Provide funding for "Minor Community Grants"	Progress 0%	-	-	-	0%	10,000	-	-	-
PR-4189 Provide funding for a "Active Places" Grant Round	Progress 90%	3,600	1,400	2,500	(44)%	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%	-	-	-	0%	22,000	-	-	-
PR-4198 Provide funding for a "Community Connect" Grant Round	Progress 70%	15,200	63,618	68,131	(7)%	162,000	114,000	114,000	-
<i>Project Progress Comments:</i> Grant Program currently open for Round 2, with funds expected to be fully spent by June 2025.									
PR-4211 Provide funding for "Signature Events" Grant Round	Progress 70%	114,568	191,000	196,019	(3)%	321,651	401,651	361,651	(40,000)
<i>Project Progress Comments:</i> Grant Program currently open for Round 2, with funds expected to be fully spent by June 2025.									
PR-4241 Funding to secure state, national and international sporting or cultural events	Progress 95%	32,500	56,000	53,461	5%	106,922	156,922	196,922	40,000
PR-4658 Support incoming/outgoing delegations and activities that develop international relations	Progress 65%	1,329	7,713	10,000	(23)%	25,000	25,000	25,000	-
<i>Project Progress Comments:</i> Welcomed student delegation in November. Working with IRWG to create an action plan for the next 6 months									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Place Activation									
PR-4762 Conduct City of Bunbury Staff Conference	Progress 30%	24,355	7,185	30,000	(76)%	30,000	39,000	39,000	-
<i>Project Progress Comments:</i>									
<i>BREC has been appointed as the venue host, currently securing activity providers and raising PO's.</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%	1,343	1,300	5,864	(78)%	6,000	5,864	5,864	-
<i>Project Progress Comments:</i>									
<i>TMP provider locked in and PO raised.</i>									
PR-5384 Christmas Lights Display	Progress 35%	91	945	2,500	(62)%	-	2,500	2,500	-
<i>Project Progress Comments:</i>									
<i>Advertising for the competition has just commenced.</i>									
Total for Place Activation		192,986	329,161	368,475		708,573	769,937	769,937	-
Project Coordination & Landscape Architecture Des									
PR-5399 Temporary infrastructure overlay, Hands Oval (AFL Fixtures)	Progress 0%	-	-	-	0 %	-	2,538,000	846,000	(1,692,000)
Total for Project Coordination & Landscape Architecture Des		-	-	-		-	2,538,000	846,000	(1,692,000)
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	202,000	202,000	-
Total for Project Planning & Assets		-	-	-		269,000	222,000	222,000	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-4268 Renewable Energy and Energy Efficient Projects	Progress 85%	16,867	94,255	136,084	(31)%	136,084	136,084	136,084	-
<i>Project Progress Comments:</i>									
1. Renewable Energy and Energy Reduction Framework. Project Completed									
2. Administration Building Solar Panel Installation. Project Underway, expected completion January 2025									
PR-4673 Replace office furniture and equipment	Progress 50%	223	21,434	20,185	6 %	40,372	40,372	40,372	-
<i>Project Progress Comments:</i>									
Replacing office furniture as required.									
PR-4935 Replace Christmas street decorations	Progress 35%	-	4,060	-	0 %	40,000	40,000	40,000	-
<i>Project Progress Comments:</i>									
New Decoration will be ordered at January 2025									
PR-5110 Replace CBD parking signs	Progress 85%	11,352	20,929	12,136	72 %	48,181	48,181	48,181	-
Total for Property Management & Maintenance		28,442	140,678	168,405		264,637	264,637	264,637	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Rangers & Emergency Management										
PR-4947 Undertake Department of Fire and Emergency Services Mitigation Activity program	<i>Progress 15%</i>	-	-	-	0 %	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. The Arbor Guy was awarded a contract extension to complete the works which commenced 29 November 2024 and will be completed February 2025. The project will be acquitted in March and new MAF funding sought the same Month for the 25/26 Fire Season. The City was audited by the Office of Bushfire Risk Management (OBRM) and MAF administration on 26 November 2024 to review the City's systems and usage of the funds and were advised that we are performing at a very high level and all our systems are impeccable. All treatments have been mapped out with engagement from DBCA, DFES, City Environmental staff and local 'Friends of' groups.</i>										
PR-5344 All West Australians Reducing Emergencies (AWARE) Program	<i>Progress 85%</i>	-	-	-	0 %	3,400	3,400	3,400	-	
<i>Project Progress Comments:</i>										
<i>The City of Bunbury received funding through the State AWARE (All West Australians Reducing Emergencies) grant scheme to assist with the creation of the The Local Emergency Management Arrangements (LEMA) and Local Recovery Plan (LRP). These plans have been finished and approved by the District Emergency Management Advisor (DEMA) who is our district representative for the State Emergency Management Committee (SEMC).</i>										
<i>The City is simultaneously creating an updated Bushfire Risk Management Plan (BRMP), which will be an appendix in the LEMA. All three (3) plans are due by March 2025. The BRMP is drafted and currently with the Office of Bushfire Risk Management (OBRM) for approval. All three (3) plans will be submitted at the January Ordinary Council Meeting (OCM) for endorsement prior to submission to SEMC for noting so the AWARE funding can be acquitted.</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)	Progress 100%	-	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	Progress 50%	25,700	20,774	53,000	(61)%	75,500	75,500	75,500	-	
<i>Project Progress Comments:</i>										
<i>Purchasing of most items has commenced with funds committed so orders can be placed.</i>										
PR-4717 Deliver Department of Sport and Recreation "Every Club" funding program	Progress 58%	-	14,724	23,588	(38)%	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. Next workshop is DLGSC grant workshop In January 2025.</i>										
PR-5086 Detailed Design Hay Park Indoor Courts	Progress 45%	1,200	36,196	220,000	(84)%	638,600	638,600	638,600	-	
<i>Project Progress Comments:</i>										
<i>Project Manager and architect both working on functional design. Revised QS pricing is being presented back to Minister Don Punch on 17 January.</i>										
PR-5087 Prepare Sport & Recreation Facilities Plan	Progress 40%	-	-	4,000	(100)%	40,000	40,000	40,000	-	
<i>Project Progress Comments:</i>										
<i>Procurement for the consultant closes on 27 January and will then be appointed.</i>										
PR-5154 Support Colts Cricket Club CSRFF application	Progress 30%	2,000	-	-	0 %	57,808	137,504	137,504	-	
<i>Project Progress Comments:</i>										
<i>Procurement to be issued in December, was some delays with design drawings. Is behind where the original desired completion schedule prior to season commencement. Will be completed post season.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Sport & Recreation										
PR-5336 Support Bunbury Tennis Club CSRFF application	Progress 100%	-	10,000	9,091	10 %	10,000	9,091	9,091	-	
<i>Project Progress Comments:</i> Completed, invoice paid										
PR-5337 Support Bunbury Motorcross Club CSRFF application	Progress 35%	-	-	-	0 %	45,000	45,000	45,000	-	
<i>Project Progress Comments:</i> Not due for commencement until January 2025. The club did not sign the DLGSC grant until early December. Club to invoice City as construction commences.										
PR-5338 Renew other sport and recreation furnishings and equipment	Progress 50%	-	3,667	2,000	83 %	7,500	7,500	7,500	-	
<i>Project Progress Comments:</i> Some items purchased and further scoping and quotes to be sought.										
PR-5350 Support Bunbury Central Croquet Club DLGSCI Club Night Light application	Progress 100%	-	-	-	0 %	3,446	-	-	-	
<i>Project Progress Comments:</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										
PR-5389 Support Bunbury Sports Shooting Club CSRFF application	Progress 0%	-	-	-	0 %	-	5,000	5,000	-	
<i>Project Progress Comments:</i> Grant submitted end of August 2024. DLGSC have not yet announced successful grants.										
Total for Sport & Recreation		28,900	95,361	321,679		926,314	1,006,655	1,006,655	-	
Works										
PR-1168 Replace signs and linemarking	Progress 50%	8,486	7,970	10,000	(20)%	25,000	25,000	25,000	-	
Total for Works		8,486	7,970	10,000		25,000	25,000	25,000	-	
Operating Projects Expenditure Total		1,826,548	1,953,852	2,637,492	(26)%	6,886,073	10,819,840	9,402,464	(1,417,376)	



Financial Health Report

as at 31 December 2024

– an overview of the City of Bunbury’s performance in relation to key financial ratios –

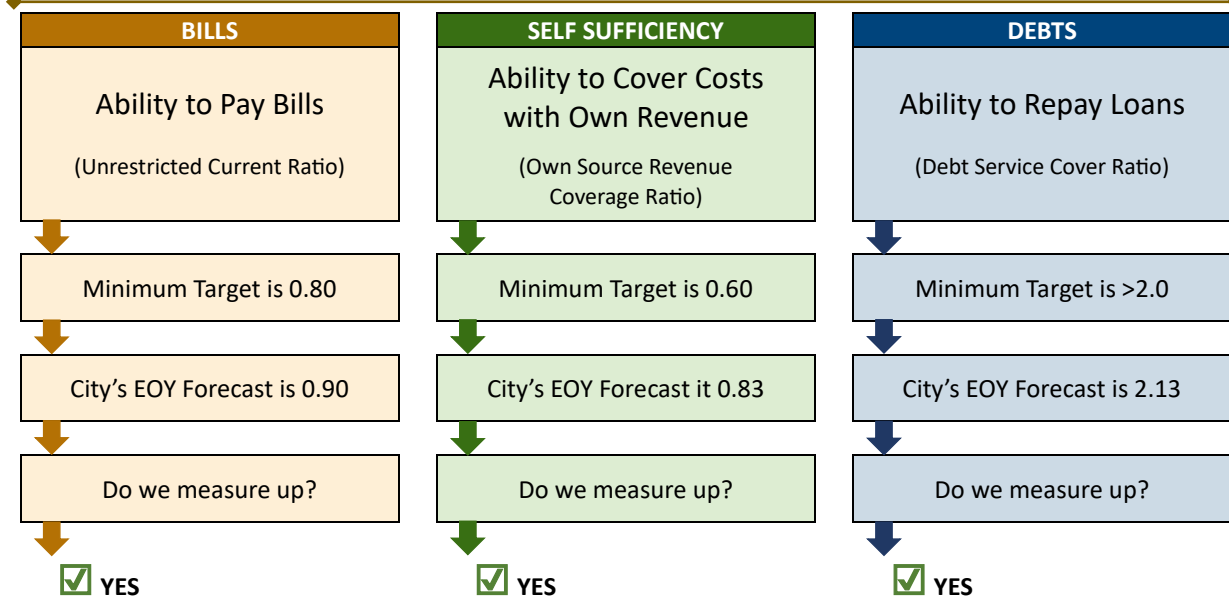


Year to Date Financial Snapshot	Actual (\$000's)
Operating Revenue	\$67,200
Operating Expenditure <i>(excluding non-cash items)</i>	\$31,642
Capital Revenue	\$2,426
Capital Expenditure	\$9,859
Loan/Lease Principal Repayments	\$1,356
Transfers (to)/from Restricted Cash	(\$189)
Opening Surplus/(Deficit) Position; brought forward 1 st July 2024	\$4,821
Closing Surplus/(Deficit) Position; forecast 30 th June 2025	\$0

Cash in the Bank (as at 30th November 2024)



Financial Health Indicators



Other Financial Targets

OPERATING SURPLUS RATIO

The Operating Surplus Ratio shows how well the City can cover its everyday expenses, including depreciation, and still have enough left to undertake capital works and repay loans, without relying on additional debt or depleting our reserves.

Minimum Target is >1.0

City's YTD Performance is (0.11)

Do we meet the target?

❌ NO

The Operating Surplus Ratio is below target because our operating revenue isn't greater than the revenue we generate ourselves. We're working on improving this by:

1. Reviewing all operating expenditure to find ways to reduce spending.
2. Recognising that a large portion of our expenses is due to depreciation (for the current financial year, this is \$15.05M or 18% of total operating expenditure).
3. Looking at ways to increase our operating revenue.

ASSET SUSTAINABILITY RATIO

The Asset Sustainability Ratio shows whether the City is replacing or renewing assets at the same rate that they are ageing or wearing out.

Depreciation for 2024/25 is \$15.05M.

Capital expenditure (renewal & upgrade) for 2024/25 is \$20.37M.

Minimum Target is >0.90

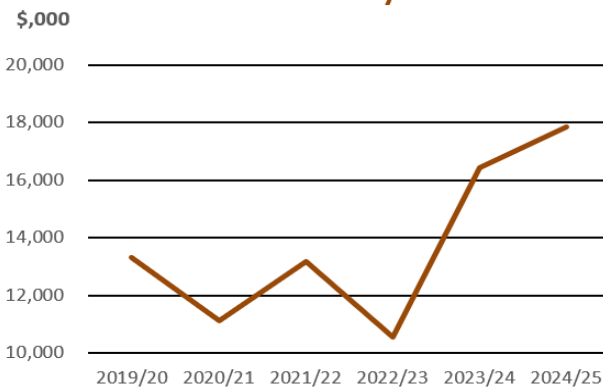
City's YTD Performance is 1.39

Do we meet the target?

✅ YES

Loan Balances and Repayment Capacity

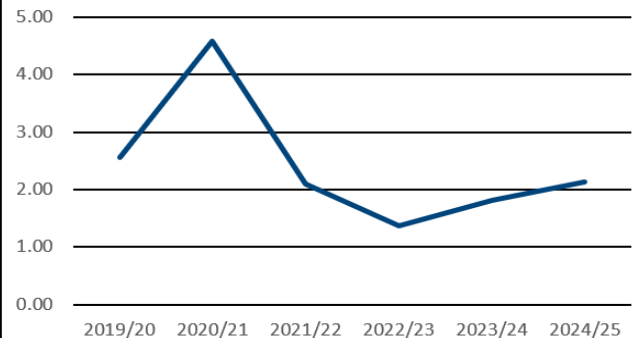
Loan Liability



The City plans to borrow \$4M in 2024/25. By 30 June 2025, the total loan liability is forecast at \$17.86M, which includes the following anticipated new loans:

- \$3M for Infrastructure Assets
- \$1M for Netball Courts

Debt Service Cover Ratio



The Debt Service Cover Ratio measures how well the City can cover its debt repayments. A higher ratio reflects a stronger capacity to cover the City's annual principal and interest repayments.

10.3.7 Schedule of Accounts Paid for the period 1 December 2024 to 31 December 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 10.3.7-A: Schedule of Accounts Paid	

Summary

The City of Bunbury "*Schedule of Accounts Paid*" covering the period 1 December 2024 to 31 December 2024 is attached at Appendix 10.3.7-A. The schedule contains details of the following transactions;

1. Municipal Account – payments totalling \$10,596,341.63
2. Trust Account – payments totalling \$28,756.24
3. Visitor Information Centre Trust Account – payments totalling \$4,032.01

Executive Recommendation

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

Voting Requirement: Simple Majority



SCHEDULE OF ACCOUNTS PAID

For the period 01 December 2024 to 31 December 2024

CITY OF BUNBURY

Municipal Account	2 - 48
Trust Account	49 - 50
Visitor Information Centre Trust Account	51

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
1/12/2024 to 31/12/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
Cheque Payments				
00156855	04/12/2024	Cancelled		0.00
			Cancelled	
00156856	10/12/2024	Water Corporation		2,525.47
			INV 9006438960/NOV24 Service Charges - 01/11/2024 to 31/12/2024	1,172.03
			INV 9025142903/NOV24 Trade Waste Permit - Forrest Park Sports Pavilion	212.84
			INV 9011486107/NOV24 SWSC Sewer Volume Charges - 14/08/24 to 13/11/24	1,140.60
00156857	18/12/2024	Petty Cash Recoup - City of Bunbury		363.60
			INV 131224 Petty Cash	363.60
00156858	18/12/2024	Petty Cash Recoup - Art Gallery		199.40
			INV 121224 Petty Cash	199.40
00156859	18/12/2024	Water Corporation		286.35
			INV 9020372398/NOV24 Service Charges - 01/11/2024 to 31/12/2024	211.65
			INV 9006428033/NOV24 Service Charges - 01/11/2024 to 31/12/2024	74.70
00156860	23/12/2024	4Cabling Pty Ltd		307.30
			INV 2914938 Fibre Optic Cables	307.30
Total: Cheque Payments				<u>3,682.12</u>

EFT Payments				
8074.10065-01	04/12/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		247,993.80
			INV SIN06244 Asphalt	200.00
			INV SIN06286 Asphalt	100.00
			INV SIN06263 Asphalt	100.00
			INV SIN06297 Supply & Lay Asphalt - Estuary Drive	113,850.00
			INV SIN06296 Supply & Lay Asphalt - Bussell Highway	129,896.80
			INV SIN06295 Sweeper Trucks - Depot	2,992.00
			INV SIN06227 Greenwaste Fee	420.00
			INV SIN06282 Greenwaste Fee	435.00
8074.10314-01	04/12/2024	Davenport Plumbing		263.81
			INV 17828 Plumbing Repairs - Tuart Street	263.81
8074.10342-01	04/12/2024	Karen McQueen		37.46
			INV Reimburse191124 Reimbursement - Parking Expenses IPWEA Fleet Training	37.46
8074.10502-01	04/12/2024	CS Legal		938.76
			INV 34041 2024/2025 Rates Debt Collection	938.76
8074.10676-01	04/12/2024	West Oz Linemarking Pty Ltd		2,374.90
			INV 9792 Linemarking - Princep Street	1,573.00
			INV 9925 Linemarking - Hay Park Dog Carpark	801.90
8074.10722-01	04/12/2024	Ready Industries Pty Ltd T/A 1300TempFence		1,353.99
			INV 753625 Temporary Fencing Hire - Frank Buswell Reserve	1,353.99
8074.10756-01	04/12/2024	Lauren Dixon T/A Yellow Digital		447.70

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	<i>Amount</i>	
			INV	INV-0322	Graphic Design; Bunbury Visitors Centre	447.70	
8074.10801-01	04/12/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest					2,760.25
			INV	1534184	Gas for Stores Forklift	60.98	
			INV	1524504	Forklift Repairs - Merlo	2,699.27	
8074.10877-01	04/12/2024	Boho Booth					150.00
			INV	240014B	Photobooth Hire Deposit - COB Staff Awards 2024	150.00	
8074.10942-01	04/12/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin					52.25
			INV	11488	Premium Top Dress	52.25	
8074.11034-01	04/12/2024	Hart Sport Australia Pty Ltd					295.00
			INV	10229740	Netball Bibs - SWSC	295.00	
8074.11253-01	04/12/2024	Emineo Engineering Services					16,022.50
			INV	5225	Koombana Bay Surf Lifesaving Patrol Tower Replacement	16,022.50	
8074.11265-01	04/12/2024	Jeremy Rae					4,400.00
			INV	JR0004	Consulting Services - Review of Ocean Pool Business Case	4,400.00	
8074.11280-01	04/12/2024	Arbor Guy					8,180.57
			INV	100806	Street Tree Maintenance - Ocean Drive	4,153.25	
			INV	100804	Street Tree Maintenance - 5 Mile Brook	4,027.32	
8074.11316-01	04/12/2024	David Barbour					10,550.00
			INV	1225	Honour Board - Chambers	10,550.00	
8074.11372-01	04/12/2024	Nixon Bunbury Pty Ltd					517.90
			INV	101612	Electrical Maintenance - Dudley Park	176.00	
			INV	101613	Electrical Maintenance - Hay Park North	341.90	
8074.11414-01	04/12/2024	Verbal Judo Australia					5,600.00
			INV	COB081124	Staff Training - Verbal Judo	5,600.00	
8074.11487-01	04/12/2024	Matthew Clarke Art					400.00
			INV	10101	Facilitation Workshop Fee - BRAG	400.00	
8074.11489-01	04/12/2024	Perth Pressure Washer Hire & Sales					3,630.00
			INV	747	Equipment Hire - Pressure Washer	3,630.00	
8074.11496-01	04/12/2024	ASN Conferences Pty Ltd					3,380.00
			INV	IPWE-G272751	IPWEA International Asset Management Congress	3,380.00	
8074.1437-01	04/12/2024	Ricoh Business Centre (Emerge Office)					84.27
			INV	8769	Photocopier Meter Readings - Withers Library	84.27	
8074.1463-01	04/12/2024	The Royal Life Saving Society WA Inc					42.90
			INV	AX-8978	Staff Training / Bronze Medallion - SWSC	21.45	
			INV	AX-8979	Staff Training / Bronze Medallion - SWSC	21.45	
8074.1571-01	04/12/2024	Steann Pty Ltd					50,713.59
			INV	15124	Bulk Verge Hardwaste Collection	50,713.59	
8074.1838-01	04/12/2024	Synergy					11,268.78
			INV	985652130/NOV24	Electricity Charges - 20/09/2024 to 15/11/2024	349.87	

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	117021740/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	115.21
			INV	755435850/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	256.44
			INV	540682140/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	432.28
			INV	662925340/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	271.15
			INV	461237950/NOV24 Electricity Charges - 19/09/2024 to 15/11/2024	190.21
			INV	418948140/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	357.36
			INV	568480510/NOV24 Electricity Charges - 18/09/2024 to 14/11/2024	900.02
			INV	939616540/NOV24 Electricity Charges - 18/09/2024 to 14/11/2024	528.10
			INV	598166830/NOV24 Electricity Charges - 18/09/2024 to 14/11/2024	123.21
			INV	968765110/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	480.37
			INV	435956610/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	1,685.28
			INV	227600500/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	761.92
			INV	734367830/NOV24 Electricity Charges - 20/09/2024 to 15/11/2024	325.92
			INV	202454690/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	4,072.53
			INV	228505830/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	277.50
			INV	112786640/NOV24 Electricity Charges - 12/09/2024 to 10/11/2024	141.41
8074.194-01	04/12/2024	J Blackwood & Son Pty Ltd			74.56
			INV	S109763090 Sunscreen	74.56
8074.2206-01	04/12/2024	Dardanup Removals			462.50
			INV	INV-4766 Booksale Set Up - Library	462.50
8074.231-01	04/12/2024	Bullivants Sling-Rig			54.67
			INV	11837020 Eyebolts	54.67
8074.2430-01	04/12/2024	Picton Automotive Engineering			793.00
			INV	41012 Plant Service - BY705	793.00
8074.2579-01	04/12/2024	TJ Depiazzi & Sons			5,144.70
			INV	INV-4310 Blended Budget Mix	2,057.88
			INV	INV-4358 Blended Budget Mix	3,086.82
8074.2693-01	04/12/2024	Kmart			149.00
			INV	221060 Halloween Decorations - Library	149.00
8074.289-01	04/12/2024	Bunbury Mower Service Pty Ltd			1,410.50
			INV	75951#6 Mower Parts/Repairs	540.00
			INV	75909#6 Mower Parts/Repairs	96.00
			INV	76016#6 Mower Parts/Repairs	288.00
			INV	75993#6 Mower Parts/Repairs	72.50
			INV	76037#6 Mower Parts/Repairs	414.00
8074.292-01	04/12/2024	Bunbury Nissan			2,132.42
			INV	337648 Rubber Floor Mats - BY231Y	87.84
			INV	337647 Plant Service - BY231Y	692.18
			INV	337682 Plant Service - BY748	1,352.40

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8074.3-01	04/12/2024	A & L Printers				1,709.00
			INV	66002	Staff Business Cards	222.00
			INV	66093	Billboards Re Skins - Christmas in the City	1,487.00
8074.3093-01	04/12/2024	RTS Diesel South West				2,434.30
			INV	4187	Plant Repairs - BY763	2,434.30
8074.3167-01	04/12/2024	Perfect Landscapes				5,511.00
			INV	INV-9046	Lawn Mowing - Bunbury Airport	5,511.00
8074.335-01	04/12/2024	Bunnings Group Limited				1,150.64
			INV	2179/01485218	Stanley Knife, Hose Connector	167.34
			INV	2179/01484116	Pave-lok	138.40
			INV	2179/01484114	Wire Fence Mesh, Hedging Shears, Masking Tape	351.54
			INV	2179/01484635	Hose & Connectors	241.98
			INV	2179/01298896	Kitchen Tidy Bags, Cooler Esky	73.59
			INV	2179/01484413	Eyebolts	113.10
			INV	2179/01480959	Airwick Stick, Expanding Foam	41.23
			INV	2179/01298898	Silicone Adhesive	23.46
8074.3376-01	04/12/2024	Sonic HealthPlus				410.19
			INV	3445744	Pre-Employment Medicals	410.19
8074.3549-01	04/12/2024	Repco				128.98
			INV	4310419818	Windscreen Washer	109.45
			INV	4310419704	Vehicle Parts	19.53
8074.3640-01	04/12/2024	Cleverpatch				1,029.49
			INV	562313	Literacy Program Supplies - Library	1,029.49
8074.3665-01	04/12/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies				97.90
			INV	260300946	Slings	97.90
8074.416-01	04/12/2024	Bunbury Landscaping				1,037.00
			INV	5488	Mulch - BWP	1,037.00
8074.48-01	04/12/2024	Alinta Energy				2,819.15
			INV	195001594/NOV24	Gas Charges - 21/08/2024 to 18/11/2024	30.30
			INV	022001613/NOV24	Gas Charges - 20/08/2024 to 18/11/2024	2,788.85
8074.4993-01	04/12/2024	Vorgee				1,947.00
			INV	190249	SWSC Merchandise	1,947.00
8074.5012-01	04/12/2024	Geographe French Australian Festivals Inc				2,200.00
			INV	INV-0842	2023/2024 Grant Program - CinefestOZ Deadly Day	2,200.00
8074.5062-01	04/12/2024	Department of Fire & Emergency Services				78,080.05
			INV	158152	2024/25 Emergency Services Levy for Council Buildings	78,080.05
8074.5073-01	04/12/2024	Archival Survival Pty Ltd				78.71
			INV	75841	Archive Supplies - Museum	78.71
8074.5113-01	04/12/2024	Subway Bunbury Homemaker Centre				198.00

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	2024:0101 Catering - Goodwill Student Delegation	198.00
8074.5412-01	04/12/2024	Picton Civil Pty Ltd			506.00
			INV	P19932 Asbestos Removal - Airport	506.00
8074.5725-01	04/12/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)			283.84
			INV	606428894 Stationery - Library	83.84
			INV	617447393 Stationery - Administration	176.00
			INV	606825227 Stationery - Museum	24.00
8074.5866-01	04/12/2024	Taman Diamond Tool Solutions			280.83
			INV	INV-56137 Flange Set Including Bolt	280.83
8074.6213-01	04/12/2024	Moore Australia WA Pty Ltd			1,320.00
			INV	4480 Staff Training - LG Nuts and Bolts Workshop	1,320.00
8074.6247-01	04/12/2024	Octy Water Pty Ltd T/A Aquamonix			12,617.00
			INV	76667 Commissioning of ABS Flowtubes - Various Parks	12,617.00
8074.6248-01	04/12/2024	Chris Collins Piano Tuners			500.00
			INV	98 Tune Piano - BRAG	500.00
8074.6333-01	04/12/2024	Equans Mechanical Services Australia Pty Ltd			4,418.15
			INV	2608657 AirCon Maintenance - Depot	469.15
			INV	2608569 AirCon Maintenance - Administration	3,949.00
8074.670-01	04/12/2024	Elliotts Irrigation			625.79
			INV	F31956 Iron Filter Aeration Pump Replacement - Big Swamp	625.79
8074.6798-01	04/12/2024	WINC Australia Pty Ltd			242.81
			INV	9046682242 Stationery - SWSC	242.81
8074.6932-01	04/12/2024	Telecommunications Integration Services Pty Ltd			3,580.50
			INV	37358 Weather Camera Maintenance Plan 2 Years Renewal	3,580.50
8074.7018-01	04/12/2024	On2it Graphics			1,430.00
			INV	INV-4800 Signage Swinger Frames & Core Flute Signs	1,430.00
8074.7283-01	04/12/2024	Team Global Express (IPEC) Pty Ltd			79.50
			INV	0667-C209150 Freight	79.50
8074.7357-01	04/12/2024	West Coast Waste Pty Ltd			880.00
			INV	52749 Hook Bin Emptied - Depot	880.00
8074.8033-01	04/12/2024	Essential Coffee Pty Ltd			238.33
			INV	SI-00318279 BWP Coffee Machine Rental	238.33
8074.8144-01	04/12/2024	WA Mechanical and Site Services			11,557.24
			INV	INV-2470 Plant Repairs - 1TUE400	2,537.40
			INV	INV-2473 Plant Repairs - BY3566	7,389.91
			INV	INV-2471 Service & Repairs - BY6558A	736.45
			INV	INV-2481 Plant Service - BY2516A	477.13
			INV	INV-2486 Plant Repairs - BY906W	416.35
8074.8798-01	04/12/2024	BrockMech P/L ATFT Brockman Family Trust T/as Brockman Mechanical & Re			234.25

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 6249 Plant Repairs - BY715	234.25
8074.9316-01	04/12/2024	West Australian Newspapers Ltd - Libraries		57.60
			INV 95930/DEC24 Newspapers - Library	57.60
8074.9569-01	04/12/2024	The Trustee for the Ridings Norrish Family Trust T/A Ridings Norrish P		500.00
			INV 2852 Insurance Excess - BY763	500.00
8074.9788-01	04/12/2024	Patrick Godsell Construction		3,850.00
			INV 310 Shelter Installation/Modification - Dog Park	3,850.00
8074.9981-01	04/12/2024	Aurion Corporation Pty Ltd		5,149.02
			INV HOS0024704 Aurion Licensing - October 2024	5,149.02
8078.10065-01	04/12/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix		100.00
			INV SIN06302 Asphalt	100.00
8078.10097-01	04/12/2024	Hastiji Corp Pty Ltd T/A Coolpro Refrigeration and AirConditioning		572.00
			INV 6659 Repair Fridge - SWSC	572.00
8078.10314-01	04/12/2024	Davenport Plumbing		3,336.86
			INV 17862 Plumbing Repairs - Hockey Stadium	123.38
			INV 17852 Forrest Park Water Meter Reinstatement	3,213.48
8078.10437-01	04/12/2024	Telstra Limited		34.95
			INV 9855808400/NOV24 Telephone Charges - BVIC	34.95
8078.10441-02	04/12/2024	The Trustee for Urban Bird Trust T/A Bird Control Australia		1,104.85
			INV INV-2451 Scarybird Kite Kits	1,104.85
8078.10443-01	04/12/2024	Barefoot Entertainment and Events		3,481.70
			INV INV-5831 Festoon Lights & Barrels Hire - Christmas in the City	3,481.70
8078.10502-01	04/12/2024	CS Legal		290.40
			INV 34052 2024/2025 Rates Debt Collection	290.40
8078.10750-01	04/12/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges		35.64
			INV 29418 Staff Name Badges	35.64
8078.10781-01	04/12/2024	South West Pets Bunbury Pty Ltd		635.95
			INV I0000002010 BWP Animal Feed	635.95
8078.10792-01	04/12/2024	Digital Transformation Agency		16,000.00
			INV 8210/1800015058 AWS Development Commitment	16,000.00
8078.10992-01	04/12/2024	Work Clobber Bunbury - Infrastructure		543.44
			INV 24-00022972 Staff Uniform - Infrastructure	242.10
			INV 24-00023846 Staff Uniform - Infrastructure	301.34
8078.11052-01	04/12/2024	Corporate Challenge Events Pty Ltd		5,040.00
			INV INV-3384 Team Building Activity for 2025 CoB Day - Deposit	5,040.00
8078.11057-01	04/12/2024	EIS Control Pty Ltd		18,026.80
			INV INV-1259 Bore Pump Repairs - Forrest Park	18,026.80
8078.11323-01	04/12/2024	Ampol Petroleum Distributors Pty Ltd		341.13
			INV S14780540 Unleaded Fuel	341.13

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8078.11351-01	04/12/2024	Bandicoot Publishing Pty Ltd				165.00
			INV	2411054	Advertising - BRAG	165.00
8078.11372-01	04/12/2024	Nixon Bunbury Pty Ltd				9,558.99
			INV	101878	Electrical Maintenance - Prinsep Street	1,730.85
			INV	101851	Electrical Maintenance - Forrest Park	189.75
			INV	101850	Electrical Maintenance - Administration	163.15
			INV	101847	Electrical Maintenance - Administration	101.62
			INV	101844	Electrical Maintenance - Animal Facility	372.64
			INV	101985	Electrical Maintenance - SWSC	7,000.98
8078.1143-01	04/12/2024	Marindi Fabrications				1,067.00
			INV	28322	Christmas Lighting Assistance CBD	1,067.00
8078.11503-01	04/12/2024	Bunbury Dynamos Soccer Club Incorporated				10,000.00
			INV	INV-0175	Forrest Park Sports Pavilion Furniture	10,000.00
8078.11526-01	04/12/2024	Nine Lives Pottery				100.00
			INV	1	BRAG Artist Fee - Chester Nealie Exhibition	100.00
8078.1206-01	04/12/2024	Modern Teaching Aids Pty Ltd				216.70
			INV	46162509	Literacy Program Supplies - Library	216.70
8078.1289-01	04/12/2024	Magicorp Pty Ltd				103.49
			INV	INV-44224	Monthly Subscription - December 2024	103.49
8078.1555-01	04/12/2024	Spurling Engineering				990.00
			INV	13644	Sign Frames	990.00
8078.1838-01	04/12/2024	Synergy				983.17
			INV	178228490/NOV24	Electricity Charges - 15/10/2024 to 18/11/2024	154.22
			INV	519245540/NOV24	Electricity Charges - 20/09/2024 to 18/11/2024	708.85
			INV	417384740/NOV24	Electricity Charges - 19/10/2024 to 18/11/2024	120.10
8078.1867-01	04/12/2024	Work Clobber - Bunbury				1,434.75
			INV	24-00024645	Staff Uniform - Administration	197.36
			INV	24-00022219	Staff Uniform - Administration	306.36
			INV	24-00023164	Staff Uniform - Administration	132.00
			INV	24-00023072	Staff Uniform - Administration	540.53
			INV	24-00021269	Staff Uniform - Administration	258.50
8078.2202-01	04/12/2024	Woolworths Limited				600.81
			INV	11053604	Library 50th Birthday Celebrations	63.06
			INV	10927233	Library 50th Birthday Celebrations	37.75
			INV	11054453	SWSC November Membership Promotion Prizes	500.00
8078.2291-01	04/12/2024	Battery All Types				43.90
			INV	215982	Rechargeable Batteries	43.90
8078.2579-01	04/12/2024	TJ Depiazzi & Sons				11,318.34
			INV	INV-4524	Blended Budget Mix	5,144.70

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-4564	Blended Budget Mix	4,115.76
			INV	INV-4620	Blended Budget Mix	2,057.88
8078.2779-01	04/12/2024	City of Bunbury Volunteer Bushfire Brigade				7,500.00
			INV	121	2024/25 ESL Funding - 2nd Quarter	7,500.00
8078.289-01	04/12/2024	Bunbury Mower Service Pty Ltd				240.00
			INV	76048	Mower Parts/Repairs - BY2562A	240.00
8078.292-01	04/12/2024	Bunbury Nissan				942.82
			INV	337792	Plant Service - BY703	942.82
8078.3-01	04/12/2024	A & L Printers				1,417.00
			INV	66095	Wall Vinyl - Kelsey Ashe Exhibition BRAG	432.00
			INV	66071	Didactics Printed - Chester Nealie Exhibition BRAG	699.00
			INV	66070	Printed Didactics - Kelsey Ashe Exhibition BRAG	286.00
8078.306-02	04/12/2024	Bunbury Regional Entertainment Centre				1,000.00
			INV	2016	2025 Bunbury Geographe Sports Awards Venue Hire	1,000.00
8078.3093-01	04/12/2024	RTS Diesel South West				7,485.37
			INV	4194	Plant Repairs - 1GHY540	914.10
			INV	4191	Plant Repairs - BY751	2,823.36
			INV	4190	Plant Repairs - BY763	925.10
			INV	4189	Plant Repairs - BY2892A	2,500.51
			INV	4174	Plant Repairs - BY2433A	322.30
8078.327-01	04/12/2024	Bunbury Veterinary Clinic				70.00
			INV	1/501078	Veterinary Consultations	70.00
8078.3279-01	04/12/2024	Bunbury Multicultural Group Inc				3,850.00
			INV	2425-039	Grant Funding - Harmony Day Community Lunch 2025	3,850.00
8078.3307-01	04/12/2024	Kone Elevators Pty Ltd				33.94
			INV	196115392	SES Depot Service Fee - 01/06/2024 to 06/06/2024	33.94
8078.3376-01	04/12/2024	Sonic HealthPlus				499.29
			INV	3446984	Pre-Employment Medicals	499.29
8078.3665-01	04/12/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies				65.00
			INV	260301964	Nuts / Bolts / Washers	65.00
8078.3888-01	04/12/2024	Greenacres Turf Farm				36,886.03
			INV	67805	Turf Supply - Anchorage Cove	36,886.03
8078.4167-01	04/12/2024	The Print Shop Bunbury				71.50
			INV	1676178	Staff Awards 2024 - Drinks Card Printing	71.50
8078.474-01	04/12/2024	Geographe Ford				400.00
			INV	FOMSB105361	Plant Service - BY4150A	400.00
8078.527-01	04/12/2024	Cross Security Services				254.10
			INV	INV-33771	Alarm System Maintenance - Bunbury Library	254.10
8078.5725-01	04/12/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)				160.94

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	606129791 Stationery - BRAG	36.87
			INV	606006415 Stationery - BRAG	124.07
8078.5931-01	04/12/2024	Nathan Gardiner			3,200.00
			INV	341 Creative Connections Workshop - BRAG	3,200.00
8078.6081-01	04/12/2024	Marketforce Pty Ltd			2,772.00
			INV	AU51-P10100121 SEO Management - November 2024	2,772.00
8078.6247-01	04/12/2024	Octy Water Pty Ltd T/A Aquamonix			1,153.90
			INV	76699 Flowmeter Fault Investigations	1,153.90
8078.6256-01	04/12/2024	RID Australia			1,774.08
			INV	847657 Environmental Health Services - Mosquito Management	1,774.08
8078.6266-01	04/12/2024	CB Traffic Solutions Pty Ltd			13,522.30
			INV	17811 Traffic Management Plan - Bussell Highway	479.60
			INV	17812 Traffic Management Plan - Parade Road	959.20
			INV	17841 Traffic Management - Parade Road	2,222.00
			INV	17842 Traffic Management - Sutherland Way	1,391.50
			INV	17840 Traffic Management - Ocean Drive	3,355.00
			INV	17839 Traffic Management - Fielder Street	4,152.50
			INV	17859 Traffic Management - Fielder Street	962.50
8078.6333-01	04/12/2024	Equans Mechanical Services Australia Pty Ltd			267.03
			INV	2609191 AirCon Maintenance - BRAG	267.03
8078.6362-01	04/12/2024	Market Eating House			807.00
			INV	INV-1507 Kelsey Ashe Opening Event Catering - BRAG	807.00
8078.6593-01	04/12/2024	Spencer Signs			891.00
			INV	34619 Nature Conservation Reserve Sign & Post	891.00
8078.6847-01	04/12/2024	Trophies West			314.35
			INV	7675 Emergency Services Awards & Etching	314.35
8078.7176-01	04/12/2024	Office of the Auditor General			106,535.00
			INV	INV-1401 2023/2024 Annual Financial Audit	106,535.00
8078.799-01	04/12/2024	Glenn Buck Milk Distribution			823.20
			INV	1376 Milk - Administration	601.60
			INV	1377 Milk - Depot	221.60
8078.8129-01	04/12/2024	Beverly Thomson			800.00
			INV	12112024 Silk Painting Workshop Facilitation AACHWA Forum - BRAG	800.00
8078.8144-01	04/12/2024	WA Mechanical and Site Services			6,054.63
			INV	INV-2490 Plant Repairs - Scrubber Brush Pressure Cleaners	379.25
			INV	INV-2495 Plant Repairs - BY4404A	283.91
			INV	INV-2496 Plant Repairs - BY90900	2,797.84
			INV	INV-2498 Plant Service & Repairs - BY906W	1,423.63
			INV	INV-2503 Plant Service - 1GUT326	437.51

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	INV-2504	Plant Service - BY4404A	732.49
8078.8191-01	04/12/2024	Kelleway Whelan Holdings Pty Ltd				5,924.87
			INV	INV-1255	Destination Marketing Campaign	5,924.87
8078.868-01	04/12/2024	Heatley Sales Pty Ltd				254.32
			INV	Y644092	Caution Tape	254.32
8078.8791-01	04/12/2024	The Trustee for the Folan Family Trust T/A Inspired Dev't Sol Pty Ltd				11,254.28
			INV	2248	Re-Ignite Training Program - Frontline Leaders	11,254.28
8078.8880-01	04/12/2024	Iconic Property Services Pty Ltd				656.96
			INV	PSI040657	Cleaning Services - Graham Bricknell Shell	187.66
			INV	PSI040658	Cleaning Services - BRAG	469.30
8078.9359-01	04/12/2024	3D HR Legal Pty Ltd				18,673.60
			INV	INV-1977	Legal Fees	10,208.00
			INV	INV-1979	Legal Fees	8,465.60
8078.949-01	04/12/2024	Jacksons Drawing Supplies				231.80
			INV	24-00098129	Art Supplies - BRAG	231.80
8078.9625-01	04/12/2024	ATC Work Smart Inc				65.00
			INV	INV012731	Staff First Aid Course	65.00
8078.9687-01	04/12/2024	Sea View Orthotics Pty Ltd T/A Littergrabber				409.50
			INV	1463	Streetmaster Pro Litter Grabbers	409.50
8078.9922-01	04/12/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)				660.00
			INV	INV-0508	Gutter Cleaning - Museum	660.00
8079.11548-01	04/12/2024	Gregory James Shine				805.00
			INV	53072	Verge Crossover Contribution	805.00
8079.11549-01	04/12/2024	Bunbury Womens Club Inc				308.18
			INV	ASN487	Rates Refund	308.18
8079.11553-01	04/12/2024	Turbo Settlements				2,049.96
			INV	ASN52689	Rates Refund	1,024.98
			INV	ASN52685	Rates Refund	1,024.98
8079.11554-01	04/12/2024	David Brian Byatt & Jenny Byatt				2,297.59
			INV	ASN8774	Rates Refund	2,297.59
8079.11555-01	04/12/2024	Andrea Monkhouse				612.63
			INV	ASN12	Rates Refund	612.63
8079.11556-01	04/12/2024	Kaylis Jones Baker & Kate Louise Edgeloe				5,435.40
			INV	ASN2644	Rates Refund	5,435.40
8079.171-01	04/12/2024	Bell Fire Equipment Company Pty Ltd				2,947.73
			INV	ASN5580	Rates Refund	2,947.73
8079.29-01	04/12/2024	Agencies for South West Accommodation				2,531.67
			INV	ASN4160	Rates Refund	2,531.67
8079.2961-01	04/12/2024	Commercial Realty				1,089.35

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			INV	ASN214 Rates Refund	1,089.35
8079.314-02	04/12/2024	Bunbury Settlement Services			996.29
			INV	ASN52982 Rates Refund	996.29
8079.6908-01	04/12/2024	South West Aboriginal Medical Service Ltd			299.33
			INV	ASN4202 Rates Refund	299.33
8080.136-01	05/12/2024	Australian Taxation Office			246,986.76
			INV	PP25-12 PAYG for COB Staff - F/E 03/12/2024	246,986.76
8083.10470-01	06/12/2024	Aware Super Clearing House			188,392.08
			INV	PP25-12 Superannuation for COB Staff - F/E 03/12/2024	188,392.08
8084.10065-01	11/12/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix			52,670.00
			INV	SINV06254 Supply & Lay Asphalt - Depot	52,195.00
			INV	SINV06347 Greenwaste Fee	375.00
			INV	SINV06324 Asphalt	100.00
8084.10219-01	11/12/2024	Max & Claire Pty Ltd T/A Ergolink			3,294.23
			INV	SI-00088736 Office Furniture - Stand Up Desk	3,294.23
8084.10251-01	11/12/2024	Australian Institute of Management and Training Pty Limited			5,450.00
			INV	248682 Staff Training - A/Diploma of Leadership & Management	5,450.00
8084.10314-01	11/12/2024	Davenport Plumbing			9,240.07
			INV	17847 Plumbing Repairs - Wyalup Rocky Point Toilets	727.00
			INV	17848 Plumbing Repairs - Ocean Drive	97.55
			INV	17846 Plumbing Repairs - Dog Pound	1,382.01
			INV	17845 Plumbing Repairs - Dog Pound & SWSC	394.95
			INV	17849 Plumbing Repairs - Pelican Point & Back Beach	377.70
			INV	17851 Plumbing Repairs - Sykes Foreshore Toilets	232.95
			INV	17826 Plumbing Repairs - SWSC	2,485.09
			INV	17850 Plumbing Repairs - Big Swamp Toilets	179.03
			INV	17839 Plumbing Repairs - SWSC	288.85
			INV	17831 Plumbing Repairs - SWSC	340.53
			INV	17830 Plumbing Repairs - Koombana Bay Toilets	125.44
			INV	17827 Plumbing Repairs - SWSC	98.79
			INV	17829 Plumbing Repairs - Back Beach Toilets	125.44
			INV	17816 Plumbing Repairs - Queens Garden Toilets	420.21
			INV	17818 Plumbing Repairs - Pelican Point Toilets	188.85
			INV	17817 Plumbing Repairs - Lyons Cove	280.14
			INV	17825 Plumbing Repairs - Koombana Bay Toilets	188.85
			INV	17819 Plumbing Repairs - Back Beach Toilets	188.85
			INV	17820 Plumbing Repairs - Lyon Sykes Foreshore Toilets	140.07
			INV	17824 Plumbing Repairs - Koolambidi Woola	140.07
			INV	17823 Plumbing Repairs - Stirling Street Toilets	140.07

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			INV 17822	Plumbing Repairs - Administration	520.05
			INV 17821	Plumbing Repairs - SSAC	177.58
8084.10345-01	11/12/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury			142.84
			INV INV-5509	Laundry Services - Meat Inspectors Uniform	142.84
8084.1061-01	11/12/2024	Leschenault Community Nursery Incorporated			8,472.50
			INV I0000000252	Seedling Order St Peters Green	3,725.00
			INV I0000000253	Winter Seedling Order 2025	4,747.50
8084.10640-01	11/12/2024	WA Laser Engraving			254.10
			INV 240585	Engraving	254.10
8084.10781-01	11/12/2024	South West Pets Bunbury Pty Ltd			230.65
			INV I0000002009	Floats for Auto Water Bowls - Dog Pound	230.65
8084.10877-01	11/12/2024	Boho Booth			750.00
			INV 240014C	Photobooth Hire - COB Staff Awards 2024	750.00
8084.11034-01	11/12/2024	Hart Sport Australia Pty Ltd			495.00
			INV 10231932	Mouthguards - SWSC	495.00
8084.11057-01	11/12/2024	EIS Control Pty Ltd			15,230.60
			INV INV-1239	Install VFDs & Sine Wave Filters to Bores - Various Sites	15,230.60
8084.11131-01	11/12/2024	CHG-Meridan Australia Pty Ltd			9,785.92
			INV 690005195	Smart Parking Equipment Lease - November 2024	9,785.92
8084.11134-01	11/12/2024	Michael Bianco (Bianco Art Consulting)			12,109.09
			INV 241124-8-12	Consulting Services - Arts & Culture	12,109.09
8084.11280-01	11/12/2024	Arbor Guy			1,100.00
			INV 100828	Stump Removal - Hands Oval	1,100.00
8084.11333-01	11/12/2024	Great Minds Media			816.75
			INV INV-0519	Photography & Videography Exhibition - BRAG	816.75
8084.11345-01	11/12/2024	FVS Fire Services t/as Protector Fire Services			313.50
			INV 10097691	Fire Pump System Maintenance Testing - SWSC	170.50
			INV 10097687	Fire System Water Storage Tank Maintenance - BREC	143.00
8084.11372-01	11/12/2024	Nixon Bunbury Pty Ltd			154.00
			INV 102043	Electrical Maintenance - BREC	154.00
8084.11450-01	11/12/2024	Darren Gittos (DJ) The Doozys Band			2,000.00
			INV 71542656	Entertainment - Staff Awards Day 2024	2,000.00
8084.11459-01	11/12/2024	GripFactory Australia			16,666.93
			INV INV-1140	Anti Slip Treatment Pool Tiles - SWSC	16,666.93
8084.11504-01	11/12/2024	Katandra Interiors			544.75
			INV 18030	Window Coverings - Administration	544.75
8084.11515-01	11/12/2024	Digital Loop			1,320.00
			INV INV-1245	ArtsHub Advertising - BRAG	1,320.00
8084.1156-01	11/12/2024	Truck Centre (WA) Pty Ltd			1,335.04

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 7064436-000003 Vehicle Maintenance - 1GHY540	1,335.04
8084.1419-01	11/12/2024	Holcim Australia Pty Ltd		532.40
			INV 9409563319 Concrete	532.40
8084.1463-01	11/12/2024	The Royal Life Saving Society WA Inc		539.00
			INV RLSSWAINV2471 Watch Around Water Wristbands - SWSC	539.00
8084.1509-01	11/12/2024	Shire of Serpentine-Jarrahdale		11,359.29
			INV 2987 Transfer of Long Service Leave Entitlements	11,359.29
8084.1536-01	11/12/2024	SOS Office Equipment		3,967.09
			INV SOS650247 Photocopier Meter Readings - SWSC	145.51
			INV SOS650254 Photocopier Meter Readings - SWSC	410.80
			INV SOS650241 Photocopier Meter Readings - Library	116.66
			INV SOS650242 Photocopier Meter Readings - BRAG	122.26
			INV SOS610588 Photocopier Maintenance - Rangers	165.00
			INV SOS650246 Photocopier Meter Readings - Administration	143.35
			INV SOS650248 Photocopier Metre Readings - Administration	150.81
			INV SOS650249 Photocopier Metre Readings - Administration	160.49
			INV SOS650250 Photocopier Metre Readings - Administration	259.63
			INV SOS650251 Photocopier Meter Readings - Administration	28.77
			INV SOS650253 Photocopier Meter Readings - Administration	313.52
			INV SOS650255 Photocopier Meter Readings - Depot	42.86
			INV SOS650256 Photocopier Meter Readings - Administration	426.00
			INV SOS650257 Photocopier Meter Readings - Administration	76.69
			INV SOS650245 Photocopier Meter Readings - Administration	1,404.74
8084.1555-01	11/12/2024	Spurling Engineering		1,408.00
			INV 13681 Plant Repairs - BY313J	352.00
			INV 13680 Plant Repairs Tank Guard - BY715	627.00
			INV 13683 Step Ladder Repairs - BY718	429.00
8084.1710-01	11/12/2024	Total Hygiene Services		7,414.31
			INV INV-9016 Sanitary Disposal Service	7,414.31
8084.1771-01	11/12/2024	Earth 2 Ocean Communications		140.00
			INV INV/2024/01945 Remote Repair - BY718	140.00
8084.1838-01	11/12/2024	Synergy		104,657.11
			INV 270127590/NOV24 Electricity Charges - 19/09/2024 to 26/11/2024	589.18
			INV 894693950/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	3,359.73
			INV 804080240/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	4,173.21
			INV 361833700/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	917.22
			INV 526183150/NOV24 Electricity Charges - 15/10/2024 to 18/11/2024	5,972.55
			INV 701425140/NOV24 Electricity Charges - 21/09/2024 to 20/11/2024	133.05
			INV 156409070/NOV24 Electricity Charges - 25/09/2024 to 21/11/2024	117.24

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	866641150/NOV24 Electricity Charges - 20/09/2024 to 19/11/2024	123.30
			INV	146492400/DEC24 Electricity Charges - 03/10/2024 to 27/11/2024	161.32
			INV	116862430/NOV24 Electricity Charges - 01/10/2024 to 27/11/2024	335.48
			INV	641939350/NOV24 Electricity Charges - 01/10/2024 to 26/11/2024	116.79
			INV	809687540/NOV24 Electricity Charges - 01/10/2024 to 27/11/2024	358.90
			INV	564984350/NOV24 Electricity Charges - 28/09/2024 to 25/11/2024	744.76
			INV	454831070/NOV24 Electricity Charges - 02/10/2024 to 28/11/2024	161.69
			INV	463688910/DEC24 Electricity Charges - 01/10/2024 to 24/11/2024	206.14
			INV	946266110/DEC24 Electricity Charges - 25/10/2024 to 24/11/2024	83,825.49
			INV	506257720/DEC24 Electricity Charges - 01/11/2024 to 30/11/2024	1,617.56
			INV	247197470/DEC24 Electricity Charges - 03/10/2024 to 27/11/2024	135.21
			INV	224851820/DEC24 Electricity Charges - 28/10/2024 to 27/11/2024	1,608.29
8084.197-01	11/12/2024	BOC Limited			13.39
			INV	4038005700 Gas Charges	13.39
8084.2202-01	11/12/2024	Woolworths Limited			61.00
			INV	11106201 Beach Cricket Set for Staff Awards 2024	61.00
8084.2579-01	11/12/2024	TJ Depiazzi & Sons			1,028.94
			INV	INV-4663 Blended Budget Mix	1,028.94
8084.2788-01	11/12/2024	City of Busselton			65,000.00
			INV	28455 Purchase Waste Truck Vehicle - 1GHY540	65,000.00
8084.283-01	11/12/2024	Bunbury Machinery			473.99
			INV	SIB61565 Discs - Plant Maintenance	473.99
8084.3-01	11/12/2024	A & L Printers			178.00
			INV	66175 Staff Business Card	178.00
8084.3167-01	11/12/2024	Perfect Landscapes			16,605.60
			INV	INV-9071 Lawn Mowing - Carey Park	5,472.50
			INV	INV-9060 Lawn Mowing - Picton	891.00
			INV	INV-9059 Lawn Mowing - Glen Iris	2,926.00
			INV	INV-9058 Lawn Mowing - Vittoria	1,094.50
			INV	INV-9057 Lawn Mowing - Pelican Point	1,309.00
			INV	INV-9056 Lawn Mowing - East Bunbury	4,912.60
8084.3204-01	11/12/2024	PFD Food Services Pty Ltd			2,952.53
			INV	LN854384 SWSC Cafe Supplies	1,561.60
			INV	LN880803 SWSC Cafe Supplies	1,390.93
8084.327-01	11/12/2024	Bunbury Veterinary Clinic			129.50
			INV	1/501708 Veterinary Consultations	129.50
8084.3307-01	11/12/2024	Kone Elevators Pty Ltd			79.18
			INV	196115386 Service Fee - Depot	79.18
8084.335-01	11/12/2024	Bunnings Group Limited			1,412.58

City of Bunbury
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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	2179/01487430 Wood Filler	38.67
			INV	2179/01202232 Solder/Solder Flux/Heatshrink/Blade Fuse Holder	33.85
			INV	2179/01487975 Leaf Rake	215.30
			INV	2179/00128534 Cloth Tape/Fly Swats/Markers	134.35
			INV	2179/01488183 Paint/Tape	342.10
			INV	2179/01486806 Silicone	153.36
			INV	2179/99855119 Vacuum	89.99
			INV	2179/01204215 Paint/PVC Pipe	60.93
			INV	2179/01487538 Screws	34.51
			INV	2179/01603675 Gate Latch	8.54
			INV	2179/01485204 Toiler Seat & Door Closer	194.79
			INV	2179/01484440 Wood Filler Timbermate	38.67
			INV	2179/01484983 FlexiSpray Rail Shower	67.52
8084.3376-01	11/12/2024	Sonic HealthPlus			490.49
			INV	3449512 Pre-Employment Medicals	490.49
8084.3434-01	11/12/2024	Innerspace Commercial Interiors			1,553.20
			INV	32692 Office Furniture - Stand Up Desk	1,553.20
8084.3637-01	11/12/2024	MJB Industries Pty Ltd			534.60
			INV	12279-10 Drainage Supplies	534.60
8084.3665-01	11/12/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies			479.96
			INV	240488095 Gloves	479.96
8084.3834-01	11/12/2024	SecurePay Pty Ltd			54.45
			INV	609429 eServices Online Transactions	54.45
8084.4167-01	11/12/2024	The Print Shop Bunbury			398.20
			INV	1676720 Router Cut Stickers	398.20
8084.4168-01	11/12/2024	NearMap Australia Pty Ltd			17,050.00
			INV	INV01634950 Nearmap Licensing November 2024/2025	17,050.00
8084.4505-01	11/12/2024	CipherTel Pty Ltd			3,300.00
			INV	16710 Depot Microwave Link - November 2024	3,300.00
8084.474-01	11/12/2024	Geographe Ford			400.00
			INV	FOMSB105557 Plant Service - BY766	400.00
8084.5040-01	11/12/2024	Australia Post - Rates			312.52
			INV	1013654194 Commission on Rate Payments - November 2024	312.52
8084.5119-01	11/12/2024	Seashore Engineering Pty Ltd			24,838.00
			INV	SE25025 Coastal Protection Structures Inspections Audit	24,838.00
8084.527-01	11/12/2024	Cross Security Services			2,012.17
			INV	INV-33804 Alarm System Maintenance - Bunbury Library	422.67
			INV	INV-33801 Alarm System Maintenance - Administration Building	283.25
			INV	INV-33795 Alarm System Maintenance - Bunbury Library	789.25

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>	<i>Amount</i>	
			INV	INV-33789	Alarm System Maintenance - SWSC	368.50	
			INV	INV-33768	Alarm System Maintenance - Depot	148.50	
8084.5313-01	11/12/2024	Deakin University					7,065.00
			INV	CORPCOB	Professional Development - Community Connection	7,065.00	
8084.5392-01	11/12/2024	Acurix Networks Pty Ltd					939.40
			INV	3969	Wi-Fi Service & Installation - Hands Oval	469.70	
			INV	3991	Hands Oval Wi-Fi Service - December 2024	469.70	
8084.5536-01	11/12/2024	CNW Pty Ltd					11,795.89
			C/N	161226761	Credit Electrical Supplies - Incorrectly Supplied	-4,948.68	
			INV	161227683	Electrical Supplies - Light Pole	12,294.94	
			INV	161227129	Electrical Supplies	2,437.51	
			INV	161225748	Electrical Supplies - Wall Fans	1,006.06	
			INV	161226968	Electrical Supplies - Wall Fans	1,006.06	
8084.5554-01	11/12/2024	Gallery 360					652.40
			INV	120921	Framing of Collection Work - BRAG	652.40	
8084.5741-01	11/12/2024	Picton Tyre Centre Pty Ltd					10,987.50
			INV	N84264	Tyre Repair - BY2433A	858.00	
			INV	N84178	Tyre Repairs - BY771	45.00	
			INV	N84174	Tyre Repairs - BY2562A	378.00	
			INV	N84164	Tyre Repairs & Disposal - BY228Y	918.00	
			INV	N84129	Tyre Replacement & Disposal - BY4404A	148.00	
			INV	N84046	Tyre Repairs - 1GUT326	25.00	
			INV	N83643	Tyre Repairs - BY2892A	1,398.00	
			INV	N83642	Tyre Repairs - BY751	968.00	
			INV	N83649	Tyre Replacement & Rotation - BY2892A	2,024.00	
			INV	N83648	Tyre Replacement & Rotation - BY751	1,036.00	
			INV	N83647	Tyre Repairs - BY775	988.00	
			INV	N83640	Tyre Repairs - BY3566	225.50	
			INV	N83639	Tyre Repairs - BY763	1,976.00	
8084.591-01	11/12/2024	Landgate					463.49
			INV	398879	2024/2025 Interim Rates Schedule	368.69	
			INV	1434240	Title Services - November 2024	94.80	
8084.5931-01	11/12/2024	Nathan Gardiner					540.00
			INV	342	NAP Assistance - BRAG	540.00	
8084.6016-01	11/12/2024	Codee-Lee Down (CDP Solutions)					10,000.00
			INV	184	Carols Coordinator Fee - Christmas in the City	4,500.00	
			INV	183	Carols Coordinator Fee - Christmas in the City	4,000.00	
			INV	185	Carols Coordinator Fee - Christmas in the City	1,500.00	
8084.6089-01	11/12/2024	Margaret River Busselton Tourism Association Inc					350.00

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			INV	INV-17544	Annual Listing & Brochure Display - BRAG	350.00
8084.6139-01	11/12/2024	Better Telco Solutions Pty Ltd				6,693.02
			INV	105738	Telephone Charges 2024/2025 - UCaaS	6,693.02
8084.6139-02	11/12/2024	Better Telco Solutions Pty Ltd				3,838.78
			INV	498609-267	Internet Service Charges - November 2024	3,838.78
8084.6230-01	11/12/2024	Bunbury Towing & Busselton Towing Service				140.00
			INV	INV-56023	Collection/Transport of Canoe - Big Swamp	140.00
8084.6266-01	11/12/2024	CB Traffic Solutions Pty Ltd				17,882.70
			INV	17837	Traffic Management - Bussell Highway	6,318.40
			INV	17838	Traffic Management - Estuary Drive	6,375.60
			INV	17930	Traffic Management - Ocean Drive	1,485.00
			INV	17932	Traffic Management - Fielder Street	3,703.70
8084.6462-01	11/12/2024	Global Spill Control Pty Ltd				993.03
			INV	234588	Road Sign Bi-Pod Leg Weights	993.03
8084.6532-01	11/12/2024	SG Fleet Australia Pty Ltd - Novated Leases				25.73
			INV	3547877	GST on Novated Leases - November 2024	25.73
8084.6538-01	11/12/2024	Local Government Professionals Australia - WA				70.00
			INV	R41628	Council Planning Network - Networking Session	70.00
8084.670-01	11/12/2024	Elliotts Irrigation				2,964.79
			INV	F31988	Iron Filter Servicing - November 2024	2,964.79
8084.6798-01	11/12/2024	WINC Australia Pty Ltd				803.26
			INV	9046744161	Stationery - SWSC	419.61
			INV	9046769057	Stationery - BWP	383.65
8084.6845-01	11/12/2024	Councillor T Smith				957.60
			INV	Reimburse021224	Reimbursement - WALGA Conference Accommodation	957.60
8084.6858-01	11/12/2024	Work Metrics Pty Ltd				154.00
			INV	42415	Subscription - On-line Induction Portal	154.00
8084.7151-01	11/12/2024	Procure Locksmiths				185.00
			INV	20901	Lock Repairs - Pelican Point	185.00
8084.7173-01	11/12/2024	GC Sales WA				12,795.20
			INV	13863	Waste Bins & MGB Security Locking Heads	12,795.20
8084.7254-01	11/12/2024	Bossea Pty Ltd T/A South West Recycling				132.00
			INV	INV-9747	Confidential Bin Collection & Destruction	66.00
			INV	INV-9754	Confidential Bin Collection & Destruction	66.00
8084.7283-01	11/12/2024	Team Global Express (IPEC) Pty Ltd				127.48
			INV	0668-C209150	Freight	127.48
8084.7326-01	11/12/2024	The Information Management Group Pty Ltd (TIMG)				636.34
			INV	93900448	Offsite Records Storage - November 2024	636.34
8084.7357-01	11/12/2024	West Coast Waste Pty Ltd				880.00

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			INV	54067	Hook Bin Emptied - Depot	880.00
8084.7497-01	11/12/2024	Picton Trailer Hire				260.00
			INV	1610	Equipment Hire	260.00
8084.7663-01	11/12/2024	Amanda Bell				1,200.00
			INV	27112024	Noongar Country Exhibition - 2024 Curator Mentoring	200.00
			INV	14112024	Noongar Country Exhibition - 2024 Curator Mentoring	1,000.00
8084.7860-01	11/12/2024	South West Sand Cleaning				11,884.29
			INV	INV-SW00193	Softfall Top up - Various Parks	11,884.29
8084.7971-01	11/12/2024	Charlotte Anne White				1,100.00
			INV	INV-0154	Workshop Facilitation - BRAG	1,100.00
8084.8046-01	11/12/2024	Palmzy Images				500.00
			INV	127	Photography Services - 2024 Staff Awards Presentations	500.00
8084.8144-01	11/12/2024	WA Mechanical and Site Services				3,651.53
			INV	INV-2507	Plant Maintenance - Generators	1,143.45
			INV	INV-2462	Plant Repairs Depot Generator	1,047.90
			INV	INV-2510	Plant Repairs - BY90900	896.93
			INV	INV-2505	Plant Repairs - BY86152	275.90
			INV	INV-2508	Plant Maintenance - BY2562A	196.19
			INV	INV-2506	Plant Repairs - BY83795	91.16
8084.845-01	11/12/2024	Halifax Crane Hire Pty Ltd				1,320.00
			INV	79409	Christmas Tree Installation - Koombana Bay	1,320.00
8084.8488-01	11/12/2024	Eleanor Edwards				1,687.00
			INV	102	Catering for Staff Awards Presentation 2024	1,687.00
8084.8880-01	11/12/2024	Iconic Property Services Pty Ltd				15,886.28
			INV	PSI040805	Cleaning Services - November 2024	15,886.28
8084.9041-01	11/12/2024	Shore Water Marine Pty Ltd T/A Shorewater South West				4,446.75
			INV	INV-1081	Swimming Pontoon Annual Maintenance	4,446.75
8084.9234-01	11/12/2024	Combat Clothing Australia Pty Ltd				5,280.00
			INV	INV-0031	Ranger Vests	5,280.00
8084.9316-01	11/12/2024	West Australian Newspapers Ltd - Libraries				19.20
			INV	95928/NOV24	Newspapers - Library	19.20
8084.9359-01	11/12/2024	3D HR Legal Pty Ltd				11,122.65
			INV	INV-1978	Legal Fees	7,700.00
			INV	INV-2043	Legal Fees	562.65
			INV	INV-2044	Legal Fees	2,860.00
8084.936-01	11/12/2024	Institute of Public Administration Australia WA Division Inc				410.00
			INV	14074	Young Professionals Conference	410.00
8084.9459-01	11/12/2024	West Australian Newspapers Ltd - BRAG				25.20
			INV	363675/OCT24	BRAG Newspapers	25.20

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8084.9804-01	11/12/2024	R K Arnold & G Dowd & M B Dunphy & Others T/A Hall & Wilcox				693.00
			INV	783213	EBA Negotiations	693.00
8085.5062-01	20/12/2024	Department of Fire & Emergency Services				1,447,639.71
			INV	158411	2024/25 Emergency Services Levy - Quarter 2	1,447,639.71
8087.10065-01	11/12/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix				30.00
			INV	SINV06371	Greenwaste Fee	30.00
8087.10248-01	11/12/2024	Karyn Rowe				392.00
			INV	UMPIRE.05/12/24	SWSC Umpire Netball - 25/11/2024 to 05/12/2024	392.00
8087.10314-01	11/12/2024	Davenport Plumbing				36,318.79
			INV	17840	Plumbing Repairs - Koombana Bay Playground	12,315.53
			INV	17853	Hands Oval Strip Drain	24,003.26
8087.10383-01	11/12/2024	Fiore Family Trust T/A LD Total				7,040.00
			INV	140907	Manual Tree Watering Service	7,040.00
8087.10671-01	11/12/2024	Therese Marie Price				308.00
			INV	UMPIRE.05/12/24	SWSC Umpire Netball - 25/11/2024 to 05/12/2024	308.00
8087.10789-01	11/12/2024	Fleet Network Pty Ltd				4,218.27
			INV	139798	Novated Lease Payment - F/E 03/12/2024	4,218.27
8087.10801-01	11/12/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest				424.60
			INV	1538183	Forklift Hire 12/11/2024 - Depot	424.60
8087.10875-01	11/12/2024	AAHR Investments Pty Ltd T/A Poolwerx Bunbury				706.50
			INV	INVBAT-114	Public Art Service - Brother & Sister / Revolving Ball	706.50
8087.109-01	11/12/2024	Australia Post				3,998.40
			INV	1013667476	Postage - November 2024	3,998.40
8087.10942-01	11/12/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin				218.50
			INV	12085	Lawn Top Dress	104.50
			INV	11042	Premium Lawn Mix	114.00
8087.10992-01	11/12/2024	Work Clobber Bunbury - Infrastructure				928.46
			INV	24-00023847	Staff Uniform - Infrastructure	90.52
			INV	24-00024047	Staff Uniform - Infrastructure	378.99
			INV	24-00025367	PPE - Infrastructure	190.80
			INV	24-00025460	PPE - Infrastructure	190.80
			INV	24-00024044	Staff Uniform - Infrastructure	77.35
8087.11046-01	11/12/2024	Maddison Leyshon				84.00
			INV	UMPIRE.05/12/24	SWSC Umpire Netball - 25/11/2024 to 05/12/2024	84.00
8087.11075-01	11/12/2024	Koopa Evans				308.00
			INV	UMPIRE.05/12/24	SWSC Umpire Netball - 25/11/2024 to 05/12/2024	308.00
8087.11076-01	11/12/2024	Jemma Godfrey				140.00
			INV	UMPIRE.05/12/24	SWSC Umpire Netball - 25/11/2024 to 05/12/2024	140.00
8087.11131-02	11/12/2024	CHG-Meridan Australia Pty Ltd				14,566.62

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			INV	IAU00372521 IT Equipment Lease - 26/08/2024 to 25/11/2024	14,566.62
8087.11252-01	11/12/2024	Cassandra Ward			28.00
			INV	UMPIRE.05/12/24 SWSC Umpire Netball - 25/11/2024 to 05/12/2024	28.00
8087.11264-01	11/12/2024	Zali R Morgan			2,933.33
			INV	INV-0054 Noongar Country 2024 Curator Fee	2,933.33
8087.11345-01	11/12/2024	FVS Fire Services t/as Protector Fire Services			17,994.90
			INV	705399 Temporary Repairs to Fire Water Supply Tank Pipework	1,947.00
			INV	10097752 Tank Valve Replacement - Administration	1,045.00
			INV	10097751 Water Storage Tank Repairs - Administration	15,002.90
8087.11372-01	11/12/2024	Nixon Bunbury Pty Ltd			352.00
			INV	102047 Electrical Maintenance - Koombana Bay	352.00
8087.11399-01	11/12/2024	Jordan Brady			168.00
			INV	UMPIRE.05/12/24 SWSC Umpire Netball - 25/11/2024 to 05/12/2024	168.00
8087.11474-01	11/12/2024	Nat's Baked With Love			88.00
			INV	686Final Cupcakes - Library 50th Birthday Community Celebrations	88.00
8087.11552-01	11/12/2024	Simple Ben Stories			3,663.00
			INV	SBS_0297 CoDAP International Day of People with Disability	3,663.00
8087.1536-01	11/12/2024	SOS Office Equipment			370.39
			INV	SOS650259 Photocopier Meter Readings - Museum	85.46
			INV	SOS650252 Photocopier Meter Readings - Library	284.93
8087.161-01	11/12/2024	BCE Surveying Pty Ltd			6,098.40
			INV	15411 Road Dedication Surveys - Withers Structure Plan	6,098.40
8087.1716-01	11/12/2024	Tourism Council WA			1,650.00
			INV	R-02025-087 2025 Membership Renewal - BVIC	1,650.00
8087.1747-01	11/12/2024	U R Safe Pty Ltd			1,969.00
			INV	22570 Electric Security Fence Service - Depot	1,094.50
			INV	22571 Electric Security Fence Service - Animal Facility	874.50
8087.1771-01	11/12/2024	Earth 2 Ocean Communications			500.50
			INV	INV/2024/02010 Two-Way Radio Re-Program - 1GHY540	500.50
8087.1830-01	11/12/2024	West Australian Newspapers Ltd - Advertising			8,020.74
			INV	1009146220241130 Advertising - November 2024	8,020.74
8087.1838-01	11/12/2024	Synergy			1,362.84
			INV	786114270/DEC24 Electricity Charges - 02/10/2024 to 27/11/2024	248.90
			INV	984979080/DEC24 Electricity Charges - 25/09/2024 to 20/11/2024	104.85
			INV	665683150/DEC24 Electricity Charges - 02/10/2024 to 28/11/2024	132.07
			INV	167537070/NOV24 Electricity Charges - 03/10/2024 to 27/11/2024	864.02
			INV	362135790/NOV24 Gas Charges - 24/10/2024 to 27/11/2024	13.00
8087.2202-01	11/12/2024	Woolworths Limited			64.52
			INV	10874737 Pridefest Gift Hamper Prize Supplies - Library	64.52

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8087.2209-01	11/12/2024	Bidfood Australia (SWSC)				509.83
			INV	I64787098.BRY	SWSC Cafe Supplies	509.83
8087.277-01	11/12/2024	Bunbury Hyundai and Volkswagen				174.58
			INV	61765B	Wiper Blade Assemblies	174.58
8087.308-01	11/12/2024	Bunbury Retravision				2,790.00
			INV	63364564	TV - Forrest Park Pavilion	2,590.00
			INV	63364465	TV Wall Mount - Forrest Park Pavilion	200.00
8087.3167-01	11/12/2024	Perfect Landscapes				3,621.75
			INV	INV-9105	Slashing - Various Locations	3,621.75
8087.3204-01	11/12/2024	PFD Food Services Pty Ltd				1,806.50
			INV	LN925564	SWSC Cafe Supplies	1,806.50
8087.3279-01	11/12/2024	Bunbury Multicultural Group Inc				22,000.00
			INV	2425-041	Grant Funding - SW Multicultural Festival 2025	22,000.00
8087.335-01	11/12/2024	Bunnings Group Limited				340.06
			INV	2179/01503441	Cable Ties/Plant - Library	67.30
			INV	2179/01483417	Spring Toggles & Toggle Mate Ramset	39.78
			INV	2179/01486945	Timber/Paint	188.01
			INV	2179/99854568	Handshower Hand Set	44.97
8087.371-01	11/12/2024	Carbone Bros Pty Ltd				13,221.23
			INV	CLAIM#04202401	Bunbury Airport Apron Expansion - Claim 4	13,221.23
8087.4164-01	11/12/2024	ERG Electrics Pty Ltd				786.50
			INV	11343	Hands Oval Tower Lighting Repairs	786.50
8087.4437-01	11/12/2024	Department of Transport				418.60
			INV	8058976	Vehicle Details Search Requests - November 2024	418.60
8087.460-01	11/12/2024	Coates Hire Operations Pty Ltd				194.93
			INV	23736393	Equipment Hire - Floor Sander	194.93
8087.48-01	11/12/2024	Alinta Energy				40.35
			INV	167537070/DEC24	Gas Charges - 03/09/2024 to 28/11/2024	40.35
8087.5224-01	11/12/2024	Commercial Aquatics Australia Pty Ltd				8,126.25
			INV	32613	SWSC Preventative Plant Maintenance Filtration	8,126.25
8087.5725-01	11/12/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)				71.26
			INV	606614266	Stationery - BRAG	71.26
8087.5741-01	11/12/2024	Picton Tyre Centre Pty Ltd				2,188.00
			INV	D84209	Tyre Repairs - BY749	84.00
			INV	D84208	Tyre Repairs - 1GHY540	2,104.00
8087.5911-01	11/12/2024	Josh Byrne & Associates				11,667.15
			INV	3625	Environmental Sustainable Design Guidelines	11,667.15
8087.6095-01	11/12/2024	PVR Industrial Pty Ltd				379.23
			INV	R21428	Unblock Washdown Bay - Depot	379.23

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8087.6202-01	11/12/2024	Easisalary (Easifleet)				3,273.40
			INV	174553	Novated Lease Payment - F/E 03/12/2024	3,273.40
8087.6333-01	11/12/2024	Equans Mechanical Services Australia Pty Ltd				6,877.10
			INV	2604632	AirCon Maintenance - BREC	755.62
			INV	2604650	AirCon Maintenance - Administration	1,520.70
			INV	2604639	Aircon Maintenance - Museum	27.57
			INV	2604654	AirCon Maintenance - SSAC	266.61
			INV	2604629	AirCon Maintenance - Depot	1,404.39
			INV	2604634	AirCon Maintenance - SWSC	1,520.70
			INV	2604644	AirCon Maintenance - BRAG	199.19
			INV	2604655	AirCon Maintenance - SSAC	45.96
			INV	2604633	AirCon Maintenance - SWSC	1,136.36
8087.6453-01	11/12/2024	ASP Security Personnel / Alliance Security Personnel				8,389.70
			INV	6005	Security Services - Library/BRAG/Museum	8,389.70
8087.6475-01	11/12/2024	St John Ambulance Western Australia Ltd				2,460.00
			INV	STKINV00055934	Defibrillator for BREC Community Safety	2,460.00
8087.6798-01	11/12/2024	WINC Australia Pty Ltd				2,736.59
			INV	9046759019	Stationery - Administration	2,512.12
			INV	9046714949	Stationery - Infrastructure	196.62
			INV	9046721007	Stationery - Infrastructure	27.85
8087.6875-01	11/12/2024	Country Landscaping Pty Ltd				2,630.08
			INV	29013	Retic Parts	2,233.00
			INV	29374	Retic Parts	397.08
8087.7150-01	11/12/2024	Safe T Card Australia Pty Ltd				3,395.70
			INV	INV-39981	Alarm System Monitoring Quarterly Fees	3,395.70
8087.739-01	11/12/2024	Brownes Food Operations Pty Ltd				687.70
			INV	18147697	SWSC Cafe Supplies	687.70
8087.7403-01	11/12/2024	Safety & Rescue Equipment				27,856.40
			INV	12387	Safety Roof Access Systems Work - BREC	11,591.99
			INV	12412	Safety Roof Access Systems Work - SSAC	8,424.32
			INV	12416	Safety Roof Access Systems Work - Old Bus Station	7,840.09
8087.8144-01	11/12/2024	WA Mechanical and Site Services				4,236.09
			INV	INV-2509	Plant Service - BY745	2,212.09
			INV	INV-2502	Plant Maintenance - Generators	2,024.00
8087.8505-01	11/12/2024	Danielle Louise Butson				112.00
			INV	UMPIRE.05/12/24	SWSC Umpire Netball - 25/11/2024 to 05/12/2024	112.00
8087.8506-01	11/12/2024	Teresa Maria Halligan				168.00
			INV	UMPIRE.05/12/24	SWSC Umpire Netball - 25/11/2024 to 05/12/2024	168.00
8087.8507-01	11/12/2024	Julie Combes				616.00

City of Bunbury
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1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	UMPIRE.05/12/24 SWSC Umpire Netball - 25/11/2024 to 05/12/2024	616.00
8087.9116-01	11/12/2024	Cloutz Event Hire T/A Dj Cloutz			2,625.48
			INV	4529-3071 Games Hire for 2024 Staff Awards Presentation	2,625.48
8087.9359-01	11/12/2024	3D HR Legal Pty Ltd			330.00
			INV	INV-2051 2023/24 Solicitor Representation Letter for Audit	330.00
8087.9459-01	11/12/2024	West Australian Newspapers Ltd - BRAG			25.20
			INV	363675/NOV24 BRAG Newspapers	25.20
8087.9489-01	11/12/2024	Suzanne Howard			56.00
			INV	UMPIRE.05/12/24 SWSC Umpire Netball - 25/11/2024 to 05/12/2024	56.00
8087.9525-01	11/12/2024	Vanessa Rose Black			196.00
			INV	UMPIRE.05/12/24 SWSC Umpire Netball - 25/11/2024 to 05/12/2024	196.00
8087.9922-01	11/12/2024	The Trustee for the Easton Family Trust (Blue Steel Roofing)			4,092.00
			INV	INV-0516 Roof Repairs - PCYC	4,092.00
8088.7663-01	11/12/2024	Amanda Bell			1,666.00
			INV	3122024 Noongar Country 2024 Curator Fee	1,666.00
8089.10847-01	11/12/2024	Adrienne Marie Margaret Presser			102.57
			INV	ASN5650 Rates Refund	102.57
8089.11509-01	11/12/2024	Maureen Teresa Yardley & Paul Frederick Yardley			332.95
			INV	53160 Verge Crossover Contribution	332.95
8089.11518-01	11/12/2024	Danielle Tate			70.00
			INV	Refund291024 SWSC Refund - Swimming Lessons	70.00
8089.11546-01	11/12/2024	Nicola Delle Donne & Teresa Delle Donne			850.00
			INV	53217 Verge Crossover Contribution	850.00
8089.11557-01	11/12/2024	John Leendert Noordhoek			742.50
			INV	3497 Verge Crossover Contribution	742.50
8089.11562-01	11/12/2024	Kya Margaret McKenzie-Stubbs			623.51
			INV	ASN52938 Rates Refund	623.51
8089.11564-01	11/12/2024	Sarah Float			134.40
			INV	Refund031224 Refund - SWSC Membership	134.40
8089.11566-01	11/12/2024	Anita Helen Newhouse & James Newhouse			183.20
			INV	Refund041224 Refund - SWSC Birthday Party Slide Hire	183.20
8089.11567-01	11/12/2024	Cornelius Jacobus Mostert			80.20
			INV	Refund031224 Refund - SWSC Membership	80.20
8089.11570-01	11/12/2024	Bunbury & Busselton Eye Doctors			1,598.06
			INV	ASN8410 Rates Refund	1,598.06
8089.11571-01	11/12/2024	Anthony John Graham Fisher & Shirley Ann Fisher			685.46
			INV	ASN6535 Rates Refund	685.46
8089.11572-01	11/12/2024	Jace Alexandra Cormack			1,920.81
			INV	ASN5913 Rates Refund	1,920.81

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8089.6749-01	11/12/2024	Smith Constructions WA				83,381.50
			INV	INV-02561	Release of Retention - Forrest Park Pavilion	83,381.50
8089.9167-01	11/12/2024	Erwin Saliw-An Dornagon & Marlyn Duyan Dornagon				20,000.00
			INV	2610132	Bond Refund	20,000.00
8089.9395-02	11/12/2024	Karen Rosetta Parrick				500.00
			INV	ASN7286	Rates Refund	500.00
8090.10894-01	27/12/2024	Councillor P Ramesh				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.5425-01	27/12/2024	Mayor J De San Miguel				12,377.25
			INV	SITTING 2024/25	2024/25 Mayoral Allowance & Sitting Fees	12,377.25
8090.5612-01	27/12/2024	Councillor M Steck				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.5614-01	27/12/2024	Councillor K Steele				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.6845-01	27/12/2024	Councillor T Smith				4,879.73
			INV	SITTING 2024/25	2024/25 Deputy Mayoral Allowance & Sitting Fees	4,879.73
8090.6846-01	27/12/2024	Councillor T Brown				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.7978-01	27/12/2024	Councillor K Turner				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.7980-01	27/12/2024	Councillor C Kozisek				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.9521-01	27/12/2024	Councillor M Quain				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.9522-01	27/12/2024	Councillor G Ghasseb				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8090.9523-01	27/12/2024	Councillor B Andrew				2,856.50
			INV	SITTING 2024/25	2024/25 Councillor Sitting Fees	2,856.50
8091.10065-01	18/12/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix				290.00
			INV	SINV06435	Asphalt	290.00
8091.10325-01	18/12/2024	Family Pet Care Pty Ltd T/A Lawnswood Pty Ltd				120.00
			INV	CINV0011945	Animal Cremations	120.00
8091.10327-01	18/12/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW				1,881.00
			INV	INV-4204	Security Patrols - SWSC Basketball	627.00
			INV	INV-4194	Security Patrols - SWSC Basketball	627.00
			INV	INV-4346	Security Patrols - SWSC Basketball	627.00
8091.10345-01	18/12/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury				128.87
			INV	INV-5594	Laundry Services - Meat Inspectors Uniform	128.87
8091.10413-01	18/12/2024	Maria Vanessa Alonso Dominguez				1,305.00

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 2024-04 SWSC Yoga Instructor - September & October 2024	1,305.00
8091.10437-01	18/12/2024	Telstra Limited		37.25
			INV 2405239282/DEC24 Telephone Charges - Rates SMS	6.60
			INV 9774657700/DEC24 Telephone Charges - BVIC	30.65
8091.10447-02	18/12/2024	Cleanaway Pty Ltd (WASTE)		49,673.47
			INV 21820587 Disposal of Recyclable Materials	49,673.47
8091.10578-01	18/12/2024	Christine April De Blank		775.00
			INV 370 Photos for Christmas Lights Competition	775.00
8091.10579-01	18/12/2024	Pixiewood Creations		975.00
			INV 1267 Face Painting & Bubble Play - Christmas in the City	975.00
8091.10623-01	18/12/2024	The Trustee for the Wame Trust T/A When Adam Met Eve		2,541.00
			INV INV-0342 FY24 Annual Report Design & Cover/Back	2,541.00
8091.10676-01	18/12/2024	West Oz Linemarking Pty Ltd		7,848.50
			INV 9887 Linemarking - Frank Buswell Foreshore Path	7,139.00
			INV 9953 Linemarking - Edward Street	709.50
8091.10684-01	18/12/2024	The Trustee for Trinity Bunbury Trust T/A Mantra Bunbury Lighthouse		2,288.75
			INV INV_23399 RE-IGNITE Training Function Room & Equipment Hire	2,288.75
8091.10766-01	18/12/2024	Omicom Media Group Australia Pty Ltd		806.65
			INV 1798717 Advertising - SWSC Pool Liner Replacement Tender	494.78
			INV 1798714 Advertising - SWSC Pool Liner Replacement Tender	311.87
8091.10781-01	18/12/2024	South West Pets Bunbury Pty Ltd		1,481.25
			INV I0000002012 Reptile Enclosure Supplies - BWP	203.85
			INV I0000002013 Reptile Enclosure Supplies - BWP	59.90
			INV I0000002014 BWP Animal Feed	269.65
			INV I0000002018 BWP Animal Supplies	348.85
			INV I0000002019 Disinfectant - Animal Pound Supplies	599.00
8091.10879-01	18/12/2024	The Trustee for Auscam Family Trust T/A Totally Sound		561.00
			INV 16867 PA System Repairs SWSC	561.00
8091.10942-01	18/12/2024	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin		51.30
			INV 11671 Yellow Sand	51.30
8091.10992-01	18/12/2024	Work Clobber Bunbury - Infrastructure		220.00
			INV 24-00024436 PPE Boots - Infrastructure	220.00
8091.11009-01	18/12/2024	Aaron Stephen Rogers T/A Astral signs		737.00
			INV 102413 Signage Conditions of Entry - BWP	737.00
8091.11035-01	18/12/2024	Liven Australia Pty Ltd		129.80
			INV 2024-94272 BWP Monthly Subscription - December 2024	129.80
8091.11050-01	18/12/2024	Busselton Farmers Market		934.09
			INV IN00009348 SWSC Cafe Supplies	217.00
			INV IN00009349 SWSC Cafe Supplies	9.40

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV IN00009698 SWSC Cafe Supplies	151.01
			INV IN00010292 SWSC Cafe Supplies	194.90
			INV IN00010485 SWSC Cafe Supplies	147.27
			INV IN00010913 SWSC Cafe Supplies	214.51
8091.11140-01	18/12/2024	Vogue Office Furniture		3,445.00
			INV 175 Office Furniture - Table	3,445.00
8091.11235-01	18/12/2024	Wight and Emmett (Bensarcosa Pty Ltd)		277.40
			INV I0000014020 BWP Animal Feed	277.40
8091.11259-01	18/12/2024	PFI Supplies		199.90
			INV 8091 Urinal Mats/Toilet Brushes/Air Fresheners	199.90
8091.11261-01	18/12/2024	The Drug Detection Agency - South Perth WA		1,028.50
			INV INV-SPE1652 Staff Drug & Alcohol Testing	1,028.50
8091.11292-01	18/12/2024	Australind Landscaping Supplies		95.00
			INV 33160 Equipment Hire - Aerator	95.00
8091.11301-01	18/12/2024	Bunbury Indoor Beach Volleyball		480.84
			INV 1371 SWSC Cafe Supplies	40.62
			INV 1383 SWSC Cafe Supplies	40.62
			INV 1386 SWSC Cafe Supplies	34.02
			INV 1390 SWSC Cafe Supplies	40.62
			INV 1401 SWSC Cafe Supplies	40.62
			INV 1409 SWSC Cafe Supplies	40.62
			INV 1428 SWSC Cafe Supplies	40.62
			INV 1432 SWSC Cafe Supplies	40.62
			INV 1445 SWSC Cafe Supplies	40.62
			INV 1455 SWSC Cafe Supplies	40.62
			INV 1450 SWSC Cafe Supplies	40.62
			INV 1462 SWSC Cafe Supplies	40.62
8091.11323-01	18/12/2024	Ampol Petroleum Distributors Pty Ltd		425.62
			INV SI4786513 Unleaded Petrol	425.62
8091.11333-01	18/12/2024	Great Minds Media		484.00
			INV INV-0528 Photography & Video Services - Kelsey Ashe BRAG	484.00
8091.11345-01	18/12/2024	FVS Fire Services t/as Protector Fire Services		66.00
			INV 10097831 Quarterly Fire Door Inspection - BREC	66.00
8091.11372-01	18/12/2024	Nixon Bunbury Pty Ltd		7,356.62
			INV 102024 Electrical Maintenance - SWSC	6,143.50
			INV 102099 Electrical Maintenance - Queens Gardens	451.48
			INV 102096 Electrical Maintenance - Bunbury Bus Station	203.50
			INV 102201 Electrical Maintenance - Bunbury Library	558.14
8091.11489-01	18/12/2024	Perth Pressure Washer Hire & Sales		33,880.00

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 790 Pressure Washing Unit & Trailer	30,250.00
			INV 789 Equipment Hire - Pressure Washing Unit	3,630.00
8091.11499-01	18/12/2024	Civil Survey Solutions		6,589.00
			INV 12044 Civil Site Design 2025 Multi-User Annual Subscription	6,589.00
8091.11559-01	18/12/2024	Meridian 109		44,000.00
			INV INV-0001 Strategic Infrastructure Projects Services	44,000.00
8091.1502-01	18/12/2024	Shire of Capel		135.00
			INV 31276 Freedom of Information Application	135.00
8091.1536-01	18/12/2024	SOS Office Equipment		123.81
			INV SOS650243 Photocopier Meter Readings - BWP	123.81
8091.1571-01	18/12/2024	Steann Pty Ltd		104,165.36
			INV 15624 Bulk Verge Hardwaste Collection	104,165.36
8091.171-01	18/12/2024	Bell Fire Equipment Company Pty Ltd		176.00
			INV INV-21117 SCBA Cylinder Refill & Hydrostatic Test & Refill	176.00
8091.1827-01	18/12/2024	Wesfarmers Kleenheat Gas Pty Ltd		22,420.67
			INV 963683 SWSC Gas Charges November 2024	22,420.67
8091.1838-01	18/12/2024	Synergy		223.03
			INV 407491810/DEC24 Electricity Charges - 15/10/2024 to 18/11/2024	223.03
8091.1868-01	18/12/2024	Workforce Road Services Pty Ltd		687.50
			INV L4164 Linemarking - Sandridge/King Road	687.50
8091.1941-01	18/12/2024	Bunbury Geographe Chamber of Commerce & Industry		9,900.00
			INV 10665 LGA Gold Partner Renewal October 2024/2025	9,900.00
8091.197-01	18/12/2024	BOC Limited		257.40
			INV 4038049251 Gas Charges - SWSC	257.40
8091.2109-01	18/12/2024	ALS Library Services Pty Ltd		106.86
			INV 116304 Local Stock - Library	76.47
			INV 116305 Library Local Stock	30.39
8091.2123-01	18/12/2024	Bunbury Basketball Association		8,800.00
			INV INV-0223 Community Courts - Project Management Services 2024	8,800.00
8091.2136-01	18/12/2024	Leschenault Catchment Council (LCC) Incorporated		18,544.01
			INV 334 Natural Resources Management Services November 2024	18,544.01
8091.2202-01	18/12/2024	Woolworths Limited		137.58
			INV 10888696 Hair Ties - SWSC	30.00
			INV 11070379 BWP Animal Feed	88.88
			INV 10983548 BWP Animal Supplies	18.70
8091.2209-01	18/12/2024	Bidfood Australia (SWSC)		4,556.82
			INV I64636676.BRY SWSC Cafe Supplies	786.13
			INV I64666943.BRY SWSC Cafe Supplies	752.46
			INV I64712032.BRY SWSC Cafe Supplies	8.83

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			INV	I64712033.BRY SWSC Cafe Supplies	1,195.66
			INV	I64742939.BRY SWSC Cafe Supplies	1,155.68
			INV	I64818418.BRY SWSC Cafe Supplies	658.06
8091.2267-01	18/12/2024	Les Mills Asia Pacific			1,624.81
			INV	LMB1268511 SWSC Gym Licence Fee - December 2024	1,624.81
8091.2430-01	18/12/2024	Picton Automotive Engineering			112.00
			INV	41074 Rear Vision Mirror Assembly - BY353L	112.00
8091.2579-01	18/12/2024	TJ Depiazzi & Sons			3,086.82
			INV	INV-4804 Budget Blended Mix	3,086.82
8091.271-01	18/12/2024	Bunbury Harvey Regional Council			86,987.64
			INV	INV-5351 Organics Disposal Banksia Road - November 2024	43,985.30
			INV	INV-5336 Waste Disposal Cleanaway - November 2024	43,002.34
8091.2849-01	18/12/2024	Waterlogic Australia Pty Ltd			562.10
			INV	4574386 SWSC Equipment Rental Service - December 2024	562.10
8091.2859-01	18/12/2024	Promote You			105.60
			INV	136486 Logo Embroidery - SWSC	105.60
8091.289-01	18/12/2024	Bunbury Mower Service Pty Ltd			42.00
			INV	76212#6 Mower Parts/Repairs	42.00
8091.292-01	18/12/2024	Bunbury Nissan			338.00
			INV	338073 Plant Service - BYCITY1	338.00
8091.319-01	18/12/2024	Bunbury Tennis Club			1,000.00
			INV	INV-0011 Bunbury Tennis Club Rebound Wall Project 2024	1,000.00
8091.3204-01	18/12/2024	PFD Food Services Pty Ltd			10,827.20
			INV	LN749171 SWSC Cafe Supplies	1,216.25
			INV	LN778766 SWSC Cafe Supplies	1,148.40
			INV	LN821383 SWSC Cafe Supplies	1,722.30
			INV	LN895549 SWSC Cafe Supplies	1,052.40
			INV	LN969226 SWSC Cafe Supplies	1,010.35
			INV	LN955297 SWSC Cafe Supplies	1,354.10
			INV	LO229760 BWP Kiosk Supplies	613.00
			INV	LO229759 SWSC Cafe Supplies	1,164.95
			INV	LO216423 SWSC Cafe Supplies	1,545.45
8091.335-01	18/12/2024	Bunnings Group Limited			569.56
			INV	2179/01293814 Key Cut	4.53
			INV	2179/01487099 Filler Foam/PVC Caps/Screws/Paint Brushes/Gloves	380.73
			INV	2179/01491129 Wire Mesh	184.30
8091.3376-01	18/12/2024	Sonic HealthPlus			1,070.08
			INV	3457847 Pre-Employment Medicals	490.49
			INV	3460124 Pre-Employment Medicals	490.49

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			INV	3461132	Pre-Employment Medicals	89.10	
8091.3513-01	18/12/2024	Total Green Recycling					2,044.35
			INV	INV17102	eWaste Processing	2,044.35	
8091.3665-01	18/12/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies					8,185.15
			INV	240484106	PPE / Sunscreen / Tools	1,830.98	
			INV	240489181	Milwaukee Red Lithium Battery	4,778.40	
			INV	240490247	Shockwave Power Bit Socket Adapter	42.92	
			INV	260305437	Mesh	1,532.85	
8091.4391-01	18/12/2024	Battery World Bunbury					119.60
			INV	IN6100073831	Battery Replacement	119.60	
8091.454-01	18/12/2024	Cleanaway Pty Ltd (SWSC)					196.37
			INV	21821238	Bin Hire - SWSC	196.37	
8091.4567-01	18/12/2024	People Sense					645.90
			INV	51132	EAP Counselling	645.90	
8091.462-02	18/12/2024	Coca Cola Amatil (Aust) Pty Ltd					6,917.96
			INV	235347460	SWSC Cafe Supplies	1,604.18	
			INV	235400675	SWSC Cafe Supplies	1,613.39	
			INV	235452753	SWSC Cafe Supplies	1,452.09	
			INV	235509110	SWSC Cafe Supplies	2,248.30	
8091.48-01	18/12/2024	Alinta Energy					112.80
			INV	309001384/NOV24	Gas Charges - 21/08/2024 to 19/11/2024	112.80	
8091.4984-01	18/12/2024	Talent Propeller Trust					4,625.50
			INV	IN800035	Monthly Website Subscriptions - November 2024	704.00	
			INV	IN800543	Recruitment Advertising	1,903.00	
			INV	IN801077	Recruitment Advertising	863.50	
			INV	IN801101	Recruitment Advertising	1,045.00	
			INV	IN800161	Website Rentals Subscription - November 2024	55.00	
			INV	IN800164	Website Rentals Subscription - November 2024	55.00	
8091.5036-01	18/12/2024	Environex International Pty Ltd					7,901.75
			INV	326612	SWSC Chemicals and Cleaning Supplies	172.56	
			INV	326899	SWSC Chemicals and Cleaning Supplies	181.76	
			INV	327039	SWSC Chemicals and Cleaning Supplies	952.06	
			INV	327040	SWSC Chemicals and Cleaning Supplies	651.57	
			INV	327316	SWSC Chemicals and Cleaning Supplies	791.21	
			INV	327317	SWSC Chemicals and Cleaning Supplies	72.17	
			INV	327493	SWSC Chemicals and Cleaning Supplies	166.36	
			INV	327492	SWSC Chemicals and Cleaning Supplies	4,914.06	
8091.5224-01	18/12/2024	Commercial Aquatics Australia Pty Ltd					3,052.50
			INV	33261	Spa Soda Ash Mixer - SWSC	3,052.50	

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>
8091.5300-01	18/12/2024	BCF Boating Camping Fishing - Bunbury			48.97
			INV	103600001272493 Drain Plug/Marine Sealant - SWSC	48.97
8091.5412-01	18/12/2024	Picton Civil Pty Ltd			5,445.00
			INV	P20220 Machinery Hire - Parade Road	1,375.00
			INV	P20244 Hire of Machinery	4,070.00
8091.5536-01	18/12/2024	CNW Pty Ltd			112.07
			INV	161228837 Electrical Supplies	112.07
8091.5699-01	18/12/2024	Specialty Feeds Pty Ltd			741.18
			INV	40047 BWP Animal Feed	741.18
8091.5725-01	18/12/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)			118.90
			INV	606225328 Stationery - Library	118.90
8091.5741-01	18/12/2024	Picton Tyre Centre Pty Ltd			90.00
			INV	D84310 Tyre Repairs - BY735	45.00
			INV	D84321 Tyre Repairs - BY701	45.00
8091.6045-01	18/12/2024	IXOM Operations Pty Ltd			4,457.24
			INV	6887396 Chlorine Gas - SWSC	4,119.98
			INV	6894874 Chlorine Gas - SWSC	337.26
8091.6221-01	18/12/2024	West Australian Newspapers Ltd - SWSC			613.44
			INV	73610112024 SWSC Newspapers	192.08
			INV	73617112024 SWSC Newspapers	119.41
			INV	73624112024 SWSC Newspapers	187.54
			INV	73601122024 SWSC Newspapers	96.21
			INV	73608122024 SWSC Newspapers	18.20
8091.6266-01	18/12/2024	CB Traffic Solutions Pty Ltd			7,017.45
			INV	18009 Traffic Management - Fielder Street	5,060.00
			INV	18006 Traffic Management - Ocean Drive	616.00
			INV	18007 Traffic Management - Bussell Highway	1,341.45
8091.6335-01	18/12/2024	Mrs L P Brown			59.35
			INV	Reimburse0912 Reimbursement - Heritage Advisory Committee Meeting	59.35
8091.6391-01	18/12/2024	Sports Marketing Australia Pty Ltd			1,100.00
			INV	3768 Finder's Fee - Open Water Swim Series	1,100.00
8091.6453-01	18/12/2024	ASP Security Personnel / Alliance Security Personnel			1,782.00
			INV	6004 Banking & Mail Services - November 2024	1,782.00
8091.6475-01	18/12/2024	St John Ambulance Western Australia Ltd			1,766.63
			INV	STKINV00056147 First Aid Supplies	161.75
			INV	STKINV00055969 First Aid Kit Supplies	1,534.88
			INV	STKINV00056014 First Aid Supplies	28.00
			INV	STKINV00055987 COB First Aid Supplies	42.00
8091.6592-01	18/12/2024	StrataGreen			27.09

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>	<i>Amount</i>	
			INV	170859	Felco Secateur Springs	27.09	
8091.6593-01	18/12/2024	Spencer Signs					5,936.48
			INV	34612	Signage - SWSC Swim School Office	3,159.53	
			INV	34564	Pool Signage - SWSC	2,776.95	
8091.67-01	18/12/2024	Collins Booksellers Bunbury					570.45
			INV	490156	Iluka Visions Book Prizes - BRAG	570.45	
8091.6798-01	18/12/2024	WINC Australia Pty Ltd					45.06
			INV	9046801960	Stationery - SWSC	15.50	
			INV	9046782823	Stationery - Administration	14.03	
			INV	9046762076	Stationery - Administration	15.53	
8091.6845-01	18/12/2024	Councillor T Smith					198.43
			INV	Allowance2311	Private Vehicle Allowance Claim	198.43	
8091.7151-01	18/12/2024	Procure Locksmiths					1,120.01
			INV	21048	Key/Lock Repairs - SES Electrical Cabinet	220.01	
			INV	21182	Lock & Indicator Sets	900.00	
8091.7283-01	18/12/2024	Team Global Express (IPEC) Pty Ltd					39.62
			INV	0669-0209150	Freight	39.62	
8091.739-01	18/12/2024	Brownes Food Operations Pty Ltd					1,579.14
			INV	18134978	SWSC Cafe Supplies	769.72	
			INV	18122918	SWSC Cafe Supplies	809.42	
8091.7714-01	18/12/2024	Michael Phillip Finn					3,375.00
			INV	VP424519	Mental Health First Aid Training Sessions	3,375.00	
8091.7744-01	18/12/2024	Super Cheap Auto Pty Ltd					36.95
			INV	814900001626225	Allen Key Set	36.95	
8091.7760-01	18/12/2024	The Flynn Family Trust T/A South West Cleaning					797.50
			INV	8465	Window Cleaning - SWSC	797.50	
8091.7767-01	18/12/2024	Netstar Australia Pty Ltd					23,108.80
			INV	195549	Installation of VCAM Monitoring Cameras for Waste	23,108.80	
8091.7810-01	18/12/2024	Gray-Nicolls Sports Pty Ltd					396.00
			INV	1632459	Netballs - SWSC	396.00	
8091.7918-01	18/12/2024	Tutt Bryant Hire Pty Ltd					955.63
			INV	5244093	Machinery Hire - Parade Road	955.63	
8091.8033-01	18/12/2024	Essential Coffee Pty Ltd					3,015.09
			INV	SI-00318217	SWSC Cafe Supplies	1,373.55	
			INV	SI-00319176	SWSC Cafe Supplies	60.50	
			INV	SI-00318964	SWSC Cafe Supplies	1,581.04	
8091.8105-01	18/12/2024	Spice Journey					1,860.00
			INV	INV-0046	Catering - Staff Awards Presentation	1,860.00	
8091.83-01	18/12/2024	Aqwest					17,048.64

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			INV	41193608/OCT24	Consumption Charges - 02/07/2024 to 03/10/2024	17,048.64	
8091.8311-01	18/12/2024	Marchese Enterprises Pty Ltd t/as MJ Goods					1,578.80
			INV	N21402	Plastic bags - Depot	1,578.80	
8091.8366-01	18/12/2024	Bunbury Flower Place					115.00
			INV	INV-1391	Wreath - White Ribbon day	115.00	
8091.8791-01	18/12/2024	The Trustee for the Folan Family Trust T/A Inspired Dev't Sol Pty Ltd					2,230.10
			INV	2272	The Key to Thriving Organisations Workshop	2,230.10	
8091.8880-01	18/12/2024	Iconic Property Services Pty Ltd					2,896.35
			INV	PSI040806	Cleaning Services - Hay Park South Pavilion	965.45	
			INV	PSI040735	Cleaning Services - Hay Park South Pavilion	965.45	
			INV	PSI040734	Cleaning Services - Hay Park South Pavilion	965.45	
8091.894-01	18/12/2024	Hospitality House Aust					760.00
			INV	155473	Shelving	760.00	
8091.9316-01	18/12/2024	West Australian Newspapers Ltd - Libraries					19.20
			INV	95928/DEC24	Library Newspapers	19.20	
8091.9317-01	18/12/2024	West Australian Newspapers Ltd - Administration					126.01
			INV	95915/DEC24	Newspapers - Administration	126.01	
8091.9359-01	18/12/2024	3D HR Legal Pty Ltd					12,368.95
			INV	INV-2022	Legal Fees	1,727.55	
			INV	INV-2020	Legal Fees	1,118.70	
			INV	INV-2019	Legal Fees	562.65	
			INV	INV-2023	Legal Fees	8,800.00	
			INV	INV-2021	Legal Fees	160.05	
8091.958-01	18/12/2024	South West Isuzu					435.00
			INV	1643061	Plant Service - BY358V	435.00	
8091.959-01	18/12/2024	Jetline Kerbing Contractors					14,049.20
			INV	INV-1641	Kerbing - Fielder Street	14,049.20	
8091.9592-01	18/12/2024	Prime Television Southern Pty Ltd					2,948.00
			INV	525132	Advertising - Mosquito Awareness Campaign	2,948.00	
8091.9625-01	18/12/2024	ATC Work Smart Inc					179.00
			INV	INV013034	Staff First Aid Course	179.00	
8091.9735-01	18/12/2024	Centurion Transport Co Pty Ltd T/A Centurion Transport					377.25
			INV	SI0691742	Freight - BWP Animal Feed	377.25	
8091.9822-01	18/12/2024	Forge Civil					6,864.00
			INV	2016	Machinery Hire - Frank Buswell Foreshore	6,864.00	
8091.9851-01	18/12/2024	Fagan Motors Pty Ltd t/as Bunbury Mitsubishi & Bunbury Holden					408.18
			INV	819407	Plant Service - 1ILC945	408.18	
8091.9954-01	18/12/2024	Sapio Pty Ltd					3,568.19
			INV	287387	CCTV Maintenance - Administration	3,568.19	

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8092.10065-01	18/12/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix				430.00
			INV	SINV06446	Asphalt	100.00
			INV	SINV06389	Greenwaste	330.00
8092.10248-01	18/12/2024	Karyn Rowe				168.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	168.00
8092.1025-01	18/12/2024	Kite Kinetics				481.80
			INV	92	Library Kite Making Workshop	481.80
8092.10327-01	18/12/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW				9,596.57
			INV	INV-4124	Security Alarm Responses - November 2024	2,262.15
			INV	INV-4359	Event Security - Christmas in the City 2024	7,334.42
8092.10383-01	18/12/2024	Fiore Family Trust T/A LD Total				21,813.00
			INV	140943	Frank Buswell Foreshore Irrigation	10,835.00
			INV	140944	Frank Buswell Foreshore Irrigation	3,371.50
			INV	141732	College Grove Entry Irrigation Works	687.50
			INV	140906	Weekly Tree Watering Service	6,919.00
8092.10671-01	18/12/2024	Therese Marie Price				112.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	112.00
8092.10766-01	18/12/2024	Omnicom Media Group Australia Pty Ltd				419.38
			INV	1806620	Advertising - BREC Stage Maintenance Tender	419.38
8092.10871-01	18/12/2024	The Funk Factory				3,960.00
			INV	INV-1101	Entertainment - Christmas in the City 2024	3,960.00
8092.10879-01	18/12/2024	The Trustee for Auscam Family Trust T/A Totally Sound				1,056.00
			INV	16868	Installation of SWSC PA System	1,056.00
8092.10958-01	18/12/2024	Chester D Nealie & Janice H Irvine-Nealie				3,200.00
			INV	286	Acquisition of Ceramic Bottle - BRAG	3,200.00
8092.11050-01	18/12/2024	Busselton Farmers Market				132.38
			INV	IN00011407	SWSC Cafe Supplies	132.38
8092.11075-01	18/12/2024	Koopa Evans				196.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	196.00
8092.11076-01	18/12/2024	Jemma Godfrey				112.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	112.00
8092.11213-01	18/12/2024	Caroline James Event Pty Ltd / Atelier - House of Events Pty Ltd				4,400.00
			INV	INV-1375	Grant Funding - Lost Found Festival	4,400.00
8092.11252-01	18/12/2024	Cassandra Ward				28.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	28.00
8092.11284-01	18/12/2024	A1 Sign Shop				2,186.25
			INV	INV-0835	Signs - Reflective Workmen	2,186.25
8092.11296-01	18/12/2024	Eco Faeries				1,350.00
			INV	241207	Event Entertainment - Christmas in the City 2024	1,350.00

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8092.11301-01	18/12/2024	Bunbury Indoor Beach Volleyball			40.62
			INV 1467	SWSC Cafe Supplies	40.62
8092.11372-01	18/12/2024	Nixon Bunbury Pty Ltd			1,595.13
			INV 102200	Electrical Maintenance - SWSC	657.38
			INV 102197	Electrical Maintenance - Bicentennial Square	748.00
			INV 102180	Electrical Maintenance - Scott St/Back Beach BBQ	189.75
8092.11399-01	18/12/2024	Jordan Brady			84.00
			INV UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	84.00
8092.11489-01	18/12/2024	Perth Pressure Washer Hire & Sales			1,815.00
			INV 809	Equipment Hire - Pressure Washer	1,815.00
8092.1419-01	18/12/2024	Holcim Australia Pty Ltd			425.92
			INV 9409583814	Concrete - Prince Phillip Drive	425.92
8092.1536-01	18/12/2024	SOS Office Equipment			195.07
			INV SOS647080	Photocopier Meter Readings - Museum	195.07
8092.1571-01	18/12/2024	Steann Pty Ltd			35,008.32
			INV 15924	Bulk Verge - Greenwaste Collection	35,008.32
8092.1613-01	18/12/2024	South West Locksmiths			160.23
			INV 21673	Padlock for Restricted keys - Bunbury Museum	88.36
			INV 21672	Restricted Keys - Forrest Park	71.87
8092.1838-01	18/12/2024	Synergy			37,929.85
			INV 804050300/DEC24	Electricity Charges - 15/10/2024 to 18/11/2024	1,578.13
			INV 297214110/NOV24	Electricity Charges - 15/10/2024 to 18/11/2024	798.22
			INV 337812770/NOV24	Electricity Charges - 15/10/2024 to 18/11/2024	2,340.62
			INV 194258760/NOV24	Electricity Charges - 15/10/2024 to 18/11/2024	201.70
			INV 324624410/NOV24	Electricity Charges - 17/09/2024 to 14/11/2024	1,349.68
			INV 250842960/NOV24	Electricity Charges - 13/09/2024 to 11/11/2024	218.47
			INV 218944510/NOV24	Electricity Charges - 15/10/2024 to 18/11/2024	31,443.03
8092.1860-01	18/12/2024	WML Consultants			20,168.50
			INV 32391	Structural Assessment of Retaining Wall - Acacia St	4,218.50
			INV 32422	Geotechnical Investigation - Bicentennial Square	15,950.00
8092.2202-01	18/12/2024	Woolworths Limited			719.47
			INV 11279645	Library Stock & Supplies	422.70
			INV 11263792	SWSC Membership Challenge Prize	50.00
			INV 11297258	Library Christmas Event Supplies	128.07
			INV 11233735	Christmas in the City 2024 - Event Supplies	118.70
8092.2209-01	18/12/2024	Bidfood Australia (SWSC)			1,921.77
			INV I64899954.BRY	SWSC Cafe Supplies	1,921.77
8092.256-01	18/12/2024	Bunbury Cleaning Services			2,294.64
			INV 13160	Cleaning Services - Christmas in the City 2024	2,294.64

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8092.2579-01	18/12/2024	TJ Depiazzi & Sons				4,695.90
			INV	INV-5117	Pinebark Mulch	4,695.90
8092.271-01	18/12/2024	Bunbury Harvey Regional Council				60,181.31
			INV	INV-5357	Waste Disposal for Hard Waste Collections	60,181.31
8092.289-01	18/12/2024	Bunbury Mower Service Pty Ltd				140.00
			INV	76308#6	Mower Parts/Repairs	140.00
8092.3-01	18/12/2024	A & L Printers				187.00
			INV	66140	Novelty Cheque Print - Christmas Lights Prize	187.00
8092.3204-01	18/12/2024	PFD Food Services Pty Ltd				3,059.20
			INV	LO263905	SWSC Cafe Supplies	1,314.90
			INV	LO246662	SWSC Cafe Supplies	342.90
			INV	LO246661	SWSC Cafe Supplies	1,401.40
8092.359-01	18/12/2024	Cancer Council of Western Australia Inc				2,200.00
			INV	1951863	Grant Funding - Relay for Life	2,200.00
8092.3637-01	18/12/2024	MJB Industries Pty Ltd				1,316.00
			INV	14765	Drainage Supplies	1,316.00
8092.3655-01	18/12/2024	Better Life Centre				644.00
			INV	324201	Shower Chairs	644.00
8092.4167-01	18/12/2024	The Print Shop Bunbury				203.50
			INV	1678414	SWSC VAC Swim passes	203.50
8092.4534-01	18/12/2024	Bunbury United Soccer Club				1,100.00
			INV	447	Grant Funding - 2024 Bunbury Kambarang Junior Soccer	1,100.00
8092.462-01	18/12/2024	Coca Cola Amatil (Aust) Pty Ltd				894.72
			INV	235569956	BWP Kiosk Supplies	894.72
8092.462-02	18/12/2024	Coca Cola Amatil (Aust) Pty Ltd				2,082.66
			INV	235569905	SWSC Cafe Supplies	2,082.66
8092.4644-01	18/12/2024	Silverfern Computers				78,163.51
			INV	20853	Trend Micro Software - Annual Subscription	76,246.21
			INV	20880	Annual Subscription - Watchguard Security Suite	1,917.30
8092.4891-01	18/12/2024	Data#3 Ltd				311.85
			INV	SIN000255960	Snagit-24 Software Maintenance	311.85
8092.5536-01	18/12/2024	CNW Pty Ltd				763.40
			INV	161228541	Electrical Supplies	763.40
8092.5817-01	18/12/2024	Bunbury Bus Hire				880.00
			INV	54031	Bus Hire - Guests from City of Jiaxing	880.00
8092.6266-01	18/12/2024	CB Traffic Solutions Pty Ltd				719.40
			INV	17902	Traffic Management - Forrest Highway	719.40
8092.6333-01	18/12/2024	Equans Mechanical Services Australia Pty Ltd				5,665.00
			INV	2610605	Aircon Repairs - BREC	4,664.00

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			INV	2610559	AirCon Maintenance - Bunbury Bowling Club	1,001.00	
8092.6385-01	18/12/2024	Cable Force					558.13
			INV	INV-4929	Location of Services - Forrest Park	558.13	
8092.6492-01	18/12/2024	Robert's Tilt Tray & Hiab Service					2,640.00
			INV	37258	Deliver of Equipment - Christmas in the City 2024	2,640.00	
8092.6788-01	18/12/2024	Stratham Rural Service					2,236.25
			INV	384	Riverlea Estate Iron Filter Services & Parts	2,236.25	
8092.6798-01	18/12/2024	WINC Australia Pty Ltd					820.56
			INV	9046846980	Stationery - SWSC	148.03	
			INV	9046810584	Stationery - SWSC	73.89	
			INV	9046808852	Stationery - SWSC	598.64	
8092.6865-01	18/12/2024	ABEC Environmental Consulting Pty Ltd					10,560.00
			INV	973	Contaminated Sites Annual Surface/Site Walkovers	10,560.00	
8092.6875-01	18/12/2024	Country Landscaping Pty Ltd					241.01
			INV	29634	Pump Maintenance - Jarvis Street	241.01	
8092.6973-01	18/12/2024	Jaycar Electronics					129.00
			INV	1126834	Thermometer	129.00	
8092.739-01	18/12/2024	Brownes Food Operations Pty Ltd					851.00
			INV	18159790	SWSC Cafe Supplies	851.00	
8092.7860-01	18/12/2024	South West Sand Cleaning					13,492.60
			INV	INV-SW00194	Soft Fall Top Ups - Fitzgerald Park/Kelly Park/Len Nisbett	13,492.60	
8092.7882-01	18/12/2024	Mitchell James					900.00
			INV	7	Entertainment - Christmas in the City 2024	900.00	
8092.8226-01	18/12/2024	Nutrien Ag Solutions Limited					1,155.00
			INV	911926142	Herbicide	1,155.00	
8092.8505-01	18/12/2024	Danielle Louise Butson					112.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	112.00	
8092.8506-01	18/12/2024	Teresa Maria Halligan					28.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	28.00	
8092.8507-01	18/12/2024	Julie Combes					280.00
			INV	UMPIRE.19/12/24	SWSC Umpire Netball - 09/12/2024 to 19/12/2024	280.00	
8092.9300-02	18/12/2024	Katelyn Whitehurst					1,666.66
			INV	14/11/2024	Noongar Country 2024 Curator Fee - BRAG	1,666.66	
8092.959-01	18/12/2024	Jetline Kerbing Contractors					28,754.00
			INV	INV-1640	Footpath Repairs - Cranbrook Way	28,754.00	
8092.9603-01	18/12/2024	Clark Rubber Bunbury					185.00
			INV	165507	Foam Mats - SWSC	185.00	
8092.9880-01	18/12/2024	Abbey Murray Photography					891.00
			INV	INV-1001	Photography Services - Christmas in The City	891.00	

City of Bunbury
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8093.2753-01	20/12/2024	BP Australia Ltd	INV	13514811	BP Fuel - November 2024	32,399.48
8093.3048-01	20/12/2024	Ampol (Caltex) Australia Petroleum Pty Ltd	INV	659540	Ampol Fuel - November 2024	12,447.47
8094.9753-01	24/12/2024	Perkins WA Pty Ltd T/A Perkins Builders	INV	12821	Hands Oval Stadium Progress Claim	641,408.45
8095.271-01	18/12/2024	Bunbury Harvey Regional Council	INV	INV-5291	Member Council Contribution - Operational Expenses	225,000.00
8096.11281-02	18/12/2024	Leon Jackson	INV	Reimburse0912	Reimbursement - Catering for Community Environment	258.92
8096.11491-01	18/12/2024	Gnaala Karla Booja Aboriginal Corporation	INV	2940118	Bond Refund	500.00
8096.11561-01	18/12/2024	Chris Dore	INV	2952163	Bond Refund - Koolambidi Woola	100.00
8096.11573-01	18/12/2024	Vanessa Bassett	INV	Refund101224	Refund - BRAG Creative Kids After School Art Classes	166.25
8096.11575-01	18/12/2024	Sonam Choden	INV	Refund051224	Refund - SWSC Swimming Lessons	87.50
8096.11576-01	18/12/2024	Jenna Lynn McFarlane & Christopher Iain McFarlane	INV	ASN14352	Rates Refund	1,837.36
8096.11577-01	18/12/2024	Munchkin Manor Child Care Inc	INV	ASN10558	Rates Refund	1,544.50
8096.11578-01	18/12/2024	Lakshmanan Alagappan	INV	ASN52669	Rates Refund	2,521.59
8096.11579-01	18/12/2024	HTEC Bunbury	INV	ASN9826	Rates Refund	3,128.72
8096.11580-01	18/12/2024	Jayne Anne Spalding	INV	ASN5892	Rates Refund	74.42
8096.11582-01	18/12/2024	Mr Black Family Custodian Pty Ltd	INV	ASN16383	Rates Refund	395.80
8096.8738-01	18/12/2024	Mediaworx Pty Ltd T/A Paradise Day Spa	INV	ASN3712	Rates Refund	1,771.49
8097.136-01	19/12/2024	Australian Taxation Office	INV	PP25-13	PAYG for COB Staff - F/E 17/12/2024	252,929.76
8098.10470-01	20/12/2024	Aware Super Clearing House	INV	PP25-13	Superannuation for COB Staff - F/E 17/12/2024	189,622.25
8099.10065-01	24/12/2024	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix	INV	SINV06468	Greenwaste Fee	240.00
			INV	SINV06483	Asphalt & Emulsion	190.00

City of Bunbury
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COB Municipal Account

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8099.10244-01	24/12/2024	Dellawick Family Trust T/A Lonsdale Party Hire			225.00
			INV	INV-3432 Chair Hire - Christmas in the City 2024	225.00
8099.10327-01	24/12/2024	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW			914.38
			INV	INV-4383 Security Patrols - SWSC Basketball 11/12/2024	287.38
			INV	INV-4382 Security Patrols - SWSC Basketball 4 & 06/12/2024	627.00
8099.10345-01	24/12/2024	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury			126.23
			INV	INV-5631 Laundry Services - Meat Inspectors Uniform	126.23
8099.10437-01	24/12/2024	Telstra Limited			446.81
			INV	4771557545/DEC24 Telephone Charges - Rainman SIMs	446.81
8099.10510-01	24/12/2024	Cat Haven			11.00
			INV	CH241133 Cat Adoption Report - November 2024	11.00
8099.10717-01	24/12/2024	Sigma Telford Group			4,686.66
			INV	186211/01 Repair Wave Dolphin - SWSC	2,804.89
			INV	186691/01 Repairs - Pool Cleaner	1,881.77
8099.10766-01	24/12/2024	Omnicom Media Group Australia Pty Ltd			748.29
			INV	1798716 Advertising - Painting Tender	461.27
			INV	1798713 Advertising - Painting Tender	287.02
8099.10781-01	24/12/2024	South West Pets Bunbury Pty Ltd			419.30
			INV	I0000002023 BWP Animal Supplies	45.00
			INV	I0000002022 BWP Animal Supplies	374.30
8099.10801-01	24/12/2024	Adapt-A-Lift Group Pty Ltd T/A Forkwest			2,278.23
			INV	1542340 Plant Service	2,278.23
8099.1091-01	24/12/2024	Lomax Media			4,647.50
			INV	INV-1740 Media Services - Christmas in the City 2024	4,647.50
8099.10983-01	24/12/2024	Aussie Broadband Limited			5,567.10
			INV	44968692 Telephone Charges - Mobiles	5,567.10
8099.11050-01	24/12/2024	Busselton Farmers Market			184.32
			INV	IN00011656 SWSC Cafe Supplies	184.32
8099.11057-01	24/12/2024	EIS Control Pty Ltd			15,230.60
			INV	INV-1266 Bore Pump Repairs - Kelly Park	15,230.60
8099.11235-01	24/12/2024	Wight and Emmett (Bensarcosa Pty Ltd)			360.80
			INV	I0000014073 BWP Animal Feed	360.80
8099.11301-01	24/12/2024	Bunbury Indoor Beach Volleyball			40.62
			INV	1481 SWSC Cafe Supplies	40.62
8099.11352-01	24/12/2024	PTG Consulting Pty Ltd			3,520.00
			INV	INV-1854 Bicentennial Square Precinct Plan Project	3,520.00
8099.11372-01	24/12/2024	Nixon Bunbury Pty Ltd			4,451.00
			INV	102385 Electrical Maintenance - Pelican Point Retic	154.00
			INV	102391 Electrical Maintenance - SWSC	1,813.61

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			INV 102340 Electrical Maintenance - Holman Street	338.34
			INV 102339 Electrical Maintenance - SWSC	383.05
			INV 102338 Electrical Maintenance - Big Swamp Playground	516.76
			INV 102243 Electrical Maintenance - Bicentennial Square	1,245.24
8099.11527-01	24/12/2024	Grazing By Abbey		3,000.00
			INV ADJ8017997 Catering - Staff Awards Presentation	3,000.00
8099.11558-01	24/12/2024	FE Technologies		66,275.00
			INV 1014151 Supply, Install & Support Library RFID System	66,275.00
8099.1299-01	24/12/2024	Pacific Biologics Pty Ltd		87.45
			INV 20241086 Environmental Health Services Equipment	87.45
8099.1536-01	24/12/2024	SOS Office Equipment		767.98
			INV SOS650258 Photocopier Meter Readings - Depot	767.98
8099.1555-01	24/12/2024	Spurling Engineering		4,394.50
			INV 13692 Fertilizer Spreader Repairs	1,501.50
			INV 13690 Plant Repairs - BY86687	308.00
			INV 13689 Damaged Light Pole Mounts Repairs - Koombana Bay	385.00
			INV 13688 Fabricate Lock to Valves - Forrest Park Pavilion	2,200.00
8099.1571-01	24/12/2024	Steann Pty Ltd		32,008.55
			INV 16024 Bulk Verge Green Waste Collection	32,008.55
8099.1579-01	24/12/2024	Stirling Street Arts Centre		36,712.50
			INV 9700 Operational Funding 2024/2025	36,712.50
8099.161-01	24/12/2024	BCE Surveying Pty Ltd		847.00
			INV 15521 Linemarking Setout - Bussell Highway	847.00
8099.1613-01	24/12/2024	South West Locksmiths		110.00
			INV 21686 Key/Lock Repairs - BREC	110.00
8099.1771-01	24/12/2024	Earth 2 Ocean Communications		1,478.02
			INV INV/2024/02052 Installation of Two-Way & GPS Unit - 1GHY540	830.00
			INV INV/2024/02123 Installation of GPS unit - BY736	324.01
			INV INV/2024/02122 Removal of GPS Unit - 1ILC945	324.01
8099.1779-01	24/12/2024	WA Communications Pty Ltd		239.25
			INV SI186081 Communication Radios Hire - Christmas in the City	239.25
8099.1798-01	24/12/2024	Western Australia Police Force		90.00
			INV 127092104 Volunteer Police Checks	90.00
8099.1838-01	24/12/2024	Synergy		2,115.38
			INV 423428390/DEC24 Electricity Charges - 15/10/2024 to 11/12/2024	384.64
			INV 370360330/DEC24 Electricity Charges - 17/10/2024 to 13/12/2024	748.75
			INV 367176740/DEC24 Electricity Charges - 17/10/2024 to 13/12/2024	175.13
			INV 201238210/DEC24 Electricity Charges - 16/10/2024 to 12/12/2024	468.88
			INV 401316100/DEC24 Electricity Charges - 15/10/2024 to 11/12/2024	337.98

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>
8099.1867-01	24/12/2024	Work Clobber - Bunbury				1,396.43
			INV	24-00022173	Staff Uniform - Administration	429.87
			INV	24-00021958	Staff Uniform - Administration	124.42
			INV	24-00023832	Staff Uniform - Administration	165.46
			INV	24-00024441	Staff Uniform - Administration	214.37
			INV	24-00021877	Staff Uniform - Administration	416.70
			INV	24-00013674	Staff Uniform - Administration	45.61
8099.2202-01	24/12/2024	Woolworths Limited				75.30
			INV	11059569	International Day of People with Disability 2024	75.30
8099.2209-01	24/12/2024	Bidfood Australia (SWSC)				2,018.21
			INV	I64972047.BRY	SWSC Cafe Supplies	857.49
			INV	I64972046.BRY	SWSC Cafe Supplies	1,160.72
8099.2231-01	24/12/2024	Reece Australia Pty Ltd				259.66
			INV	1009106531	PVC Pipe	259.66
8099.2273-01	24/12/2024	ABC Filters				110.00
			INV	36208	SWSC Cafe Range Hood Filters	55.00
			INV	36509	SWSC Cafe Range Hood Filters	55.00
8099.2424-01	24/12/2024	Sportsworld of WA				440.00
			INV	145091	SWSC Merchandise	440.00
8099.2430-01	24/12/2024	Picton Automotive Engineering				662.95
			INV	41084	Plant Service - BY724	662.95
8099.289-01	24/12/2024	Bunbury Mower Service Pty Ltd				160.00
			INV	76348#6	Mower Parts/Repairs	160.00
8099.3-01	24/12/2024	A & L Printers				624.00
			INV	66265	Core Flute Signs - Christmas in the City Event	624.00
8099.306-02	24/12/2024	Bunbury Regional Entertainment Centre				2,603.40
			INV	D6767	COB Day 2025 Venue Hire & Catering Deposit	2,603.40
8099.3167-01	24/12/2024	Perfect Landscapes				2,368.30
			INV	INV-9112	Weed Spraying/Slashing	2,368.30
8099.3204-01	24/12/2024	PFD Food Services Pty Ltd				1,632.35
			INV	LO278662	SWSC Cafe Supplies	1,632.35
8099.335-01	24/12/2024	Bunnings Group Limited				568.70
			INV	2179/01217667	Paint/Gloves/Earmuffs/Bolts	220.95
			INV	2179/01607190	Plywood	107.35
			INV	2179/01607188	Fibreglass Resin/Cleaner	141.96
			INV	2179/01197542	Security Lock Signage	28.70
			INV	2179/00147778	Paint	54.06
			INV	2179/01197474	Thermometers	15.68
8099.3361-01	24/12/2024	The Scout Association of Australia				1,800.00

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			INV	10262	Donation - Waste Management Christmas in the City	1,800.00	
8099.3637-01	24/12/2024	MJB Industries Pty Ltd					909.69
			INV	14752	Drainage Supplies	658.00	
			INV	14770	Drainage Materials	251.69	
8099.3665-01	24/12/2024	Prime Industrial Products Pty Ltd T/A Prime Supplies					119.00
			INV	240492378	Fly Nets	119.00	
8099.3836-01	24/12/2024	Southern Cross Austereo Pty Ltd					455.40
			INV	71726554	Advertising - Christmas in the City 2024	455.40	
8099.3848-01	24/12/2024	Bunbury Farmers Market					245.09
			INV	10933340012	Catering - Local Emergency Management Committee	128.29	
			INV	10731040149	Catering - BBQ for Setagaya Goodwill Delegation Visit	116.80	
8099.4505-01	24/12/2024	CipherTel Pty Ltd					3,300.00
			INV	16727	Depot Microwave Link - December 2024	3,300.00	
8099.474-01	24/12/2024	Geographe Ford					473.20
			INV	FOCPB106151	Vehicle Repairs - BY762	473.20	
8099.4891-01	24/12/2024	Data#3 Ltd					5,217.33
			INV	SIN000256964	Wasabi Reserved Capacity Hot Cloud Storage Subscription	5,171.98	
			INV	SIN000257803	Wasabi Reserved Capacity Hot Cloud Storage Fee	45.35	
8099.5224-01	24/12/2024	Commercial Aquatics Australia Pty Ltd					8,951.25
			INV	33300	SWSC Preventative Plant Maintenance Filtration	8,951.25	
8099.5238-01	24/12/2024	Beyond Bricks WA Pty Ltd					115.00
			INV	137037	Paving Straps/Edges	115.00	
8099.5536-01	24/12/2024	CNW Pty Ltd					1,364.42
			INV	161227765	Electrical Supplies - Forrest Park	1,364.42	
8099.5725-01	24/12/2024	Officeworks Superstores Pty Ltd - Bunbury (50693711)					388.85
			INV	606526080	Stationery - Museum	119.87	
			INV	606805857	Stationery - Administration IT Support	268.98	
8099.6333-01	24/12/2024	Equans Mechanical Services Australia Pty Ltd					5,448.34
			INV	2611493	AirCon Maintenance - Depot	618.83	
			INV	2611080	AirCon Maintenance - BREC	3,993.00	
			INV	2610854	AirCon Maintenance - Administration	836.51	
8099.7018-01	24/12/2024	On2it Graphics					2,244.00
			INV	INV-4841	Christmas Banners	2,090.00	
			INV	INV-4840	Stickers for Swimming Pontoon - Koombana Bay	154.00	
8099.7060-01	24/12/2024	Storite Equipment Pty Ltd					821.79
			INV	17466	Long Span Frame - Depot	821.79	
8099.7122-01	24/12/2024	Integra WaterTreatment Solutions					209.88
			INV	PB701506	Treatment of Closed Loop Water Solar System - SWSC	209.88	
8099.7283-01	24/12/2024	Team Global Express (IPEC) Pty Ltd					33.02

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			INV	0670-C209150	Freight	33.02
8099.7760-01	24/12/2024	The Flynn Family Trust T/A South West Cleaning				8,188.02
			INV	8450	SWSC Contract Cleaners - November 2024	8,188.02
8099.8144-01	24/12/2024	WA Mechanical and Site Services				6,866.93
			INV	INV-2515	Plant Repairs - Mower Jockey Wheels	2,479.27
			INV	INV-2520	Plant Repairs - BY86687	144.43
			INV	INV-2521	Plant Maintenance - BY793	196.19
			INV	INV-2524	Plant Repairs - BY2778A	305.03
			INV	INV-2525	Plant Repairs - BY87274	210.05
			INV	INV-2526	Plant Repairs - BY86658	196.19
			INV	INV-2528	Plant Repairs - BY3566	125.95
			INV	INV-2529	Plant Repairs - BY90900	487.67
			INV	INV-2530	Plant Repairs - BY87076	320.82
			INV	INV-2531	Plant Service - BY83795	193.55
			INV	INV-2532	Plant Service - BY87273	196.19
			INV	INV-2523	Plant Maintenance - BY745	975.59
			INV	INV-2534	Plant Maintenance - BY83670	196.19
			INV	INV-2535	Plant Maintenance - BY87274	196.19
			INV	INV-2536	Plant Maintenance - 1TZE951	196.19
			INV	INV-2537	Plant Service - BY85920	196.19
			INV	INV-2538	Plant Inspection - BY81669	251.24
8099.8311-01	24/12/2024	Marchese Enterprises Pty Ltd t/as MJ Goods				1,165.00
			INV	N21476	Hand Soaps - Depot	145.00
			INV	N21652	Wet Wipes - SWSC	1,020.00
8099.9343-01	24/12/2024	Advocado Legal Pty Ltd T/A Slee Anderson & Pidgeon				1,336.99
			INV	11943	Legal Fees	1,336.99
8099.940-01	24/12/2024	Institute of Public Works Engineering Australasia (Western Australia)				340.00
			INV	2MN5G3CCWJT	Annual Country Meeting Attendance Staff 2024	340.00
8099.958-01	24/12/2024	South West Isuzu				1,382.82
			INV	1637597	Service Kit - BY753	691.41
			INV	1637605	Service Kit - BY846Z	691.41
8099.9638-01	24/12/2024	Smart Parking Limited				8,228.70
			INV	AU-IN000783	Smartcloud Licence and Hosting Fee - January 2024	8,228.70
8099.9975-01	24/12/2024	LG Software Solutions Pty Ltd T/A Pulse Software				56,313.58
			INV	INV-PLJ004004	Risk & Project Management Subscription	56,313.58
8100.1802-01	02/12/2024	Western Australian Treasury Corporation				15,989.24
			INV	391/4	Loan Repayment 391 - Bunbury & Districts Hockey Stadium	15,989.24
8101.1802-01	16/12/2024	Western Australian Treasury Corporation				40,181.79
			INV	387/9	Loan Repayment 387 - Marine Walls	40,181.79

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8102.1802-01	20/12/2024	Western Australian Treasury Corporation			79,271.44
			INV 383/11	Loan Repayment 383 - Road Construction	28,311.23
			INV 382/11	Loan Repayment 382 - Stirling Street Arts Centre	50,960.21
8103.1802-01	24/12/2024	Western Australian Treasury Corporation			18,661.30
			INV 372/17	Loan Repayment 372 - Hay Park Sports Pavilions	18,661.30
8104.1802-01	27/12/2024	Western Australian Treasury Corporation			73,818.32
			INV 379/15	Loan Repayment 379 - Public Facilities Upgrade	11,597.54
			INV 378/15	Loan Repayment 378 - Roadworks & Path Construction	45,230.39
			INV 373/15	Loan Repayment 373 - Museum and Heritage Centre	16,990.39
8105.1802-01	18/12/2024	Western Australian Treasury Corporation			745,684.92
			INV 394/1	Loan Repayment 394 - Infrastructure - Roads & Paths	112,800.00
			INV 393/1	Loan Repayment 393 - Hands Oval Redevelopment	299,393.56
			INV 392/1	Loan Repayment 392 - Forrest Park Pavilion	156,940.17
			INV 381/13	Loan Repayment 381 - Depot Construction	176,551.19
8106.1802-01	17/12/2024	Western Australian Treasury Corporation			244,733.48
			INV 370/19	Loan Repayment 370 - Airport Upgrades	14,536.26
			INV 369/19	Loan Repayment 369 - Urban Stormwater Drainage	94,724.01
			INV 368/19	Loan Repayment 368 - Path and Road Construction	59,574.85
			INV 365/19	Loan Repayment 365 - Hay Park Multi Purpose Pavilion	75,898.36
8107.10789-01	24/12/2024	Fleet Network Pty Ltd			4,218.27
			INV 140336	Novated Lease Payment - F/E 17/12/2024	4,218.27
8107.14-01	24/12/2024	Activ Foundation Incorporated			4,083.20
			INV INV134165	Back Beach Contract Works	4,083.20
8107.1838-01	24/12/2024	Synergy			9,920.75
			INV 178228490/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	56.76
			INV 212450510/DEC24	Electricity Charges - 17/10/2024 to 12/12/2024	762.25
			INV 176283230/DEC24	Electricity Charges - 18/10/2024 to 15/12/2024	210.17
			INV 960071230/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	96.28
			INV 969869630/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	6,517.78
			INV 958319710/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	819.87
			INV 376056750/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	454.12
			INV 376056180/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	886.28
			INV 249645210/DEC24	Electricity Charges - 22/10/2024 to 18/12/2024	117.24
8107.253-01	24/12/2024	Bunbury City Band			10,000.00
			INV 05122024	Cultural Facilities & Organisations Funding 2024/25	10,000.00
8107.5425-01	24/12/2024	Mayor J De San Miguel			361.20
			INV Reimburse181224	Reimbursement - Accommodation & Meal Expenses	361.20
8107.6202-01	24/12/2024	Easisalary (Easifleet)			3,273.40
			INV 174583	Novated Lease Payment - F/E 17/12/2024	3,273.40

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
8107.7201-01	24/12/2024	Karen Jetta T/A Bilya Moorditjabin				500.00
			INV	WTCO25	Welcome to Country - 16 Days in WA Event	500.00
8107.9676-01	24/12/2024	Dennis Jetta				680.00
			INV	08122024	Christmas in the City - Welcome to Country	680.00
8108.10004-01	24/12/2024	Catholic Diocese of Bunbury				8,512.37
			INV	2891189	Bond Refund	8,512.37
8108.11528-01	24/12/2024	Vimbai Maiwasha				265.00
			INV	REFUND 69406	Refund for Cancelled Booking - Koolambidi Woola	165.00
			INV	2948627	Bond Refund for Cancelled Booking - Koolambidi Woola	100.00
8108.11581-01	24/12/2024	Kirsten Olyerhoek				87.00
			INV	Reimburse1012	Reimbursement - Working With Children Check	87.00
8109.1802-01	23/12/2024	Western Australian Treasury Corporation				282,132.52
			INV	390/5	Loan Repayment 390 - Athletics Track Surface	33,623.68
			INV	389/5	Loan Repayment 389 - Youth Precinct	188,740.89
			INV	388/5	Loan Repayment 388 - Hay Park (North) Pavilion	59,767.95
8110.11220-01	01/12/2024	City of Bunbury Credit Card - Manager Waste Operations				2,700.58
			INV	203522675	Kitty Litter - Fleet	54.50
			INV	708	Pressure Washer Unit Hire	1,836.78
			INV	11539	Pop-up Bins & Collection Bags	535.00
			INV	204537049	Depot Kitchen Supplies	274.30
8110.11221-01	01/12/2024	City of Bunbury Credit Card - Manager Infrastructure Maintenance				1,600.00
			INV	31356/1	Training - Telehandler 1 Day Course	1,600.00
8110.11222-01	01/12/2024	City of Bunbury Credit Card - Manager Projects & Asset Management				2,994.68
			INV	5F5Q33	Travel Expenses - IPWEA International Asset Management	2,693.68
			INV	02112024	Travel Expenses - IPWEA International Asset Management	55.00
			INV	09112024	Training Accommodation Expenses	246.00
8110.11223-01	01/12/2024	City of Bunbury Credit Card - Manager Economic Growth				134.55
			INV	5N1L4QGT	Training - Housing Industry Economic Briefing	134.55
8110.11225-01	01/12/2024	City of Bunbury Credit Card - Manager Community Wellbeing				367.00
			INV	CY3KRUJ4	Training - The Art of Confident Leadership	367.00
8110.11228-01	01/12/2024	City of Bunbury Credit Card - Manager Community Connection				3,417.98
			INV	08112024	Reports on Bunbury Harbour	200.00
			INV	55488	Antique Map Museum Collection - Perth	1,354.86
			INV	486988	Antique Map Museum Collection	48.00
			INV	202424	Mind Tools Subscription	300.00
			INV	WOKDNO	Travel Expenses - Gordon Darling Grant	926.72
			INV	INV-6391	Noongar Arts - Reservation Tree Safari	350.00
			INV	26804	Library Badge Maker Tool Replacement	238.40
8110.5560-01	01/12/2024	City of Bunbury Credit Card - Manager Finance				373.05

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV MC21197341 SWSC Mailchimp Subscription	204.73
			INV 10941420 SWSC Spotify Subscription	41.14
			INV 296454215 BRAG Shopify Subscription	9.36
			INV SPONSORSHIP Sponsorship of World Vision Child	48.00
			INV 589449WEB GoFax Monthly Fees 2024/2025	14.95
			INV A491D426-0061 Cognito Forms Subscription - Fleet Pre-Start App	54.87
8110.5563-01	01/12/2024	City of Bunbury Credit Card - Director Corporate & Community		156.21
			INV 15112024 Meeting Expenses	28.80
			INV 6-717 Meeting Expenses - Data & Digital	62.40
			INV 31102024 Meeting Expenses	14.40
			INV 5 Meeting Expenses - Aboriginal Engagement	12.10
			INV 50 Meeting Expenses - Executive Catch up	26.51
			INV 6-721 Meeting Expenses - Data & Digital	12.00
8110.5566-01	01/12/2024	City of Bunbury Credit Card - Assistant to Director Corporate & Community		5,485.97
			INV 11112024 Strategic Briefing Session Catering	48.20
			INV INV-1357 White Ribbon Day Wreath	115.00
			INV UXARD359 Training - The Art of Confident Leadership Event	367.00
			INV UF8U48WS Training - The Art of Confident Leadership Event	183.50
			INV 11634705 Training - Australian Governance Summit 2024	1,799.00
			INV 19191 Training Accommodation & Meal Expenses	270.20
			INV NVBSCCHS Training Accommodation Expenses	926.21
			INV 22112024 Staff Amenities - Coffee	230.00
			INV 5QZQFM Staff Training - Sydney Travel Expenses	912.17
			INV C152600U Training Accommodation Expenses	537.94
			INV 205194253 Mental Health Training Morning Tea Catering	96.75
8110.5567-01	01/12/2024	City of Bunbury Credit Card - Chief Executive Officer		177.97
			INV 21112024 CEO & Directors Executive Offsite Meeting	149.13
			INV 30102024 Meeting Expenses - CEO, Mayor & Minister Don Punch	28.84
8110.5568-01	01/12/2024	City of Bunbury Credit Card - Assistant to Chief Executive Officer		607.26
			INV 27112024 Mayoral Function Refreshments - Vietnam Tourism Event	215.24
			INV 15112024 Culture Coaches Appreciation	117.75
			INV 962571 Culture Coaches Appreciation	78.27
			INV 971 Catering for Ordinary Council Meeting	296.00
			C/N SPVQWTPJCredit Reimbursement for Cancelled BGGC Event	-100.00
8110.5569-01	01/12/2024	City of Bunbury Credit Card - Assistant to Mayor		1,094.39
			INV cc Nov 2024 Credit Card Activation	1.00
			INV 15112024 Function Room Supplies	190.00
			INV BY-00086 Catering for Vietnam Tourism Mayors Function	379.90
			INV 11112024 Wreath for Remembrance Day 2024	165.00

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 27112024 Council Meeting Catering	358.49
8110.6129-01	01/12/2024	City of Bunbury Credit Card - Manager People & Safety		169.64
			INV 109683 Events Sign Up Website Program Yearly Subscription	169.64
8110.6491-01	01/12/2024	City of Bunbury Credit Card - Marketing & Communications		2,916.36
			INV MC10307635 BRAG Mailchimp Subscription 2024	117.03
			INV MC19864263 CoB Mailchimp Subscription 2024	205.97
			INV AUCSAEL7J2 Advertising - SWSC	145.06
			INV F87VFE4BM2 Advertising - Museum/BWP/SWSC/BRAG	21.46
			INV FUDURELBM2 Advertising - BWP/Museum/SWSC/BRAG	550.00
			INV P2786ELBM2 Advertising - BRAG/Museum	545.00
			INV FacebookNov24 Facebook Advertising	15.13
			INV Google02112024 Google Advertising	316.71
			INV Google211124 Google Advertising	1,000.00
8110.6618-01	01/12/2024	City of Bunbury Credit Card - Sport & Recreation (SWSC)		642.70
			INV INV14991148 SWSC SendGrid Monthly Subscription	140.35
			INV 201897043 SWSC Cafe Supplies	160.80
			INV 204932837 SWSC Cafe Supplies	113.90
			INV Kmart191124 Magnetic Board - SWSC	29.00
			INV 205443825 SWSC Cafe Supplies	99.75
			INV 4418 SWSC Cafe Supplies	98.90
8110.6619-01	01/12/2024	City of Bunbury Credit Card - Bunbury Wildlife Park (BWP)		779.50
			INV DS-81918 BWP Signs	290.66
			INV 01112024 BWP Animal Feed	134.29
			INV 011124 BWP Animal Feed	199.89
			INV 15112024 BWP Animal Feed	67.36
			INV 08112024 BWP Animal Feed	87.30
8110.6620-01	01/12/2024	City of Bunbury Credit Card - Fleet		47.90
			INV 150626946 Remake Number Plates - BY81257	47.90
8110.7068-01	01/12/2024	City of Bunbury Credit Card - Libraries & Learning		977.42
			INV 04342-27837351 Canvas License Subscription	164.99
			INV 07112024 Craft Supplies for Library Programs/Events	557.55
			INV AUBW396236134 Library School Holiday Program Supplies	108.00
			INV 25112024 Library 50th Birthday Event Catering	47.90
			INV 19112024 3D Printer Bed Parts for Library Programs	83.98
			INV 9114D1AE-0016 Eventbrite Subscriptions 2024-2025	15.00
8110.7069-01	01/12/2024	City of Bunbury Credit Card - Community Development		565.50
			INV #435240274 16 Days in WA Event Supplies	161.50
			INV 3579 16 Days in WA Event Supplies	10.00
			INV INV-0126 Pridefest Merchandise for Youth Advisory Council	319.00

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 282482231 16 Days in WA Event Supplies	75.00
8110.7858-01	01/12/2024	City of Bunbury Credit Card - Assistant to Director Sustainable Development		2,698.41
			INV PGBVT49G Training - Housing Industry Economic Briefing	216.75
			INV 1302561 Training Expenses - IPWEA Asset Management	1,149.08
			INV 1302560 Training Expenses - IPWEA Asset Management	1,149.08
			INV QDWFDQKG Training - The Art of Confident Leadership	183.50
8110.9181-01	01/12/2024	City of Bunbury Credit Card - Information Services		6,890.34
			INV AF51E3B9-0001 Gamma Monthly Subscription	15.72
			INV AT-359655082 Bitbucket 2024 Standard Subscription	46.23
			INV 92713EA7-0010 Windmill Monthly Subscription	170.51
			INV 948B5E54-0005 Anthropic Monthly Subscription	315.19
			INV EBB3CC0E-0004 Tango Pro Subscription	2,192.63
			INV 2U2411635258 Algolia Web Search Subscription Website	316.58
			INV 26577 Applications for Re-instatement of Licence	3,516.97
			INV 3525905 Teltonika RUT241 LTE CAT4 Industrial Cellular Router	316.51
8110.9566-01	01/12/2024	City of Bunbury Credit Card - Community Law, Safety & Emergency Management		30.00
			INV 7071 Pound Supplies - Cat Food	30.00

Total: EFT Payments \$7,987,706.54

Payroll Transfers

PY25-12	04/12/2024	COB Municipal Account	Payroll - F/E 03/12/2024	863,720.97
PY25-13	18/12/2024	COB Municipal Account	Payroll - F/E 17/12/2024	880,775.13
PY25-14	30/12/2024	COB Municipal Account	Payroll - F/E 31/12/2024	860,456.87
Total: Payroll Transfers				<u>\$2,604,952.97</u>

Total: COB Municipal Account **\$10,596,341.63**

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 4 February 2025 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
1/12/2024 to 31/12/2024

COB Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>			<i>Amount</i>
Cheque Payments						
00010832	02/12/2024	Chris Collard				450.00
			INV	1407/NC24-16	BRAG Consignment Sale	450.00
00010833	02/12/2024	Sandra Rose Nebro				250.00
			INV	1401/C24-171	BRAG Consignment Sale	250.00
Total: Cheque Payments						<u>700.00</u>
EFT Payments						
8077.10958-01	04/12/2024	Chester D Nealie & Janice H Irvine-Nealie				1,064.00
			INV	Chester Nealie	BRAG Consignment Sales	1,064.00
8077.11430-01	04/12/2024	Wendy Hayward				750.00
			INV	1405/NC24-20	BRAG Consignment Sale	750.00
8077.419-01	04/12/2024	City of Bunbury				542.10
			INV	CHESTER NEALIE	Commission on Consignment Sales - Chester Nealie	266.00
			INV	NAP RSO	Commission on BRAG Consignment Item Sales - NAP	276.10
8077.8059-01	04/12/2024	Dellas Bennell				670.80
			INV	1409/DB03	BRAG Consignment Sale	585.00
			INV	1425/DB11	BRAG Consignment Sale	85.80
8077.8131-01	04/12/2024	Lera Bennell				113.10
			INV	1397/LB17	BRAG Consignment Sale	42.90
			INV	1397/LB43	BRAG Consignment Sale	70.20
8077.8649-01	04/12/2024	Dawn Alone				62.40
			INV	1395/DA76	BRAG Consignment Sale	23.40
			INV	1398/DA48	BRAG Consignment Sale	39.00
8077.9300-02	04/12/2024	Katelyn Whitehurst				128.70
			INV	1424/KW13	BRAG Consignment Sale	58.50
			INV	1400/KW16	BRAG Consignment Sale	70.20
8077.9318-01	04/12/2024	Wendy Jean Hayden				2,000.00
			INV	1406/NC24-12	BRAG Consignment Sale	2,000.00
8077.9964-01	04/12/2024	Katherine Ugle				62.40
			INV	1404/KU02	BRAG Consignment Sale	62.40
8086.419-01	06/12/2024	City of Bunbury				369.25
			INV	255523-K8Q4B9	Commission on CTF Levies - November 2024	74.25
			INV	November 2024	Commission on BSL Levies - November 2024	295.00
8086.7534-01	06/12/2024	Building and Construction Industry Training Board				4,405.78
			INV	255523-K8Q4B9	CTF Levies - November 2024	4,405.78

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

COB Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
8086.7535-01	06/12/2024	Department of Mines, Industry Regulation and Safety		17,887.71
			INV NOVEMBER 2024 BSL Levies - November 2024	17,887.71
Total: EFT Payments				\$28,056.24

Total: COB Trust Account \$28,756.24

CERTIFICATION BY MANAGER FINANCE

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D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/12/2024 to 31/12/2024

BVIC Trust Account

Reference No.	Date	Payee	Description	Amount
EFT Payments				
8081.419-01	06/12/2024	City of Bunbury		338.61
			INV 301124 Commission - 01/11/2024 to 30/11/2024	338.61
8081.5945-01	06/12/2024	South West Transit Group		1,938.40
			INV Dec 24 Consignment Sales	2,277.01
			C/N 301124 COB Commission - 01/11/2024 to 30/11/2024	-338.61
8082.1673-01	06/12/2024	Hotel Lord Forrest		1,197.05
			INV 13502304 Polkinghorne	1,197.05
8082.1683-01	06/12/2024	Mercure Sanctuary Golf Resort		364.90
			INV 13538497 Kendall Engineering	182.45
			INV 13538496 Kendall Engineering	182.45
8082.419-01	06/12/2024	City of Bunbury		193.05
			INV 13503175 Commission on Consignment Sales	147.95
			INV 13538496 Commission on Consignment Sales	22.55
			INV 13538497 Commission on Consignment Sales	22.55
Total: EFT Payments				<u>\$4,032.01</u>

Total: BVIC Trust Account \$4,032.01

CERTIFICATION BY MANAGER FINANCE

This Schedule of Accounts Paid is submitted to the Council Meeting on 4 February 2025 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.



D. RANSOM
MANAGER FINANCE

10.4 Director Sustainable Development

10.4.1 Local Emergency Management Arrangements 2025-2030

File Ref:	COB/204
Applicant/Proponent:	Internal – Mark Allies
Responsible Officer:	Mark Allies, Team Leader Rangers & 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 checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.4.1-A: City of Bunbury Local Emergency Management Arrangements (LEMA) and Appendices 2025-2030 Appendix 10.4.1-B: City of Bunbury Local Recovery Plan (LRP) and Appendices 2025-2030 Appendix 10.4.1-C City of Bunbury Bushfire Risk Management Plan (BRMP) 2025-2030

Summary

Local Emergency Management Arrangements (LEMA) are the collection of all emergency management strategies, plans, agreements and other documents that apply to the local government district. This information is used to manage response in an emergency or disaster situation and to coordinate recovery. Local governments are responsible for developing, maintaining, and testing their LEMA in line with recommendations from the State Emergency Management Committee and the Emergency Management Act 2005. The arrangements are additionally supported by a Local Recovery Plan (LRP) and a Bushfire Risk Management Plan (BRMP).

The State Emergency Management Committee (SEMC) requires LEMA, LRP and BRMP to be reviewed annually and re-written every five (5) years for currency. The current LEMA expires March 2025, so a full revision of the arrangements has occurred during 2024, with the content subsequently tested through Level 2 Storm emergencies that occurred on 10 March and 1 June.

The purpose of this agenda item is to present to Council the newly reviewed and created arrangements for endorsement. The requirement of the Emergency Management Act is that the arrangements be submitted to Council for endorsement following which it will be submitted to SEMC for noting. This will ensure the City is both compliant and disaster ready. The LEMA, LRP and BRMP 2025-2030 will be formally released in February 2025 prior to the expiration of the current documents.

Executive Recommendation

That Council adopts the Local Emergency Management Arrangements 2025 – 2030 including all appendices plus the Local Recovery Plan and Bushfire Risk Management Plan.

Voting Requirement: Absolute Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy and connected community
Outcome No. 4	A compassionate and inclusive community.
Objective No. 4.1	Listen and respond to community needs at all stages of life.
Pillar	Planet
Aspiration	A healthy and sustainable ecosystem.
Outcome No. 5	A natural environment that is cared for and preserved.
Objective No. 5.1	Sustainably manage, conserve and enhance our natural habitats.
Outcome No. 6	An aware and resilient community equipped to respond to natural disasters and emergencies.
Objective No. 6.1	Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.
Objective No. 6.2	Improve community readiness and resilience when preparing for and responding to natural disasters.
Pillar	Prosperity
Aspiration	A strong and diversified economy.
Outcome No. 10	The premier city of regional Western Australia.
Objective No. 10.2	Build awareness and recognition that Bunbury is a great place in which to live, work, study, holiday, play and invest.
Pillar	Performance
Aspiration	Leading with purpose and robust governance.
Outcome No. 13	A leading local government.
Objective No. 13.1	Provide strong, accountable leadership and governance.
Objective No. 13.3	Effectively manage the City's resources.

Regional Impact Statement

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Effective LEMA, LRP and BRMP will directly impact the region and our Bunbury community by enhancing preparedness, resilience, and recovery for emergencies, through strategies and alliances that aid in preparedness, plus response and recovery measures.

Background

Western Australia is subject to a variety of hazards that have the potential to cause loss of life, damage and destruction. These hazards result from events of both natural and man-made origin. The Emergency Management Act 2005 (EM Act) formalises Western Australia's emergency management arrangements. Local governments are closely involved in emergency management and have specialised knowledge about their communities. In an emergency, the City use this knowledge to respond to the situation and to provide support and resources.

The City's LEMA, LRP and BRMP are due for full review and release to the public by March 2025. It was identified during the current WA Local Government Association (WALGA) / SEMC review of LEMA that the City is required to update the LEMA and associated documents by 2025 as the current content is mostly obsolete.

The City applied for grant funding under the All West Australians Reducing Emergencies (AWARE) Program 2023-24. The Department of Fire & Emergency Services (DFES) awarded the City grant funding to support the review and update project. A consultant was contracted to assist the team with this project and this project included:

- ✓ Revision and rewriting of the Arrangements and Local Recovery Plan,
- ✓ Creation of an Animal Welfare in Emergencies Plan,
- ✓ Creation of a Higher Risk Persons and Groups Emergency Plan,
- ✓ A workshop to test the arrangements through training awareness with the City's Local Emergency Management Committee,
- ✓ A mock-emergency desktop exercise with the City's Local Emergency Management Committee.

A second consultant from our local State Emergency Services (SES) was contracted to assist the team to review the Bushfire Risk Management Plan (BRMP). Multiple internal and external stakeholders were engagement for discussion and comment. The first draft was submitted to the Office of Bushfire Risk Management (OBRM) at the Department of Fire and Emergency Services (DFES). The document was issued back to the City with recommended amendments, which have been agreed upon and finalised. Along with the use of the online Bushfire Risk Management System (BRMS) run by DFES, the plan identifies areas of vegetation, assets and risk. This plan also allows to City to be eligible for Mitigation Activity Fund Grant Program (MAF) through DFES, as having a state approved and endorsed BRMP is essential criteria for this yearly bushfire risk mitigation strategy. This funding generates between \$170,000 and \$200,000 in revenue for mitigation activities annually.

The City had completed it's first draft of the LEMA in early March 2024, just prior to being devastated by a Level 2 Tornado Incident that was responsible for damage to more than 100 homes in South Bunbury, Withers and College Grove. The revised LEMA was immediately and successfully tested during both the recovery and response phases of this emergency.

On 1 June 2024 a second storm passed through the City and further devastated our community with many more houses lost or damaged in East Bunbury, Glen Iris and Picton. Additions to the draft LEMA immediately following the initial storm were tested and the draft updated to reflect lesson learned once again.

The City had previously scheduled two (2) workshops with both internal stakeholders and external emergency related teams including DFES, MRWA, Health, WA Police, Red Cross and many others for 6 June 2024 designed to test these draft arrangements. All invited attendees agreed to continue as scheduled and the LEMA was tested a third time based on updated data and outcomes provided by all stakeholders following their own response to the two (2) disasters.

The LEMA and LRP have now been reviewed, tested, drafted and finalised. The documents were then checked by the DFES District Emergency Management Advisor (DEMA) and, once amendments were incorporated, the LEMA were then shared with our Local Emergency Management Committee (LEMC) for final approval and endorsement on 28 November 2024.

The new LEMA and LRP provide useable, practical and accessible documents that provide end-user guidance during emergency response and recovery from all hazards identified by the State Government and managed under the Emergency Management Act 2025.

Council Policy Compliance

Disaster Relief Reserve Fund Policy
Risk Management Policy

Media Statements Policy
Bushfire Inspection and Mitigation Policy
Management of Bushland Reserves and Wetlands Policy

Legislative Compliance

The Local Government Act 1995 s1.9 refers to all decisions by Absolute Majority.
The footnote Absolute majority required, applying to a power conferred in this Act, means that

-
- (a) if the power is conferred on a local government, it can only be exercised by or in accordance with, a decision of an absolute majority of the council;

The Emergency Management Act 2005 Part 3; Division 2: s41 - refers to the requirements to ensure Local Governments have Local Emergency Management Arrangements prepared and are to be consistent with the State emergency management policies and State emergency management plans.

The Bush Fires Act 1954 outlines the local government requirements and obligations to reduce the risk of fire to the community within our municipal boundary and also the community members individual responsibilities to be compliant with the requirements of the Act.

Officer Comments

This plan is essential to ensure the City can effectively aid agencies and to support the community; by enhancing preparedness resilience, response and recovery for emergencies; through strategies that apply prevention/mitigation, plus response and recovery measures.

Analysis of Financial and Budget Implications

Adoption of this plan will provide operational and strategic direction for the City and may impact budgets during the years it is in place. The Actions may be used as justification by internal departments for budget requests though many of the outcome's link to projects already in place and simply provide additional direction to help increase community resilience, recovery and continue to build and foster crucial inter-agency relationships.

The Bushfire Risk Management plan also allows to City to be eligible for Mitigation Activity Fund Grant Program through DFES, as having a state approved and endorsed BRMP is essential criteria for this yearly bushfire risk mitigation strategy. This program brings into the City between \$170,000 to \$200,000 each year. Without this plan, the City is not eligible to apply for future grant funding.

Community Consultation

To formulate this Plan, the City collaborated with “Lewis Winter Fire & Emergency Management” as a consultant to enable a rigorous and independent review.

The LEMA, LRP and BRMP 2025-2030 meet the needs of all stakeholders, specifically those on the City of Bunbury Local Emergency Management Committee or LEMC (such as DFES, WA Police, Department of Communities, St John Ambulance, Bunbury Hospital, Bunbury Sea Rescue, Department of Biodiversity, Conservation and Attractions, Department of Primary Industries and Regional Development, State Emergency Service Bunbury Unit, WaterCorp, Western Power, local support agencies such as the WA Alliance to End Homelessness, Not-for-Profit organisations and local groups).

The first draft of the LEMA and LRP was circulated to the LEMC members. The City then conducted two thorough workshops with internal/external stakeholders and community members, after which the participants were asked to provide feedback on the LEMA. The information collected from these workshops and the post-workshop feedback was directly incorporated, where relevant and required.

During the review process, the LEMA were subject to two major storm events. By using the new LEMA throughout this occurrence, the City was able to gain real-life data about what worked and what didn't work, what was necessary and what was not required, to incorporate into the documents. This has ensured the plans are extremely robust and ensures the content is useful and meaningful information.

This document was then reviewed by the District Emergency Management Adviser at DFES for alignment with state requirements. Once endorsed by Council, the State Emergency Management Committee with review and advise of amendments then endorse/note.

The contents of these arrangements was also informed following extensive community consultation that occurred immediately following the two (2) storm events. This included Community Hubs four (4) times a week as well as neighbourhood visitations to all community members directly impacted by the storms. This was conducted to assess damage and both the long term and immediate needs of these impacted residents. The data directly contributed to the final outcomes and priorities identified in these arrangements and also assisted the City to assess resilience levels the impacts on vulnerable community members.

Councillor/Officer Consultation

The City engaged with internal stakeholders who would be impacted by the plan and resulting actions. The LEMA were provided internally to all relative departments at a workshop hosted at the City's Hay Park North Pavilion building on 6 June 2024. This workshop ensured all stakeholders were aware of impacts and provided opportunities to improve the content of the plan so that strategic and operational alignment can be achieved.

The draft plan had been approved by the LEMC in September 2024. The workshop and comment was extended to representatives from multiple City teams such as Office of CEO, Infrastructure, Planning, Compliance, Environment and Sustainability, Community Partnerships (now Community Development and Place Activation), Customer Support, Marketing and Communications, Bunbury Airport, Environmental Health, Volunteer Bushfire Brigade.

Applicant Consultation

Former Director Sustainable Communities, Gary Barbour initially and then Director Sustainable Development, Andrew McRobert, in addition to the CEO Alan Ferris, were consulted at every milestone to ensure the direction of the LEMA and the collaboration with the consultants were strategically aligned and meaningfully responding to the scope of the state legislated requirements.

Timeline: Council Decision Implementation

The LEMA, LRP, BRMP and associated sub-plans or appendices are designed to provide strategic direction from 2025 – 2030, with the SEMC requiring the documents to be submitted to state no later than February (to be circulated and noted by March 2025). Therefore, immediate endorsement from Council is essential to ensure the City can address all actions required.

The AWARE 23/24 grant funding is required to be acquitted to DFES by January 2025.

CITY OF
BUNBURY

**BUNBURY EMERGENCY
MANAGEMENT
ARRANGEMENTS
2025-2030**

Directory Redacted Version

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3. Bushfire Risk Management Plan	7. Animal Welfare in Emergencies Plan	
4. Emergency Contacts and Resources Directory - Redacted	8. Templates – a. Sitrep, b. Media Guide, c. LEMC Extraordinary Meeting Agenda	

ADMINISTRATION



1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the City of Bunbury and the Local Emergency Management Committee.

_____ Date: _____
 Chief Executive Officer
 City of Bunbury

_____ Date: _____
 Officer in Charge
 Deputy Chairperson - Local Emergency Management Committee
 Bunbury WA Police

_____ Date: _____
 Executive Officer - Local Emergency Management Committee
 City of Bunbury

Disclaimer: These arrangements have been produced by the City of Bunbury in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the City of Bunbury expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.2 Distribution

Full Unrestricted Version

LEMC Member Organisations	25
Office of the Chief Executive Officer (CEO)	1
Office of the Mayor	1
Elected Members (Council)	1
Director - Corporate and Community	4
Director - Infrastructure	2
Director - Sustainable Development	3
Team Leader – Rangers and Emergency Management	2
Manager Communications and Place Activation	1
WA Police – SW District Office	1
SEMC – Business Unit (Perth)	1
Department of Fire and Emergency Services (DFES) - SW Regional Office	1
Department of Fire and Emergency Services (DFES) - Lower SW Regional Office	1

Public Access Restricted Version

City of Bunbury Administration Offices – Front Counter/Reception
City of Bunbury Libraries
City of Bunbury Website: www.bunbury.wa.gov.au



1.3 Document Availability

Restricted copies of these arrangements are available free of charge and can be found at:

- Hardcopy:** City of Bunbury
4 Stephen Street, Bunbury *(During normal business hours)*
- Online:** City of Bunbury website: www.bunbury.wa.gov.au



1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- What you do and don't like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
City of Bunbury
4 Stephen Street
BUNBURY WA 6230
Ph: (08) 9792 7000
Email: info@bunbury.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Register below:

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	March 2005	Complete Plan Review	LRW
2	August 2006	Plan review, update emergency contact lists	LRW
3	January 2008	Plan review, update emergency contacts, add response items, add risk updates, add new layers to mapping	LRW
4	March 2009	Plan review, update emergency contacts, add response items, add risk updates, re-format in line with DEMC EM Arrangements, review trigger activations, include IMG and structure info.	LRW
5	February 2010	Update emergency contacts list	PAN
6	November 2010	Update and Distribute Emergency Contact and Resource Directory	PAN/MAH
7	May 2011	Update formatting and review terminology and procedure changes	LRW

8	May 2014	Complete plan review	CW ESM/EJH
9	May 2019	Complete plan review – Draft to LEMC	CW ESM
10	November 2019	Shark Hazard Threat Plan and CoB Guidelines added to General Plan	PH
11	November 2019	Amendments resulting from feedback SEMC DA	CW
12	April 2020	Amended General Plan -DEMA and DEMS DoC	PH
13	May 2022	Amended role titles and contacts lists. Updated Shark hazard Plan	MA, CG
14	June 2024	Full Review, redeveloped, redesigned, updated policy and procedures legislation	MA, CG, LRW



1.5 Glossary of Terms and Acronyms

Refer *Appendix 1*.



1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the City of Bunbury, these arrangements, support plans and other related documents should be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government Website](#), including:

- State EM Plans
- State Hazard Plans
- State Support Plans
 - State Emergency Health Response Plan
 - Emergency Relief and Support Plan
 - Emergency Public Information
 - Animal Welfare in Emergencies
- National EM Plans.

1.6.2 Local Emergency Management Plans

The following emergency management plans support the City of Bunbury Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with the arrangements contained within this document. These include:

- City of Bunbury Local Recovery Plan
- City of Bunbury Bushfire Risk Management Plan
- City of Bunbury Business Continuity Plan
- City of Bunbury Crisis Communication Plan
- City of Bunbury Coastal Hazard Risk Management and Adaptation Plan
- City of Bunbury Community Health and Wellness Plan
- City of Bunbury Emergency Plan (Airport)
- City of Bunbury Risk Management Framework
- Department of Communities Local Emergency Relief and Support Plan

1.6.3 Other Related Documents

- The WA Government Pandemic Plan
- The City of Bunbury Community Safety and Crime Prevention Plan
- The City of Bunbury Sustainability and Environmental Strategy Action Plan
- The City of Bunbury Disability and Access Inclusion Plan



1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to Bunbury being bylaws or operational policies. The City of Bunbury policies relating to emergency management include:

- Bushfire Inspection and Mitigation Council Policy
- Climate Change Council Policy
- Disability and Access Inclusion Policy
- Disaster Relief Reserve Fund Council Policy
- Risk Management Council Policy



1.8 Agreements Understandings and Commitments

1.8.1 South West Mutual Aid Agreement

The City of Bunbury, through its LEMC and in conjunction with 11 other Local Governments in the Member Councils of the South West Zone Western Australian Local Government Association signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the Southwest Zone of the Western Australia Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of your communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

Local governments that are signatories to this agreement

Shire of Augusta-Margaret River	Shire of Collie
Shire of Boyup Brook	Shire of Dardanup
Shire of Bridgetown-Greenbushes	Shire of Donnybrook-Balingup
City of Bunbury	Shire of Harvey
City of Busselton	Shire of Manjimup
Shire of Capel	Shire of Nannup

See Appendix 10.



1.9 Special Considerations

The City of Bunbury has a number of special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
Bush Fire Season and Heatwave	November - May
Storm Season <ul style="list-style-type: none"> ○ Severe weather, Storms, Tornado ○ Tsunami ○ Flooding 	May - September
Disease <ul style="list-style-type: none"> ○ Pandemic, Human Epidemic ○ Biosecurity, Animal or Plant Disease 	Year Round
Hostile Act <ul style="list-style-type: none"> ○ Terrorism ○ Bomb Scare 	Australian National Security website will provide data on current threat level
Public Events: <ul style="list-style-type: none"> ○ Australia Day ○ ANZAC Day ○ Christmas in the City 	26 January 25 April December

2 BUNBURY OVERVIEW



2.1 Area Covered

The area covered by this Plan is the geographic area covered by the City of Bunbury under the Local Government Act (1995). The City of Bunbury occupies 65.7 square kilometres (km) on the swan coastal plain, 180 km south of Perth.

The City of Bunbury is the largest regional local government area outside Metropolitan Perth, Western Australia and is one of the fastest growing regional centres in Australia.



2.2 History and Culture

Bunbury was declared a town by Governor Stirling, in 1841. Officially a City since 1979, Bunbury is now the main regional centre in the South West of Western Australia and the state's third largest city. Bunbury is a Port City and has the largest land holding of any port in Australia and capacity for significant organic growth. Exports include alumina, woodchips, mineral sands, spodumene and silica sand and imports include caustic soda and mineral sands.

Bunbury is a place of cultural significance for the Wardandi Noongar people who have lived in the South West for over 45,000 years.



2.3 Regional Summary

The City of Bunbury's population and demographics information is summarised below. Additional Census 2021 data for Bunbury can be found [here](#).

Population Description	32,987
Estimated resident population (no.)	34,768
Estimated resident Aboriginal and Torres Strait Islander population (no.)	1,858
Working age population (aged 15-64 years) (%)	62.4
Children enrolled in a preschool or preschool program (no.)	388
Total number of Residential properties (RN)	14,185
Total number of Businesses	2,871
Industrial (II) and Commercial Mixed Business (C / MB)	649 and 500
Vacant Land Non-Residential (NV)	162
Sporting (SS)	28



2.4 Climate

The climate of the South West Region is described as a typically mid Mediterranean. The average annual temperature ranges from 27.6 C in summer to 17.1 C in winter (SWC 2006 online).

The average annual rainfall for the City is 734 mm and over the last 20 years the City has experienced below average rainfall (*Sustainability Strategy for Bunbury 2003*), which is considered to be consistent with the global occurrence of climate change.

2.4.1 Climate Change Issues

In the last 50 years around the globe, climate change has been characterised by increasing temperatures in both the atmosphere and oceans (*Indian Ocean Climate Initiative (IOCI) 2006*).

Climate change has been acknowledged to be affecting the climate and environment in Australia. The average temperate in Australia has increased by about 2°C from the mid-20th century, while heat waves have increased in occurrence and cold days and frosts have declined. In the last 50 years, the northwest of the State has experienced increased rainfall, while the far southwest has experienced a decline in rainfall (*Bureau of Meteorology 2006*).

It is the sudden decrease in rainfall, recorded since the mid 1970's, that is considered to be the most detrimental weather change to the southwest region. Other changes include rising sea levels and changing ocean circulation and associated impacts, such as changing river flows, groundwater, salinity and estuarine conditions (*IOCI 2006*).

It is considered that this trend toward climate change is expected to continue and in spite of even the lowest greenhouse gas predictions, the south west is expected to be drier and warmer (*IOCI 2006*).

There is concern that public awareness in this State of climate change and its implications is inadequate. It is noted that "...observed changes of recent decades (whatever that causes) need an informed response in many decisions of our community and individuals..." (*IOCI 2003*).

These implications significantly affect emergency management, seeing longer drier periods of summer drought supporting increased fire activity, heat wave effects and increased demand on utilities. The unsettling effects of climate change has also been suggested for increased localised flooding, severe storms and cool season tornados experienced in the greater Bunbury area. Rising sea levels is a further issue that will have implications on Bunbury as a coastal City, into the future.



2.5 Topography

The City of Bunbury geography is low lying, gently undulating, to flat. It is bounded inland by the Shires of Harvey, Dardanup and Capel and the Indian Ocean on the west.

Bunbury Port, within the City area, is a major seaport which sits adjacent the entrance to Leschenault inlet, a major recreational waterway fed by the Preston and Collie rivers.



2.6 Economic Profile

Bunbury is a regional administration, business, entertainment and health centre, supporting extensive industry, mining, educational and tourist facilities.

Bunbury is a destination for major road and rail arteries from Perth and other regional locations, which are used extensively for transport of raw materials, goods and people. Bunbury Port is an industrial/primary produce port with export activity of around 1,250,000 tonnes per month, while Bunbury Airport is used for light/medium commercial and recreational aircraft.



2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the Bunbury community.

2.7.1 *Electrical Supply*

The electrical supply is provided by Western Power 440/240 AC.

2.7.2 *Gas Supply*

ATCO Gas Australia provides natural gas to households and businesses via underground pipelines to the suburbs of Bunbury as per ATCO [Map](#).

2.7.3 *Sewerage System*

Bunbury has deep sewage which is managed by the Water Corporation. Note, some older Bunbury properties are still using septic systems.

2.7.2 *Water Supply*

Aqwest provides drinking water to about 18,000 properties in the City of Bunbury and surrounding areas - See [map](#) of Aqwest Services.

2.7.5 Medical Facility

The South West Health Campus (Bunbury Hospital) is located on the corner of Robertson Drive and Bussell Highway and is open 24/7.

2.7.6 Airport Facilities

Bunbury Airport is located 8km south east of Bunbury CBD and is owned and operated by the City of Bunbury. The facility consists of a sealed 1,015m runway (07/25) with PAL activated LED runway, 70 hangars, LAME workshops and refuelling facilities.

Emergency services include permanent RAC rescue helicopter base, seasonal Water Bomber base along with significant Royal Flying Doctor Service traffic

2.7.3 Communications

For maps of Telstra mobile coverage [click here](#).

2.7.4 Public Facilities

Bunbury has basic social infrastructure facilities that can assist with the response and recovery process, including:

- South West Sports Centre (Primary Evacuation Centre)
- Bunbury Visitor Centre
- Bunbury Wildlife Park
- Bunbury Regional Art Gallery
- Various Ovals and Playing Fields
- Hay Park North Pavilion

Contacts and other relevant information for listed facilities can be found in City of Bunbury's Emergency Contacts and Resources Directory – see **Appendix 4**.

2.7.5 *Emergency Services*

The following emergency services are available and resourced to assist the City of Bunbury when responding to emergency incidents.

Agency	Location	Contact
Department of Fire & Emergency Services (DFES)	South Western Hwy, Davenport	9780 1900 (Office) Reception.bunbury@dfes.wa.gov.au
Bunbury Fire Station	262 Bussell Hwy, Bunbury	000 (Emergency) 9796 3422
Bunbury Volunteer Fire & Rescue Service (VFRS)	4 Stokes Way, Davenport	9726 0746
Bunbury Volunteer Bushfire Brigade (BFB)	2b Halifax Drive, Davenport	0419 818 013 (Captain)
Bunbury Volunteer Marine Rescue Service (VMRS)	Casuarina Drive, Bunbury	0418 926 442 (Duty Skipper) marinerescuebunbury@outlook.com
Bunbury SES	11 Clements Street, Davenport	132 500 bunbury.ses@bigpond.com
Bunbury Police	Wittenoom Street, Bunbury	000 (Emergency) 9722 2111
South West Health Campus	Crn Robinson Drive & Bussell Hwy, Bunbury	9722 1000
Bunbury Ranger Services	4 Stephen Street, Bunbury	9792 7000 (Office) 9792 7106 (24/7)
City of Bunbury Depot (Operations)	Sutherland Way, Picton	9792 7333
St Johns Ambulance	270 Bussell Hwy, Bunbury	000 (Emergency) 9791 4999
Dept of Communities	80 Spencer Street, Bunbury	9722 5000 1800 199 008 (Crisis Care)
Salvation Army	Timperley Road, Bunbury	9791 5200

EMERGENCY MANAGEMENT PLANNING



3.1 Aim and Purpose

Aim of this LEMA is to *minimise* the effects of, ensure a coordinated response to and provide an effective recovery from an emergency affecting Bunbury.

Purpose of this LEMA is to *maximise* safety and ensure sound recovery of Bunbury’s community, preserving lives, livelihoods and environment in the event of an emergency.



3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management

Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs

Describe the emergencies likely to occur within or around Bunbury

Describe strategies and priorities for emergency management within Bunbury

Explain matters pertaining to emergency management within the City prescribed by the regulations and within (s.41(2)) of the Emergency Management Act (2005)

Promote a consistent multi-agency approach with community engagement, relating to emergencies within Bunbury



3.3 Scope

This document does not detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These should be detailed in the HMAs' individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

These LEMAs only:

Apply to the area of Bunbury

Cover areas where the City of Bunbury provides support to HMAs in the event of an incident

Detail the City's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management



3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers.



3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer **Appendix 4** for the City of Bunbury's Emergency Contacts and Resources Directory information (confidential) for specific details of resources available.



3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO (or delegate).



3.7 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for paying all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Sections 5.4, 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. The City of Bunbury recognises the above and is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 Authority to Incur Expense

The CEO, or delegate authority (e.g. LEMC Executive Officer (EO) and/or Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the City of Bunbury, to ensure the desired level of support is achieved.

3.7.2 Response

All City of Bunbury resources are registered and identified in the Bunbury asset register located in the Emergency Contacts and Resource Directory (see [Appendix 4](#)).

Staff and resources are available for response to emergencies in accordance with Sections 38 and 42 of the [Emergency Management Act 2005](#). Where possible, a single person shall be appointed to the position of Finance Officer during an emergency.

3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth.

See **stand alone** for the **CoB Local Recovery Plan** for further details.

ACTION

- CITY OF BUNBURY TO APPOINT A SINGLE PERSON TO THE POSITION OF FINANCE OFFICER TO ENSURE IN-HOUSE ACCOUNTING AND DOCUMENTATION PROCESSES ARE IN-LINE WITH DRFAWA'S REPORTING AND CLAIM REQUIREMENTS.
- CITY OF BUNBURY TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY WHEN AN OPERATION IS MOUNTED TO PROVIDE AND RECORD THE NECESSARY FUNDING REQUIRED.
- IN A DECLARED STATE OF EMERGENCY WHEN THE INCIDENT MEETS DRFAWA ELIGIBILITY REQUIREMENTS THE CITY OF BUNBURY IS TO SEEK RECOVERY FUNDING – SEE SEPARATE STAND ALONE COB LOCAL RECOVERY PLAN

LOCAL EMERGENCY MANAGEMENT COMMITTEE



4.1 Introduction

The City of Bunbury has established a LEMC under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the LEMAs.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.



4.2 LEMC Role

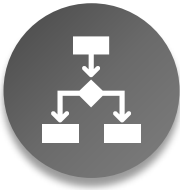
The LEMC performs a vital role when assisting the City of Bunbury and its community to be prepared for major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMAs/CAs to develop localised hazard plans

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement



4.3 LEMC procedures

The Executive Officer shall determine when the LEMC shall meet on the last Thursday of every February, May, August and November.

Each LEMC meeting should consider, but not be restricted to, the following matters:

- Confirming local emergency management contact details of key stakeholders*
- Reviewing any post-incident reports and post exercise reports generated since last meeting*
- Progressing emergency risk management processes*
- Progressing treatment strategies arising from emergency risk management process*
- Progressing development or review of local emergency management arrangements*
- Other matters determined by the local government and SEMC direction*

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.



4.4 LEMC Membership

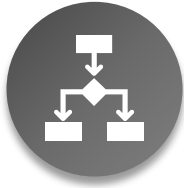
LEMC membership includes the City of Bunbury representatives and the Local Emergency Coordinator (OIC WAPOL Bunbury). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

City of Bunbury, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities visit the [Emergency Management Committee Handbook](#).

4.4.1 LEMC Members

Agency	Position	Voting
City of Bunbury	Chair – Team Leader Rangers & Emergency Management	✓
	Executive Officer (and liaison officer) – Team Leader Rangers & Emergency Management	✓
	Local Recovery Coordinator (and liaison officer) – Community Safety & Emergency Management Officer	✓
	Administration Support Officer	✓
	Team Leader Environmental Health	✓
	Mayor/ Councillor Delegates	✓
WA Police	Local Emergency Coordinator & Deputy Chair - Bunbury Police Station OIC	✓
Department of Communities	Regional Coordinator - Regional Preparedness and Coordination	✓
Department of Fire & Emergency Services	District Emergency Management Advisor	✓
Department of Fire & Emergency Services	District Officer – Emergency Management	✓
ATCO Gas	Representative	✓
Aqwest	Representative	✓
Department of Biodiversity, Conservation & Attractions	Representative	✓
Department of Primary Industries and Regional Development	Representative	✓
Department of Transport	Representative	✓
NBN Co	Representative	✓
Main Roads WA	Representative	✓
Red Cross	Representative	
Salvation Army	Representative	✓
Southern Ports Authority	Representative	✓
St John Ambulance	Representative	✓
Telstra	Representative	✓
Surf Life Saving Club	Representative	✓
WA Country Health Service (Hospital)	Representative	✓
Water Corporation	Representative	✓
Western Power	Representative	✓

The list above is not limited, with members co-opted as and when required.



4.5 LEMC Reporting

4.5.1 Annual Reporting

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act). Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

4.5.2 Preparedness Reporting

The Annual Emergency Preparedness Report (sent out mid-April completed by June) is submitted to the Minister for Emergency Services by 31 October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. [State EM Procedure](#) 3.18.



LEMC Extraordinary/Emergency Meetings

A extraordinary meeting for LEMC members may be called by the LEMC Chair in consultation with LEMC Executive Officer for situations of impending emergency or special circumstances requiring all LEMC members to be present and updated.

A LEMC Extraordinary Agenda can be viewed at ***Appendix 8 (c)***.

MANAGING RISK



5.1 Emergency Risk Management

Emergency Risk Management is defined as ‘a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised’.

The City of Bunbury and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the City and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The City’s Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#).



5.2 Risks Identified

The City of Bunbury has undertaken a risk analysis within its district using the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2018) Risk Management – Principles and Guidelines.



Bushfire



Flood



Severe Storms



Utility Failure



Terrorist Activity

There are 28 State Hazards in Western Australia under state emergency legislation to view State Risk Profile Fact Sheets on the above identified hazards – [click here](#)

The HMAs are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard.

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.



5.3 Risk Register

The City of Bunbury is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority.

The Bunbury Emergency Risk Management Arrangements were first developed in 2004 and reviewed in 2013 to incorporate the new Risk Management Standard ISO 31000:2018 Risk Management – Principles and Guidelines and the National Emergency Risk Assessment Guidelines introduced in 2010.

To review Bunbury’s Risk Register, see the City of Bunbury Risk Management Framework.

RESPONSE & COORDINATION

EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows HMAs to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The City of Bunbury recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed.



6.1 Activation of Local Arrangements

When an incident is assessed as Level 2 or 3 the **HMA/Controlling Agency(CA) Incident Controller (IC)** must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

COB will ensure all requested support is available to the HMA and CA

EO and LRC will advise the CEO of the need to convene the City's LRCG as necessary.

EO and LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMAs IC

If the City's LEMC EO and/or LRC decides not to convene and activate the appropriate LRCG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LEMC EO and/or LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.



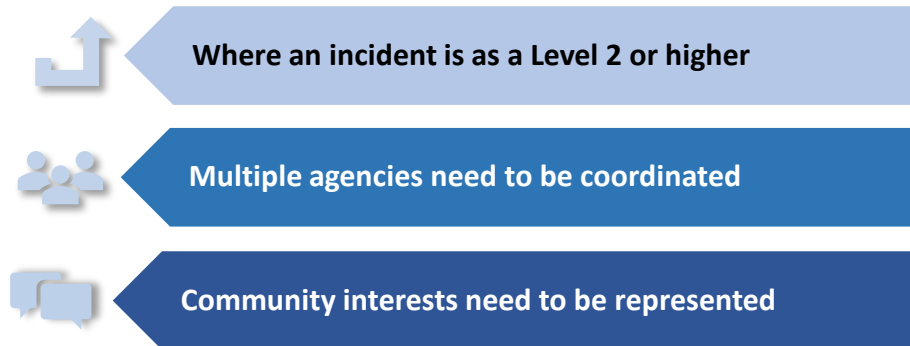
6.2 Incident Support Group

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may/are involved in the incident.

The CA appointed IC convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The City of Bunbury is committed to providing assistance/support, if required resources are available, through the ISG if, and when, formed.

6.2.1 *Triggers for Incident Support Group*

The triggers for an ISG are defined in the [State EM Policy](#) Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:



6.2.2 *Incident Support Group Membership*

The ISG is made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The City’s LEMC EO and LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

Representation on the ISG may change regularly depending upon the incident, agencies involved and consequences caused by an emergency.

Agencies supplying staff for the ISG must ensure the representative(s) has authority to commit resources and/or direct tasks within their organisation/agency.

6.2.3 *Incident Support Group Meeting Location and Frequency*

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources will ensure good coordination.

The IC is responsible for the location of meetings in consultation with the City of Bunbury. The following table identifies suitable locations where ISG meetings can be held within the City. Where possible, ISG meetings may be made available virtually via an appropriate platform.



6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents to effectively control/coordinate incident operations. For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

PRIMARY

Venue	Address	Contact	Facilities
City of Bunbury Administration Offices	4 Stephen Street, Bunbury	9792 7000	Meeting rooms, internet, power, facilities
City of Bunbury Library	2 Parkfield St, Bunbury	9792 7000	Meeting rooms, internet, power, facilities

SECONDARY

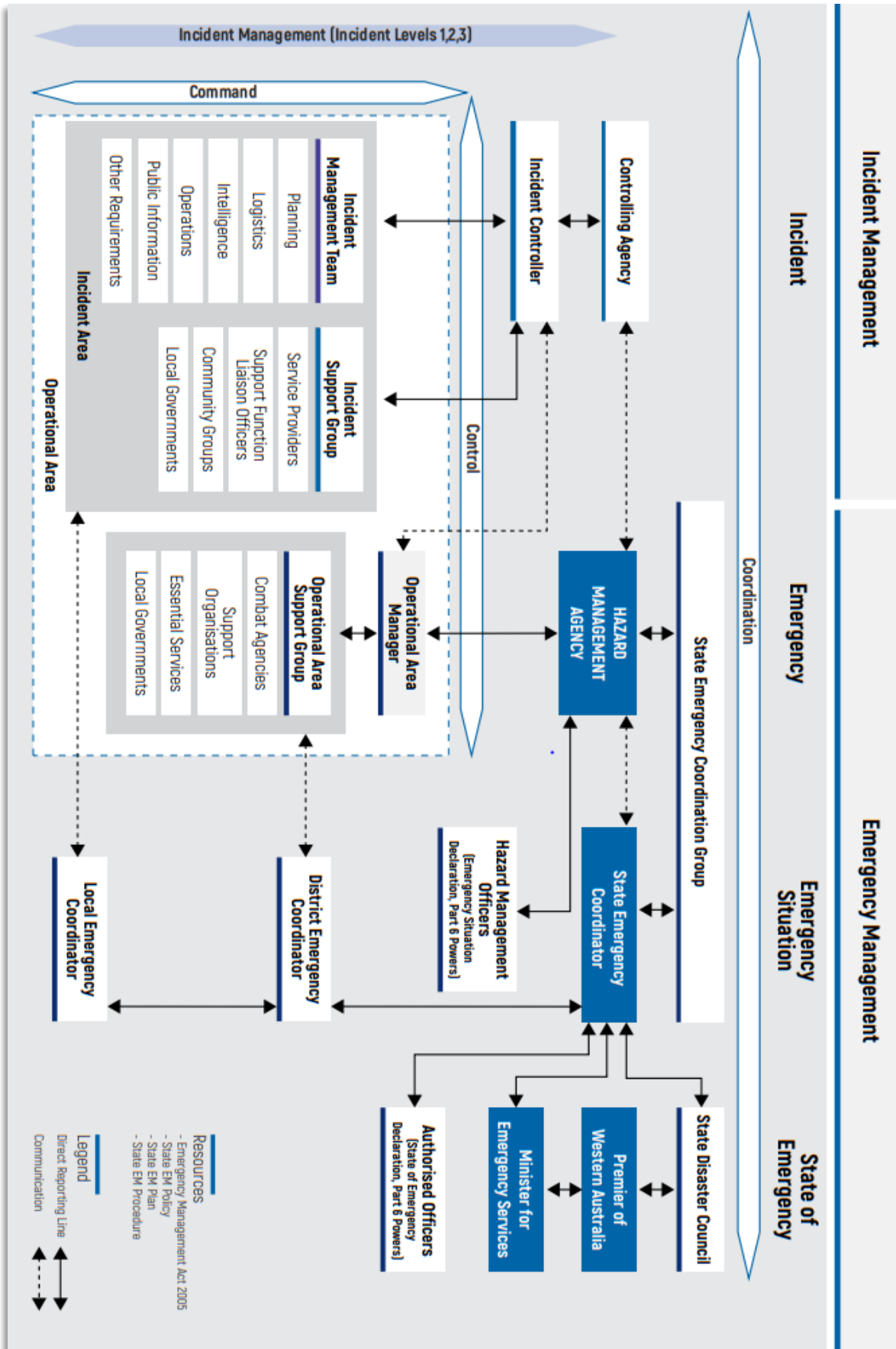
Venue	Address	Contact	Facilities
State Emergency Services (Bunbury SES)	11 Clements Street, Davenport	132 500	Meeting rooms, internet, power, facilities
City of Bunbury Depot	Sutherland Way, Picton East	9792 7333	Meeting rooms, internet, power, facilities
City of Bunbury Hay Park North Pavilion	Wallabies Way, Withers	9792 7000	Meeting rooms, power, facilities



6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State Emergency Coordination Group (SRCG) will be established.

During a state of emergency or emergency situation, the ability for emergency management agencies to share information is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.



MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life and property.

HMA/CA's are responsible for disseminating information in the response phase of an incident.

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement and the following principles will apply:

HMA's will manage all media releases under [State Support Plan – Emergency Public Information](#)

The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the Emergency Coordinator and other CA's

All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

Each agency is provided with copies of multi-agency incident media releases as soon as possible before release

All media releases issued by any agency at State level will reflect multi-agency involvement

7.1 Public Warning Systems



7.1.1 Local Government Communication Systems

The City of Bunbury has the ability to support official emergency messaging through local communication systems including:

CoB Website page	Local newsletters
CoB Facebook page	Community notice boards
Variable Message Boards	Community/Local radio stations

Any information for release to the media or public must be forwarded through the Communications Officer - Media and approved by the CEO. The CEO is the only person to make statements to the press on behalf of the City of Bunbury. The City of Bunbury’s CEO, or a delegated representative, will be the Media and Public Information Officer.

7.1.2 **Emergency Alert & Standard Emergency Warning Signal**




In some circumstances DFES may issue an Emergency Alert telephone warning. Emergency Alert is a national telephone warning system which sends voice messages to landlines and text messages to mobile phones within a defined area under immediate threat.

The Standard Emergency Warning Signal (SEWS) is a distinctive audio signal that is broadcast immediately prior to major emergency announcements on the radio, television and other public media.

For more information visit the [Warning Systems page](#).

7.1.3 **Australian Warning System**

Western Australia has joined with other states and territories to deliver nationally consistent emergency information through the implementation of the Australian Warning System.

		
<p>ADVICE</p> <p>A fire has started but there is no immediate threat to lives or homes.</p> <p>Be aware and keep up to date.</p>	<p>WATCH AND ACT</p> <p>There is a possible threat to lives or homes.</p> <p>You need to leave or get ready to defend – do not wait and see.</p>	<p>EMERGENCY WARNING</p> <p>There is a threat to lives or homes</p> <p>You are in danger and need to take immediate action to survive.</p>

For more information on this please visit the [Australian Warning System page](#).

7.1.4 **DFES Public Information Line**

DFES recorded information line	1300 657 209
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
SES assistance	132 500

7.1.5 *Additional Information Outlets*

Local ABC Radio	684AM Bunbury
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

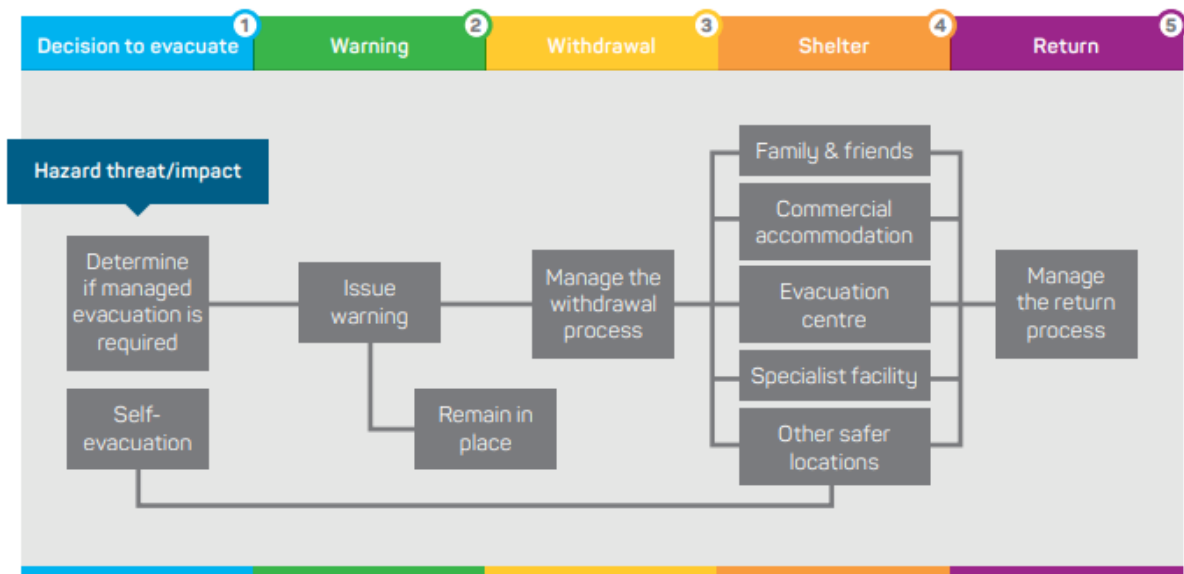
ACTION

- THE COB ACKNOWLEDGES THAT PUBLIC INFORMATION AND MEDIA MANAGEMENT IS CRITICAL IN TIMES OF EMERGENCY.
- HMAs/CA IC RESPONSIBLE FOR INFORMATION/MEDIA RELEASES IN RESPONSE PHASE OF INCIDENT.
- THE COB MEDIA RELEASES ARE COORDINATED BY THE CITY'S DELEGATED OFFICER APPROVED BY CEO.
- THE CEO OR DELEGATED PERSON ONLY TO GIVE PUBLIC STATEMENTS TO MEDIA.
- PUBLIC WARNING SYSTEMS SHALL BE USED WHEN NECESSARY UNDER HMAs/CA IC AUTHORITY.
- THE COB WILL SUPPORT OFFICIAL EMERGENCY INFORMATION BY REITERATING THE MESSAGES VIA THE CITY'S COMMUNICATION AVENUES (FACEBOOK, WEBSITE, SMS, ETC.).

EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, their eventual safe and timely return.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.



8.1 Evacuation Management

Evacuating people and/or animals from an area affected by a hazard is one of the strategies that may be used by emergency management agencies to mitigate the potential loss of, or harm to, life.

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timelines

Alternatives such as, ‘*shelter in place*’ or, ‘*prepare, stay and defend*’, should be considered. Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation. This is the responsibility of the HMA/CA.

8.1.3 Combat Agency for Evacuation

The HMA/CA, WAPOL and Department of Communities with Local Government support where possible will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary.

8.1.4 Evacuation Centres

The City of Bunbury is responsible (in partnership with the HMAs/CA and Department of Communities) for ensuring adequate arrangements are in place to support evacuation, including providing emergency evacuation centres and applicable support functions.

The Department of Communities have created an amalgamated Local Emergency Relief and Support Plan – **contact Department of Communities for the most current version of this plan.**

Building Name	Site Address	Max	Covid	Contact details
SW Sports Centre	1 Rotary Drive (off Parade Rd, Withers	Total sleeping capacity – 600 people Fixed Seating – 489 seats Total area – 2794m2 <u>Squash Court viewing area</u> – 200m2 (100/50) <u>Upstairs Gym</u> – 289m2 (140 / 70) <u>Sports Hall</u> – 2016m2 (1000 / 500) <u>Function Room</u> –289m2 (140 / 70)	Covid19 2m2 – 500 4m2 - 200	(08) 9792 7000 A/Hours Service – 9792 7106 records@bunbury.wa.gov.au
SW Italian Club	13-19 White Street, Bunbury	<u>Main Hall</u> 650 people – 580m2 (290 / 145) Total sleeping capacity – 200 people approx. <u>Members Bar</u> – 280m2 (140 / 70) <u>Members Lounge</u> -130m2 – (65 / 30)	Covid19 2m2 – 500 4m2 - 200	(08) 9791 2286 0418 917 620 admin@switalianclub.com



8.2 Higher Risk Persons and Groups

City of Bunbury relies on agencies responsible for Higher Risk Persons and Groups (HRPG) to ensure suitable planning and response capabilities to support those special needs clients.

Sections of the community with special needs such as, aged, tourist facilities, children, physical disabilities, homeless could be considered 'Higher Risk Persons'.

See **Appendix 5 - Higher Risk Persons & Groups Emergency Plan**



8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation.

Extensive mapping information can be obtained from the City of Bunbury's website and agencies such as Department of Biodiversity Conservation and Attractions.



8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate any risks and ensure evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount when considering State strategic control priorities that identify roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



8.5 Return

HMA/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and relevant City of Bunbury Officers.

ACTION

- HMA/CA IC MAKES DECISIONS TO EVACUATE.
- LEMC AND THE COB ASSIST BY PRE-PLANNING FOR EVACUATION.
- ALL ALTERNATIVES TO BE CONSIDERED.
- DECISION TO EVACUATE MADE AS SOON AS POSSIBLE.
- HIGHER RISK PERSONS AND GROUPS TO BE A SPECIAL CONSIDERATION IN AN EVACUATION
- ROUTES AND MAPS SOURCED VIA ONLINE INTRAMAPS, GOOGLE MAPS OR PARTNER AGENCIES.
- ENSURE EVAC CENTRE PROTOCOLS AND PROCEDURES ARE ENACTED – SEE DEPARTMENT OF COMMUNITIES (COMMUNITIES) LOCAL EMERGENCY RELIEF AND SUPPORT PLAN

EMERGENCY RELIEF AND SUPPORT

The Department of Communities has the role of managing emergency relief and support described as, ‘the provision of both physical and psychological needs of a community affected by an emergency’.

This includes the functional domains of:



As previously mentioned in Section 8 of this document, the Department of Communities have created an amalgamated Local Emergency Relief and Support Plan – **contact Department of Communities for the most current version of this plan.**



9.1 Department of Communities Evacuation Centre Coordinator

The Department of Communities Director appoints the Local Evacuation Centre Coordinator (ECC) - **Appendix 2** for description of Roles and Responsibilities.



9.2 Local Recovery Coordinator

The City of Bunbury nominates and appoints the Local Recovery Coordinator (LRC) to assist the LEMC EO and ECC to manage emergency evacuation centres such as building opening, closing, security and maintenance.

A COB staff member will be appointed the LRC – see **Appendix 2** for description of Roles and Responsibilities.



9.3 Register, Find, Reunite

The Department of Communities is responsible for recording displaced persons on the National Register allowing friends and relatives to locate each other.

The Department of Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.



9.4 Evacuation Centres

The City of Bunbury in conjunction with the Department of Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC.

9.4.1 *Animals (including assistance animals)*

Animals except for assistance animals are not permitted in Evacuation Centres. The City of Bunbury will support and assist with animal management wherever possible through the Animal Welfare in Emergencies Plan (**Appendix 7**)

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7.

The City of Bunbury Animal Welfare in Emergencies Plan (see **Appendix 7**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

ACTION

- COMMUNITIES IS RESPONSIBLE FOR MANAGING RELIEF AND SUPPORT OF PEOPLE.
- DPIRD IS RESPONSIBLE FOR MANAGING THE WELFARE OF ANIMALS.
- COMMUNITIES DEVELOPS, MAINTAINS AND ENACTS THE BUNBURY LOCAL EMERGENCY RELIEF & SUPPORT PLAN.
- THE COB WILL APPOINT THE LRC.
- REGISTER FIND UNITE RESPONSIBILITY ACTIONED BY COMMUNITIES AND SUPPORTED BY THE AUSTRALIAN RED CROSS.
- IDENTIFIED EVACUATION CENTRES AND FACILITIES – SEE COMMUNITIES LERSP.
- COB RANGERS TO SUPPORT DBCA, DPIRD IN ANIMAL WELFARE

RECOVERY

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a separate plan to provide guidance in recovery, and is part of the overall LEMA, which should be viewed and read in conjunction with this Plan.

The City of Bunbury LRP (*stand-alone plan*) guides and establishes sound recovery management, concepts, principles and values for Bunbury's staff, partnering agencies and community following significant impact from any emergency.

EXERCISING REVIEW & TESTING



11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate community about local arrangements and programs

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them

11.1.1 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually

11.1.2 Exercise Reporting

As per State EM Policy 4.11.3, post exercise reports will be forwarded to the District Emergency Management Committee as soon as practicable after an exercise.

11.2 Review of LEMA



The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever COB considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

Contact lists are reviewed and updated quarterly – Emergency Contacts and Resource Directory (Appendix 4)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be done every five years, as risks may vary due to climate, environment and population changes

A review after an event or incident requiring the activation of an ISG or after an incident requiring significant recovery co-ordination

Appendix 1	Glossary of Terms and Acronyms	
Appendix 2	Roles and Responsibilities	
Appendix 3	Bushfire Risk Management Plan	
Appendix 4	Emergency Contact & Resource Directory	
Appendix 5	Higher Risk Persons and Groups Plan	
Appendix 6	CoB LEMC Terms of reference ToR	
Appendix 7	Animal Welfare in Emergencies Plan	
Appendix 8	Templates a. Situation report, b. Comms Template, c. LEMC Special Agenda	
Appendix 9	Specialty Maps	
Appendix 10	MOU – SWZ-WALGA for the Provision of Mutual Aid	
		
		

GLOSSARY OF TERMS & ACRONYMS

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency (CA)	A Combat Agency prescribed under section 6(1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency
Command (Vertically Within an Organisation)	The direction of members and resources of an organisation in the performance of the organisation's roles and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations
Controlling Agency (CA)	An agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: <ul style="list-style-type: none"> ○ legislation other than the <i>Emergency Management Act 2005</i>; or ○ by agreement between the relevant Hazard Management Agency and one or more agencies
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of

Appendix 1

	the authority to command, and horizontally, across organisations, as a function of the authority to control.
Disaster	see EMERGENCY
District	Means an area of the State that is declared to be a district under Section 2.1 of the <i>Local Government Act 1995</i>
District Emergency Coordinator (DEC)	The person appointed by the State Emergency Coordinator to provide advice and support to their District Emergency Management Committee in the development and maintenance of emergency management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator
District Emergency Management Committee (DEMC)	A District Emergency Management Committee established under section 31(1) of the <i>Emergency Management Act 2005</i>
Emergency	<p>The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"</p>
Emergency Management (EM)	<p>The management of the adverse effects of an emergency including:</p> <ul style="list-style-type: none"> ○ prevention - the mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency; ○ preparedness - preparation for response to an emergency; ○ response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and ○ recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing
Emergency Risk Management	A systematic process which contributes to the wellbeing of communities and the environment (Australian Disaster Resilience Glossary)
“Function” Support Coordinator	That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Emergency Relief and Support Plan
Hazard	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is

Appendix 1

	defined in the <i>Emergency Management Act 2005</i> or prescribed in the <i>Emergency Management Regulations 2006</i>
Hazard Management Agency (HMA)	A public authority, or other person, prescribed by the <i>Emergency Management Regulations 2006</i> to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard
Incident	The occurrence or imminent occurrence of a hazard
Incident Area	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident
Incident Controller (IC)	The person designated person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation [note: agencies may use different terminology, however, the function remains the same]
Incident Control Centre (ICC)	A facility established to control and coordinate the response and support to an incident or emergency synonym: emergency operations centre; emergency coordination centre
Incident Management Team (IMT)	A group of incident management personnel comprising the Incident Controller, and the personnel they appoints to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller which is responsible for the overall control of the incident
Incident Support Group (ISG)	A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator
Local Emergency Management Committee (LEMC)	A Local Emergency Management Committee established under section 38 of the <i>Emergency Management Act 2005</i>

Appendix 1

Municipality	Means the district of the local government
Operation	An Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area
Operations Area	The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more incident areas
Operations Area Manager	The person designated by the relevant HMA, responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation
Operations Area Support Group (OASG)	A group of agency/organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency
Prevention	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency
Preparedness	Preparation for response to an emergency
Response	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery
Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing
Risk	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment:</p> <ul style="list-style-type: none"> ○ the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood; ○ a measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and ○ expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability
Risk Management	Coordinated activities of an organisation or a government to direct and control risk

Appendix 1

Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
State Emergency Coordination Group (SECG)	A group that is established, under section 26 of the Emergency Management Act 2005 during a state of emergency, or may be established where an emergency occurs or is imminent, to ensure the provision of a strategic, coordinated multi-agency response to and recovery from the emergency and report to the Minister
State Emergency Management Committee (SEMC)	Committee established under section 13 of the <i>Emergency Management Act 2005</i>
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time

Appendix 1

Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management System (DFES)
CA	Control Agency
CEO	Chief Executive Officer
CoB	City of Bunbury
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
ED	Executive Director
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LECC	Local Evacuation Centre Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority

Appendix 1

LGLO	Local Government Liaison Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty against Animals
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREPS	Situation Reports
SOP	Standard Operating Procedures
VBFS	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police
LWAPOL	Local Western Australian Police

ROLES & RESPONSIBILITIES

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see [State EM Plan](#) – Appendix E.

For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see [State EM Plan](#) – Appendix C.

Hazard Management and Controlling Agencies

Type of Hazard	Hazard Management Agency	Controlling Agency
AIR CRASH	Commissioner of Police	WA Police Force
ANIMAL OR PLANT, PESTS OR DISEASES	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the COLLAPSE OF A STRUCTURE OR LANDFORM (collapse)	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
CYCLONE	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
EARTHQUAKE	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Energy Policy WA
FIRE	Fire and Emergency Services Commissioner	<p>Department of Fire & Emergency Services - within gazetted fire districts or where their brigade or unit is established</p> <p>Department of Biodiversity, Conservation & Attractions - on land it manages outside gazetted fire districts</p> <p>City of Bunbury - in City of Bunbury districts, outside of gazetted fire districts and Department of Biodiversity, Conservation & Attractions land.</p>

Appendix 2

FLOOD	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS , that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL, SUBSTANCE that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	Department of Fire & Emergency Services
HEATWAVE	Chief Executive Office, Department of Health	Department of Health
HOSTILE ACT	Commissioner of Police	WA Police Force
HUMAN EPIDEMIC	Chief Executive Office, Department of Health	Department of Health
LAND SEARCH – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA

Appendix 2

City of Bunbury Roles & Responsibilities

Local role	Description of Responsibilities
City of Bunbury	<ul style="list-style-type: none"> Responsibilities of the City of Bunbury (the City) as a Local Government are defined in Section 36, EM Act: Ensure that effective local emergency management arrangements are prepared and maintained for its district Manage recovery following an emergency affecting the community in its district Perform other functions given to the City under the Act The City also accepts responsibility for management of its resources The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies Development and testing of LEMA
Local Emergency Coordinator (LEC)	<ul style="list-style-type: none"> The responsibilities of the LEC are defined in Section 36 of the EM Act For 'the City' the position of Local Emergency Coordinator is held by the WA Police, and represented by the Bunbury Police Station OIC's having the following functions: To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district To carry out other emergency management activities in accordance with directions of State Emergency Coordinator
Local Recovery Coordinator (LRC)	<ul style="list-style-type: none"> During an evacuation where a CoB facility is utilised by Department of Communities (Communities) provide advice, information and resources regarding the operation of facility. Coordinate emergency relief and response on behalf of the City Coordinate initial arrangements in lieu of Communities Local Evacuation Centre Coordinator attendance and provide assistance. Opening and closing establishments
Local Emergency Management Committee Executive Officer (LEMC EO or EO)	<ul style="list-style-type: none"> During a major emergency attend ISG meetings to represent City of Bunbury, provide local knowledge input and provide details contained in the LEMA. Coordinate emergency relief and response on behalf of the City Coordinate initial arrangements in lieu of Communities Local Evacuation Centre Coordinator attendance.

Appendix 2

Local role	Description of Responsibilities
	<ul style="list-style-type: none"> • Provide assistance to the Local Evacuation Centre/s including opening and closing establishments
<p>Local Government Liaison Officer (LGLO)</p>	<ul style="list-style-type: none"> • The CEO, LEMC EO or LRC may nominate and appoint a staff member as the Local Government Liaison Officer when required for assistance, and support the CEO, LEMC EO and/or LRC • When requested may attend ISG meetings on behalf of the LEMC EO or LRC to represent City of Bunbury • May be asked to attend ISG meetings, provides local knowledge input and provides details contained in the LEMA
<p>City of Bunbury – Incident Management</p>	<ul style="list-style-type: none"> • Where an identified evacuation centre is a building owned and operated by the City, provide a liaison officer to support the Department of Communities. • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist community and emergency services deal with incidents • Ensure all personnel with emergency planning, preparation, response, recovery responsibilities are properly trained in role • Keep appropriate records of incidents that have occurred to ensure continual improvement of City’s emergency response capability • Liaise with the incident controller (provide liaison officer) • Participate in ISG and provide local support
<p>Other City of Bunbury Officers (as required)</p>	<p>As determined by the Incident, the following Officers may be members of the committee or sub/working-groups:</p> <ul style="list-style-type: none"> ○ Mayor ○ Chief Executive Officer ○ LEMC Executive Officer / Team Leader Rangers & Emergency Management ○ Local Recovery Coordinator / Community Safety & Emergency Management Officer ○ Council Representatives ○ Director Sustainable Development ○ Director of Infrastructure ○ Director Corporate & Community ○ Manager Communication & Place Activation ○ Manager Infrastructure Maintenance Services ○ Manager Community Wellbeing ○ Manager Waste Operations & Infrastructure Business Services ○ Manager Project & Asset Management ○ Manager Community Connection ○ Chief Bush Fire Control Officer ○ Local Unit Manager State Emergency Services

Appendix 2

Emergency and Support Agencies

Agency	Description Of Responsibilities
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of emergency</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	<p>HMA is a public authority or other person which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act]</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] • Ensure effective transition to recovery to City of Bunbury
Combat Agency	<p>A Combat Agency is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency</p>

Appendix 2

<p>Support Agency</p>	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency</p> <p>Functions:</p> <ul style="list-style-type: none"> • Restoring essential services affected by the emergency • Providing “function” support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis
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Emergency Relief and Support

Agency	Description Of Responsibilities
<p>Department of Communities</p>	<ul style="list-style-type: none"> • Establish, chair and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Group, where determined appropriate by Communities District Director • Prepare, circulate, test and maintain the Local Emergency Relief and Support Plans • Represent Communities and the emergency relief and support function on the LEMC and Local Recovery Coordination Group • Establish and maintain the Local Evacuation Centre • Ensure personnel and organisations are trained and exercised in their welfare responsibilities • Coordinate provision of emergency relief and support services during response and recovery of emergency • Represent Communities on the Incident Support Group when required
<p>Australian Red Cross</p>	<ul style="list-style-type: none"> • Undertake the process of recording displaced persons for National Register

Appendix 2



	<ul style="list-style-type: none">• In partnership with City and Communities undertake Outreach in affected areas
CoB Rangers	<ul style="list-style-type: none">• Assist with Animal Management in effected areas and at Evacuation Centres

Appendix 3

Bushfire Risk Management Plan (BRMP)

Please see separate document:



Emergency Contacts & Resources Directory

Contents Redacted



HIGHER RISK PERSONS AND GROUPS EMERGENCY PLAN

LEMA Appendix 5 2024

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ACRONYMS

HRPC	<i>Higher Risk Persons Coordinator</i>
CALD	<i>Culturally and Linguistically Diverse</i>
DFES	<i>Department of Fire and Emergency Services</i>
HACC	<i>Home and Community Care</i>
IL	<i>Independent Living</i>
LEMA	<i>Local Emergency Management Arrangements</i>
LEMC	<i>Local Emergency Management Committee</i>
MOU	<i>Memorandum of Understanding</i>
IC	<i>Incident Controller</i>
ICC	<i>Incident Control Centre</i>
HMA	<i>Hazard Management Agency</i>
IMT	<i>Incident Management Team</i>
RAC	<i>Residential Aged Care</i>
the City	<i>City of Bunbury</i>

Amendment Record

Amendment or Review		Details	Amended or Reviewed by
No	Date		
1	February 2024	Developed Appendix 6 Sub Plan for LEMA	MA, CG, LW
2			
3			
4			

DEFINING HIGHER RISK PERSONS & GROUPS

Although everyone is at risk during and after an emergency or disaster, some people or groups experiencing influencing factors that can impact their wellbeing, safety, security and connectedness, may be at higher risk.

Higher Risk Persons and Groups within the overall population have a Higher Risk degree of demographic or socioeconomic vulnerability, rendering them more likely to be adversely affected by disaster. They can be defined by the characteristics of a person or group that affect their capacity to anticipate, cope with, resist, and recover from the impact of a disaster (natural or non-natural).

All community service agencies have a responsibility to ensure their staff and clients are kept safe. For more information and resources please visit the Department of Fire & Emergency Services website here [Support for at risk communities - Department of Fire and Emergency Services \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au)

A definition that could be considered for “Higher Risk” Persons and Groups is:

Having concerns with Communication, Medical, Independence, Supervision, and Transportation services.

Influencing Factors: Higher Risk Persons & Groups

Socioeconomic Status

Includes employment, income, housing (e.g. homelessness), transients, tourists and education level. People with lower socioeconomic status are more likely to lack resources needed to follow instructions on emergency preparedness. They might be unable to stockpile food, for example, or not have the ability to evacuate.

Homelessness and Rough Sleeping

People experiencing homelessness are those who lack a permanent, stable home. This includes individuals sleeping outdoors or in tents (referred to as rough sleeping), as well as those staying in shelters, supported accommodation, or temporarily with friends or family (couch surfing). Homelessness can increase vulnerability during emergency events, as people may have limited access to critical resources and services, face pre-existing physical or mental health challenges, and have fewer social connections to rely on during a crisis.

It's unlikely some rough sleepers will have their own transport and may not have neighbours/friends/family that could be relied upon in an emergency to vacate the area of disaster. Some rough sleepers could potentially make arrangements if they are connected to an organisation. A notification through the LEMC and/or via the network of support services is highly recommended. In the

event of identifying rough sleeping in the vicinity of the disaster event, Department of Communities should be contacted and advised.

The Department of Communities has established the Office of Homelessness, with the aim of achieving better outcomes for people experiencing, or at risk of, homelessness.

For more information please visit the website here [Office of Homelessness \(www.wa.gov.au\)](http://www.wa.gov.au)

Age (Aged care Facilities, Retirement Facilities, Child care Facilities and Schools)

The old and the young are particularly vulnerable during emergencies.

Older adults are more likely to have medical problems that put them at an increased risk during a disaster. They might have limited sight, hearing, cognitive ability and physical strength.

Young children are also more at risk. They have yet to develop the resources, knowledge, or understanding to effectively cope with disaster, and they are more susceptible to injury and disease. Young children are also more vulnerable when they are separated from their parents or guardians, for example, at school or in day-care.

Culturally and Linguistically Diverse (CaLD) Groups

Race and Ethnicity

Race and ethnicity contribute to social vulnerabilities and are tied to issues of socioeconomic status. Social and economic marginalisation contributes to the vulnerability of these groups.

English Language Proficiency

People with limited English proficiency have a limited ability to read, speak, or write in English. These groups might/may have trouble understanding public health directives if language barriers are not addressed when developing emergency readiness messages.

Medical Issues and Living with Disabilities

Persons with a disability include those with a cognitive, physical, or sensory impairment that limits a major life activity. People with physical impairments might include those with limited sight, hearing, or mobility or those who are dependent on electric power to operate medical equipment. For many people with medical conditions and disabilities, their ability to hear, understand, or respond to a warning is impaired. This category also includes individuals with access and functional needs.

The City of Bunbury also has a Disability, Access and Inclusion Plan (DAIP) 2023-2028 which is publicly available.

The DAIP outlines the City's commitment to ensuring people with disability, their carers and families have equal access to its information, facilities and services and was developed with feedback from the community and relevant stakeholders.

INTRODUCTION

Aim and Objectives

Aim

To define emergency management arrangements relating to the evacuation, welfare and care of Higher Risk Persons and Groups and related support networks, before, during and after emergencies throughout the **City of Bunbury** (hereby referred to as '**the City**').

Objectives

Detail actions, roles and responsibilities for prevention, preparedness, response and recovery arrangements within the City for Higher Risk communities.

Identify emergency management arrangements between all stakeholders and networks in response and recovery from an emergency within the City for Higher Risk communities.

Provide an interface to enable integration with other emergency plans within the City and State.

Provide a reference for all Higher Risk communities and their networks required to respond and recover from emergencies within the City.

Scope

This Plan covers the City's Emergency Management Arrangements that apply to responders and Higher Risk Persons and Groups and their networks that may become involved with managing and responding to emergencies within the City.

Related Documents

This Plan forms part of the City's Local Emergency Management Plans *and Arrangements* (LEMAs) and should be read in conjunction with these plans and their related support documents. They also interface with other hazard specific, emergency management and recovery plans at local, district and state levels.

Plan Responsibilities

The City is responsible for developing, implementing and revising this Plan in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

Emergency Management for Higher Risk Persons & Groups

Planning

In accordance with the Western Australian Community Evacuation in Emergencies Guideline, *Local Emergency Management Plans are to include information which will assist the Controlling Agency in the operational planning process. This includes having specific arrangements in place for Higher Risk Persons and Groups, such as unaccompanied children, schools, aged care facilities, caravan and holiday parks, persons with disabilities, and culturally and linguistically diverse communities (CALD).*

Higher Risk

Higher Risk (social vulnerability) is defined by the characteristics of a person or group that affect *their capacity to anticipate, cope with, resist and recover from effect of a disaster and emergencies.*

Commonly accepted categories could include (Refer SEMP 4.6) children and youth, older people, people with disability, those who are medically reliant, Aboriginal people, individuals from culturally and linguistically diverse (CaLD) backgrounds, isolated individuals and communities as well as transient individuals and communities. (Refer SEMP 4.6)

Higher Risk Persons & Groups in Emergency Management Cycle

Prevention

Developing specialised Higher Risk Persons and Groups Plan for community members.

Preparedness

Create evacuation contingencies for Higher Risk community members.

Conduct outreach and engagement.

Determine additional resource requirements.

Consider evacuation facilities, transport and special requirements.

Response

Consider resource allocations in emergencies.

Provide targeted data for Incident Management Team use.

Prioritise response efforts for Higher Risk communities.

Customise communication efforts.

Recovery

Determine resource allocation.

Identify Higher Risk sub populations that are least resilient.

Track recovery and any on-going problems.

Organisational Roles and Responsibilities

Organisations with responsibilities identified under this Plan are listed in the following table. Participating organisations will be required to provide assistance under this Plan in the event of an emergency, which will, or may, affect Higher Risk Persons and Groups, directly or indirectly.

AGENCY / CITY	ROLES / RESPONSIBILITY
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> ➤ Hazard Management Agency ➤ Evacuation decisions and coordination ➤ Support Agency
Department of Communities (Communities)	<ul style="list-style-type: none"> ➤ Evacuation centres ➤ Emergency Relief & Support Plan ➤ Financial assistance to affected persons ➤ Displaced persons
Western Australia Police (WAPOL)	<ul style="list-style-type: none"> ➤ Hazard Management Agency ➤ Traffic Management ➤ Investigation and enforcement ➤ Alerts and evacuation execution
Disability Services (NDIS)	<ul style="list-style-type: none"> ➤ Client contact database ➤ Identification of specialist requirements
City of Bunbury (CoB)	<ul style="list-style-type: none"> ➤ Support Agency ➤ Information Technology ➤ Facilities resources

COMMUNICATIONS

The communications plan must accommodate the needs of Higher Risk Persons and Groups to provide concise instructions before, during, and after a disaster.

Considerations Strategies – Higher Risk Persons & Groups

Use short sentences and plain language to allow for easy translation of materials. Consider using a sixth grade reading level or lower.

Provide written materials in bilingual or multi-lingual format.

Include visual aids such as pictures and maps to reinforce key messages.

Repeat key information.

Include directions and phone numbers.

Use large fonts.

Identify preferred communication methods (face-to-face, phone, word-of-mouth), and develop messages accordingly.

Identify preferred media through which messages are delivered. Is it the local newspaper, radio station, or local clubs and religious organisations?

Consider working with media and communications specialists.

RESPONSE

Responsibility in Response

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

LEMAs are to include information such as, but not limited to, Higher Risk Persons or Groups that will assist the Controlling Agency/HMA in evacuation planning and decision making.

EVACUATION

Considerations

Deciding which Higher Risk Persons & Groups may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.

A plan should detail arrangements and establish procedures for moving people to safe and secure facilities away from danger zones during a threat.

If Higher Risk Persons & Groups do not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations.

Identification is important in the case of aged and infirm or children during an evacuation. Carers and those with responsibility must ensure they can list, account for, and identify all persons in their care.

Records should be kept verifying persons and physical status. Methods may involve identification tags, photographs, and documentation.

Establish a procedure to assist any persons requiring specialised medical attention and mobility assistance, i.e., those most at risk, during emergency.

Higher Risk Persons & Groups: Evacuation Planning Considerations

Availability of safe evacuation routes, considering:

- surrounding vegetation
- fire fuel loadings
- topography
- watercourses
- possibility of road closures.

Proximity of and anticipated response times by local emergency agencies

Time required to vacate the property, including time to transport

Owners' need for backup power supply should the mains power fail, especially night evacuation

Owners' requirements for effective internal and external emergency communications

Any need for additional assistance for care and attention in an emergency

Arrangements for Assistance

Arrangements and requests for assistance will be made to the IMT. .

Evacuation and Relocation Readiness

Suggestions for readiness actions for Higher Risk Persons & Groups for emergency use:

Torch, radio and spare batteries	First-aid items (discuss with your organisation)
Mobile phone and contact phone numbers	Personal medicine grab and go containers
Mobility aids readiness	Suitable clothing and carry bag
Family and support group/organisation details	

Assistance to Evacuate

Carers and responsible organisations need to notify emergency agencies early with the following details:

Location of Higher Risk persons/groups	Contact details of Higher Risk persons/groups
Understand and relay needs for physical assistance	Alternative contact information

Incident Management Team Responsibilities

The IMT's roles and responsibilities are to determine the need for evacuation taking into consideration:

The threats, hazards and risks	Assess and determine transport routes
The predicted path of the threat	Determine the evacuation points
Determine what is at risk	Communicate evacuation intentions at earliest possible time to persons and groups identified in this Plan
Assess practicality of a large-scale evacuation during a response	Ensure accurate records are kept of persons relocated in an emergency

Higher Risk Persons & Groups Responsibilities

Higher Risk persons and their carer organisations are responsible for:

Making the decision to stay or evacuate early, before the property is directly affected by the incident

Implementing the required aspects of the personal and organisational evacuation plan

Ensuring that all Higher Risk persons are identifiable

City of Bunbury Responsibilities

The City is responsible for preparing, planning for and to determine and document evacuation considerations:

The threats, hazards and risks

The predicted threat or hazard behaviour

Determine what is at risk

Assist in assessment of the practicality of a large-scale evacuation during a response

Assess and assist determining transport routes

Assist with the Determination and document the evacuation points

Assist with Identifying and document safe havens, locations, and facilities

Assist with Identifying and document required and available resources, needed to enable structured and safe evacuation of Higher Risk Persons and Groups from areas under threat

Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Incident Control Centre. Record and document all matters relating to the financial management and arrangements relating to Higher Risk Persons & Groups.

RECOVERY

Responsibility for Recovery

The IC will determine the ‘recovery phase’ on completion of the ‘response phase’ and complete the Impact Assessment ready for handover to the City’s CEO and LRC.

The Bunbury Local Recovery Coordinator and the Bunbury Recovery Coordination Group are responsible for implementing the ‘recovery phase’ of an incident.

Transition to Recovery

The IC needs to declare the area safe prior to approving or supporting the movement of affected people back to an incident affected property.

City of Bunbury Higher Risk Persons/Groups

NAME	ADDRESS	CONTACT	HOURS
The Salvation Army	Bussel Highway and Timperley Road, Bunbury	9791 5200	Monday to Friday – 9am to 2pm
Doors Wide Open	42 Forrest Avenue, South Bunbury	9787 9298	Monday to Friday – 10am to 2pm
Housing First Support Service	Stirling Street, Bunbury	9720 9298	N/A
In Town Centre	52 Wittenoorn Street, Bunbury	9791 4214	Monday to Friday – 9am to 4.15pm
Harbour Refuge	N/A	9791 2894	N/A

LEMC Terms of Reference Template

Adopted:	January 2024
Last Reviewed:	October 2024
Review Date:	Every 5 years or as required
Associated Legislation:	<i>Emergency Management Act 2005</i>
Associated Documents:	State Emergency Management Policy and Procedure

1.0 Name

City of Bunbury Local Emergency Management Committee (LEMC)

2.0 Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

3.0 Objectives

- 3.1. Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- 3.2. Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- 3.3. Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- 3.4. Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- 3.5. Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- 3.6. Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- 3.7. Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- 3.8. Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

Appendix 6

4.0 Duties and Responsibilities

- 4.1. Advise and assist the City of Bunbury in ensuring that local emergency management arrangements are established for its district.
- 4.2. Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- 4.3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- 4.4. Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- 4.5. Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5.0 Membership

Membership notes:

- 5.1. Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- 5.2. Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- 5.3. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- 5.4. Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- 5.5. Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- 5.6. New members may join the LEMC via resolution of the committee.

6.0 Meeting Management

6.1. Chairperson

The Chairperson should be the LEMC Executive Officer or as appointed/delegated by the LEMC EO. The LEMC EO is to appoint the Chairperson and appoint the Community Safety & Emergency Management Officer as proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

6.2. Deputy Chair

The Local Emergency Coordinator should be appointed as Deputy Chair.

6.3. Executive Officer

The LEMC Executive Officer is the Team Leader Rangers & Emergency Management.

6.4. Quorum

A quorum for the committee will be at least 50% of its voting membership.

Appendix 6

6.5. Minutes/Agendas

- 6.5.1. The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- 6.5.2. A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- 6.5.3. Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

6.6. Schedule

- 6.6.1. Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. The City of Bunbury LEMC meetings will be held the last Thursday of every quarter (August, November, February, May) at 9.30am.
- 6.6.2. Additional meetings will be convened if and as required at the discretion of the LEMC EO or Chairperson.

6.7. Authority

- 6.7.1. The LEMC does not have the authority or power to commit the Council or the City of Bunbury or any association, organisation, group or individual to expenditure without the City’s endorsement.
- 6.7.2. The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7.0 Schedule 01 – Membership

Agency	Position	Voting
City of Bunbury	Chair (Executive Officer)	✓
	Deputy Chair (OIC Bunbury Police Station and LEC)	✓
	Executive Officer (Team Leader Rangers & Emergency Management)	✓
	Local Recovery Coordinator (Community Safety & Emergency Management Officer)	✓
	Administration Support Officer	✓
	Manager Community Wellbeing	✓
	Representative from Infrastructure Teams	✓
	Representative from Environmental Health Teams	✓
	Representative from Asset Management and Environmental / Sustainability Teams	✓
	Representative from Engineering / Planning Teams	✓
	Representative from Bunbury Airport	✓
	Chief and/or Deputy Chief Bush Fire Control Officer	✓

Appendix 6

<i>Continued on next page</i>		
Agency (continued)	Position	Voting
WA Police	Local Emergency Coordinator	✓
Department of Communities	Regional Coordinator (Regional Preparedness and Coordination Emergency Relief and Support)	✓
Department of Fire & Emergency Services	District Emergency Management Advisor	✓
Department of Fire & Emergency Services	District Officer – Bunbury Area	✓
Department of Biodiversity, Conservation & Attractions	Representative	✓
Department of Health	Representative	✓
Department of Primary Industries & Regional Development	Representative	✓
Main Roads WA	Representative	✓
Red Cross	Representative	✓
SES Unit Manager	Representative	✓
Southern Ports Authority	Representative	✓
Surf Life Saving Club	Representative	✓
St John Ambulance	Representative	✓
Utilities (ATCO Gas, Aqwest, NBNC, Watercorp, Western Power, AGIG,)	Representatives	✓
WA Country Health Services (Bunbury Hospital)	Representative	✓
WA Alliance to End Homelessness	Representative	✓

8.0 Standard Reporting

- 8.1. Post incident reports
- 8.2. Post exercise reports
- 8.3. Exercise schedule
- 8.4. Local Emergency Management Arrangements update
- 8.5. Emergency Risk Management update
- 8.6. Agency/member reports
- 8.7. Agenda items
- 8.8. General business

Appendix 6

9.0 Quarterly Reporting

Quarter	Reporting activities
1 st quarter (August)	<ul style="list-style-type: none">• LEMC Business Plan tabled• Annual Meeting Schedule• Exercise Date for financial year
2 nd quarter (November)	<ul style="list-style-type: none">• Seasonal Review• State Preparedness Report Review
3 rd quarter (February)	<ul style="list-style-type: none">• LEMC Business Plan developed
4 th quarter (May)	<ul style="list-style-type: none">• Complete Annual Preparedness Survey and Annual Report• Exercise Schedule developed



Animal Welfare in Emergencies Plan

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DEFINITIONS

AEC	Animal Evacuation Coordinator
Animal	All animal and bird species
APS	Animal Protection Society
AWC	Animal Welfare Coordinator
AWT	Animal Welfare Team
CA	Control Agency
DPIRD	Dept. of Primary Industries and Regional Development
DFES	Dept. of Fire & Emergency Services
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management Team
Intensive Agriculture	A recognised agricultural activity when a substantial number of animals are kept in a limited or confined area
LAS	Livestock Animal Shelter
LGA	Being the City of Bunbury
LEMC	Local Emergency Management Committee of Bunbury
LEMA	Local Emergency Management Arrangements
Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry
PAS	Pet Animal Shelter
Pets	Small domesticated animals, portable and normally accompany the family leaving property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds
RSPCA (WA)	Royal Society for the Prevention of Cruelty to Animals
WESTPLAN	WA State Hazard Plans
Wildlife	All native species of animals and birds

INTRODUCTION

Aim

The aim of City of Bunbury (the City) Animal Welfare Plan (the Plan) is to detail emergency management arrangements relating to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

Objectives

Support the City's Local Emergency Management Arrangements (LEMA) by integrating arrangements for animal welfare.

Define roles and responsibilities for government, non-government organisations and individuals for coordinating animal welfare before, during and after an emergency.

Provide a communications framework for coordination and collaboration between government agencies, non-government agencies and animal owners.

Provide useable tools and templates to assist with coordinating animals in an emergency.

Scope

The scope of this Plan is to provide a coordinated approach to managing animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the City of Bunbury. Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

For the purposes of this Plan, and to align with the State Support Plan, animals have been classified into the following five categories:

Livestock – any buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.

Horses – any horse or equine hybrid.

Domestic Pets – any animal other than horses kept primarily for companionship, hobbies, sport or work.

Wildlife – an animal that is indigenous to Australia's land or waters, living without regular human intervention or support.

Related Documents

- State Support Plan – Animal Welfare in Emergencies
- Bunbury Local Emergency Management Arrangements
- Bunbury Recovery Support Plan
- City of Bunbury Ranger Procedure - CoB RAN.PR10 - Pound Induction

Legislation and Codes

- Animal Welfare Act 2002
- Biosecurity Conservation Act 2016
- Emergency Management Act 2005
- Department of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct

National Planning Principles for Animals in Emergencies

1. Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes
2. Explicitly recognise that integrating animals into emergency management plans will help secure **improved human welfare and safety** during disasters
3. Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for implementing effective animal welfare measures
4. Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted when disaster plans are written or reviewed
5. Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as ‘first responders’ in disasters and **acknowledge City of Bunbury understands local needs** and available resources
6. Consider how best to ensure the Plan is effectively integrated and implemented by, for example, extensive consultation during the planning process or **including an animal welfare** element in requirements for **disaster training** exercises
7. Include **effective communication** about implementing the Plan with those parties who may be involved as well as those who may be affected by disasters
8. Communicate in **language that is clear and accessible** to all stakeholders including the general public.

Organisational Roles & Responsibilities

Animal Owner/Carer

The owner or carer of an animal is responsible for its welfare and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

Human life will always take precedents over animal welfare.

State Government

Department of Primary Industries and Regional Development (DPIRD)

- DPIRD is responsible for coordinating the provision of animal welfare services to support the animal owner in an emergency.
- DPIRD is recognised as the Hazard Management Agency (HMA) for animal pest or disease and plant pest or disease that could result in an outbreak that potentially could cause significant damage to the environment and/or harm humans and industry.

Department of Biodiversity, Conservation and Attractions (DBCA)

- DBCA is responsible for coordinating the provision of animal welfare services to animals in the Perth Zoo and advising the animal owner of wildlife and wildlife parks. Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

Department of Communities (DC)

- DC is responsible for opening Emergency Welfare Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception of guide dogs.

WA Police

- A Police Officer has the powers to move, direct or prohibit the movement of animals within, into, out of or around the emergency area, if an emergency situation or state of emergency is declared.

City of Bunbury (COB)

The COB will support and manage animals in an emergency by ensuring an Animal Welfare Plan is in place and ready for activation to assist the Local Emergency Management Arrangements.

The COB Recovery Coordinator will appoint an Animal Welfare Coordinator and Animal Welfare Assistant(s) (see *Annexure 3*) to be responsible for implementing this Plan and providing Situational Reports (see *Annexure 4*) for IMT and/or Incident Support Group (ISG) to meet and liaise with DPIRD.

Key Stakeholders

Key Stakeholders including non-government organisations and local community groups can assist with animal welfare in emergencies including:

- RSPCA – takes the lead role in welfare of domestic pets and is supported by DPIRD
- Veterinarians – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with COB Rangers for emergency care and shelter
- Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders (see *Annexure 1*)

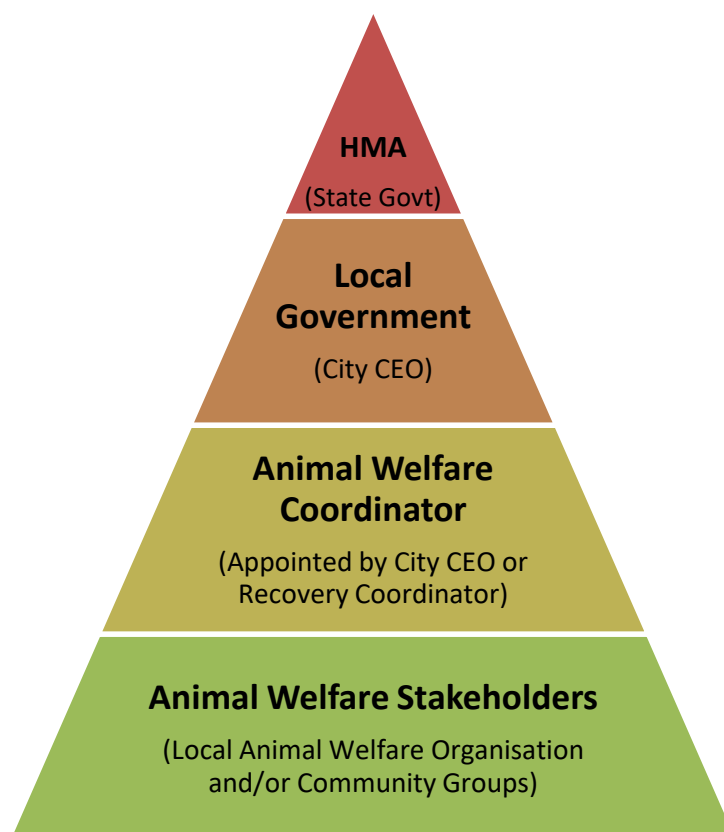


Figure 1: Animal Welfare Support Plan Structure

PREPAREDNESS

Preparedness is defined as being ready to respond to an emergency. It includes steps that can be taken before an emergency occurs to reduce the loss of life and livelihoods via simple initiatives such as planning, training and education.

Preparedness Responsibilities

Animal Owner/Carer

The owner or carer is responsible for ensuring a reasonable level of preparedness for their animals. It is suggested to have a documented plan that includes:

Determining if the animal(s) will be evacuated or remain onsite.

Visiting [DPIRD website](#) for planning templates and [DFES website](#) for Factsheets and Publications.

Ensuring suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, access to sufficient food and water for prolonged absence).

Ensuring transport is adequate and available to relocate the animals early under potential logistical constraints (road closures, window of safe evacuation).

Knowing the exact location of Animal Evacuation Centre(s) or safe havens.

Making sure animals are identifiable (animal is registered/micro-chipped, National Livestock Identification System).

Ensuring provisions for the animal's(s) care are included on evacuation.

City of Bunbury

The COB can support emergency preparedness activities with its local communities in the event of an incident. Planning considerations for COB to **support owners or carers** include:

Access to information and resources for persons evacuating with animals.

Availability of transportation support and advice.

Availability of locations to house evacuated animals.

Management of displaced or stray animals.

Assessment of impacted animals.

Treatment of impacted animals.

Euthanasia.

Disposal of deceased animals.

Provision of emergency food, water, shelter.

Recovery arrangements.

Appendix 7

Planning considerations for COB to **support key stakeholders** include:

- Timely communication of information that is clear and concise.
- Activating the plan according to the level of the emergency.
- Coordinating assistance to welfare centres with people presenting with animals.
- Coordinating assistance to Animal Evacuation Centres.
- Situational Reports of animal welfare issues to ISG.
- An Animal Welfare Sub Committee to manager Recovery issues.

Key Stakeholders

Key Stakeholders' core business will direct their precise preparedness activities.

Planning considerations for key stakeholders may include:

- Developing and testing a plan well before an emergency occurs.
- Preparing animal emergency kits.
- Preparing volunteers including training.
- Preparing network of carers or foster carers.
- Preparing premises for large influx of animals.
- Establishing a registration or contact point for information.
- Preparing vehicles for transportation.
- Preparing cages, collars, leads, bowls, buckets and other equipment.
- Preparing treatment areas or sites.
- Preparing food or feed supplies.

Community Information and Education

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the [DPIRD website](#).

DFES has a wide range of educational material for community engagement activities that can be accessed via the [DFES website](#) and for volunteers via the DFES Volunteers Hub.

The City of Bunbury promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and key messages.

RESPONSE

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

Plan Activation

The City of Bunbury CEO, on advice from the HMA or Controlling Agency, will determine when to activate this Plan.

Triggers for activating the Plan may include:

- ***Animal welfare is beyond the capacity of COB and capability of owners or carers***
- ***Local Community Evacuation Centre is activated***
- ***Large scale carcass disposal requirements.***

DPIRD may support this Plan prior to the State Support Plan – Animals Welfare being activated, by providing advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

Levels of Response

The Incident Controller is responsible for assessing the level or severity of the incident as per [State EM Response Procedure 2](#).

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3.

Response Responsibilities

Owner/Carer

Manage animals they are responsible for by activating emergency plans for before, during and after the emergency.

Stay up-to-date through official emergency advice to make informed decisions.

Appendix 7

City of Bunbury

Activate the COB Animal Welfare Support Plan in consultation with the HMA/CA via IMT and/or ISG meetings.

CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).

Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a COB employee or volunteer from animal welfare organisation.

Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.

Provide a location suitable for evacuation of domestic pets and horses (see Contacts and Resource Directory for suitable sites)

For livestock owners that cannot be readily located or contacted consideration should be given to impounding livestock at alternative locations.

Provide situational reports (**Annexure 4**) on animal welfare matters to the HMA/CA via IMT and/or ISG meetings.

Key Stakeholders

Provide support and/or assistance to the COB and/or DPIRD as requested.

Contact relevant staff/volunteers to be on standby and ready to assist on request.

Key stakeholders are advised to actively and continually stay informed of the emerging incident via www.emergency.wa.gov.au and make appropriate preparations to become active depending on the organisation's role.

Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. All financial management and arrangement matters relating to Animal Welfare are to be recorded and documented using the Forms provided at **Annexure 8** of this Plan.

The owner or carer is responsible for the costs associated with the welfare of his/her animal.

During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the animal's welfare without prior consultation. Section 56 of the AW Act provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

Planning for Evacuation

Evacuation is a risk management strategy that involves moving people (and their animals) threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

Evacuation Responsibilities

Owner/Carer

The owner or carer is responsible for determining, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

Considerations for animal owners or carers include:

Availability of safe evacuation routes, considering the type of emergency situation and the possibility of road closures

Time required to vacate the property, including time to gather, identify and load animals

Handling equipment needed for moving animals and ensuring accessibility in an emergency

Limited access to own transport for animals – owners or carers should make prior alternative arrangements with neighbours and local transporters

Ensure animals can be identified, which is important in case they become lost or mixed with others during an evacuation.

Records should be kept verifying ownership or status as a carer.

Any problematic animals deemed difficult to manage or dangerous should be kept contained to ensure the safety of other evacuating animals.

City of Bunbury

The COB is responsible for preparing, planning for and determining evacuation considerations, including:

Assessing possible threats, hazards and risks

Assessing the practicality of a large-scale evacuation during a response by liaising with the HMA/ Incident Controller and DPIRD

Assessing and identifying the safest transport routes, consider signage

Determining the evacuation locations and facilities suitable for animals (see ***Annexure 9***)

Ensuring information is included in public warnings, which can be requested via IMT/ISG meetings.

Registering animals presenting at the Animal Evacuation Centre(s) using the Animal Evacuation Registration Form (see ***Annexure 2***)

Maintaining a central point for all enquiries and dissemination of information, including a rescue display list (see ***Annexure 7***)

Ensuring food and water are available and accessible at the Animal Evacuation Centres

RECOVERY

The City of Bunbury is responsible for managing recovery following an emergency affecting the community in its district as per s36(b) of the EM Act.

Recovery Responsibilities

Hazard Management Agency/Controlling Agency

Ensure animal welfare is included in post emergency debriefs and reviews

Refer and use the Summary Sheet: Evacuated Animals Register from the Animal Welfare Coordinator in all report documentation related to animal welfare (see ***Annexure 6***)

City of Bunbury

Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with managing ongoing animal welfare issues post emergency

Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of COB and the owner or carer

Review the effectiveness of the COB Animal Welfare Support Plan with Key Stakeholders

Ensure COB is represented on the CAWE, via the WALGA member, to participate in providing feedback concerning the State Animal Welfare Plan

Key Stakeholders

Assist the COB and/or DPIRD in post-incident activities as requested

Debrief staff and/or volunteers within organisations or community groups, as it is important not to under-estimate the impacts on personnel involved in emergency response

Transition to Recovery

The Incident Controller needs to declare the area safe prior to approving or supporting the movement of animals back to an incident affected property.

Before animals are returned to a facility or property ensure:

- All perimeter fences are intact
- The facility or property is secure
- That the animals are returning to a safe and liveable environment
- That there is an adequate supply of clean feed and water

Always consider: Animals may be traumatised and stressed from a significant incident or a major change in their environment.

Annexures

Annexure 1 – Contact List

Organisation	Details	Contact
See below page ??	Surrounding shires holding facilities	
Bunbury Vet Clinic	183 Blair Street	97215999
Harradine Vet Clinic	Lt 12 Bussell Hwy	97965800
Blair Street Vet Hospital	72 Blair Steet	97216778
Emergency Animal Disease Hotline	Department of Agriculture and Food	1800 675 888
Animal Welfare	RSPCA	1300 278 358
Agricultural	DPIRD	9092 2733
V & V Walsh (Abattoir)	1 Rawling Road	9725 4488
Wildlife	Wildcare helpline	9474 9055
Parks and Wildlife	Parks and Wildlife (Wildlife Section)	9080 5555
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	1800 013 314
Main Roads WA	Road Permits (Heavy Vehicle)	9311 8450
Electrical Supply	Western Power	131 351
Rail	Emergency	9326 2111
Environmental	Environmental Protection Authority	9222 7000
Dept of Environment	Pollution Emergency	1300 784 782
Dept of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553

Appendix 7



Annexure 2 – Animal Registration Form

RECEPTION INFORMATION				
DATE:	____ / ____ / ____	PEN/HOLDING NUMBER:		Photo Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
TIME:	____ : ____ HRS			
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	<input type="checkbox"/> Roaming <input type="checkbox"/> Evacuated <input type="checkbox"/> Relinquished			
TRANSPORTED BY:	<input type="checkbox"/> Owner <input type="checkbox"/> Carer <input type="checkbox"/> Agency <input type="checkbox"/> Member of Public			
INJURIES OBSERVED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	NOTIFIED:	<input type="checkbox"/> RIA <input type="checkbox"/> DPIRD <input type="checkbox"/> HMA	
ANIMAL DESCRIPTION				
LIVESTOCK:	<input type="checkbox"/> Sheep <input type="checkbox"/> Cattle <input type="checkbox"/> Goats <input type="checkbox"/> Llama <input type="checkbox"/> Pigs <input type="checkbox"/> Chickens	DOMESTIC PET:	<input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Horse <input type="checkbox"/> Other: _____	
ESTIMATED N°:		SEX:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	
BREED:		STERILISED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
COLOUR:		MICROCHIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown N°: _____	
BRAND/ MARKINGS:		VACCINATED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
AGE:	<input type="checkbox"/> > 6 mths <input type="checkbox"/> 6 mths - 3yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> Elderly	REGISTERED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Reg.N°: _____	
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	Home:		Mobile:	
EMAIL:				
STAYING ON GROUNDS:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
RELEASE DETAILS OF ANIMAL				
FEES:	\$	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Waivered		
OUTCOME:	<input type="checkbox"/> Collected	Name:		
	<input type="checkbox"/> Re-Homed	Where:		
	<input type="checkbox"/> Euthanasia	Reason:		
OWNER/ CARER SIGNATURE:				

Annexure 3 – Animal Welfare Coordinator & Assistant Roles

Animal Welfare Coordinator

When the Animal Welfare Support Plan is activated the Animal Welfare Coordinator will:

- Establish and maintain liaison with the CEO and/or Recovery Coordinator concerning all animal welfare issues and management decisions.
- Provide Situational Reports to the CEO and/or Recovery Coordinator for IMT or ISG meetings.
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support.
- Establish and maintain contact with the Welfare Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.
- Appoint Animal Welfare Assistant(s), if required, to assist with administrating logistics associated within this Plan.
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times.
- Request Veterinarians' support and assistance for animals requiring assessment or treatment as approved by HMA/IC.
- Liaise with COB Media Officer and the HMA/IC to prepare and release public information concerning animal welfare as required.
- Arrange debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, COB staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.
- Seek authorisation from the HMA/IC to patrol areas affected by the emergency (in consultation with DPIRD/DBCA) to assist impacted wildlife.

Animal Welfare Assistant

When the Animal Welfare Support Plan is activated the Animal Welfare Assistant(s) will:

- Provide support and assistance to the Animal Welfare Coordinator to manage animal welfare issues as requested.
- Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.
- Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.
- Liaise with available Veterinarians for animals requiring assessment or treatment.
- Participate in patrols of the area affected by the emergency to assist affected wildlife once the area is deemed safe to do so by the HMA/IC.

Annexure 4 – Animal Welfare Situational Report

Incident Name:	
Agency/ Organisation:	
Information Current to:	<i>(Date/ Time)</i>

CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	Horses	Livestock	Other

Situation Summary
<i>(Brief overview of the situation at the Animal Evacuation Centre)</i>
Issues / Hazards Arising
<i>(Brief description of issues known or expected to arise e.g. capaRottnest Island reached, shortage of resources)</i>
Actions Taken
<i>(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)</i>
Actions to be Completed
<i>(Brief report of schedules/planned/proposed actions for the period covered by Sitrep)</i>

Injured Animals

(Are animals presenting injured, type of injuries, is vet present or required)

Environment/Safety

(Are there any significant environmental impacts or potential for impacts or safety issues)

Emerging or Expected Issues

12-24 hours

24-48 hours

Next Animal Welfare SITREP due: _____ *(Time / Date)*

SITREP Prepared By:

Time & Date:

Notes for Completing SITREP:

- Information in a sitrep should be factual and largely without interpretation and conjecture
- Information in a sitrep should cover the period between the last sitrep and the next sitrep
- Sitreps should be brief and not a narrative (read in <3-5 mins). If more information is required, a report should be prepared
- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.

Annexure 5 – Animal Evacuation Centre Checklist

The Animal Welfare Coordinator assigns this role

ON ACTIVATION		
Task	Notes	Complete ✓
<p>1. Ensure the facility is not at risk or likely to be affected by the hazard</p> <p>Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously.</p> <p>Continually monitor the situation.</p>		<input type="checkbox"/>
<p>2. Ensure the facility has the capacity to support a large influx of animals and people.</p> <p>If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.</p>		<input type="checkbox"/>
<p>3. Ensure the facility is operational</p> <ul style="list-style-type: none"> • Club rooms, kitchen and amenities to be in good working order • Perimeter fencing secure • Reliable source of power and water • Unrestricted road access and consider route to Department of Communities evacuation centre 		<input type="checkbox"/>
<p>4. Contact facility members who are available to volunteer and assist with managing the Animal Welfare Centre.</p> <ul style="list-style-type: none"> • Report availability of volunteers to the Animal Welfare Coordinator or COB Rangers • Draft a basic roster 		<input type="checkbox"/>
<p>5. Establish a registration point</p> <p>Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services:</p> <ul style="list-style-type: none"> • Informing users of facility/centre arrangements • Logging the details of all incoming and outgoing animals • Collecting ground fees (if applicable) • Encouraging all persons to register at https://register.redcross.org.au/ • Maintaining a central point for all queries and the dissemination of information 		<input type="checkbox"/>

MANAGEMENT DURING EMERGENCY

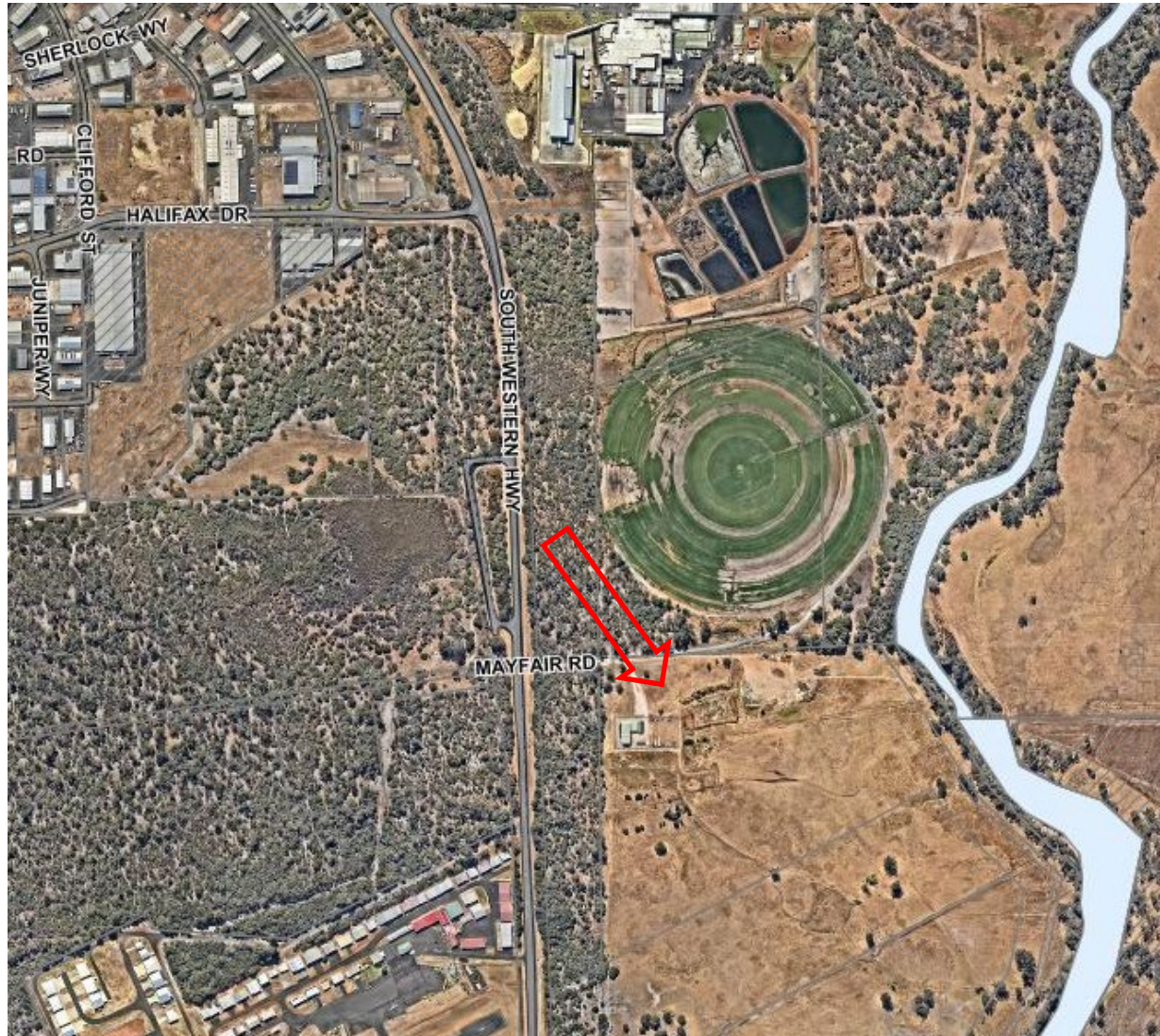
Task	Notes	Complete ✓
<p>6. Waiving of fees and rules</p> <p>In extenuating circumstances the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be:</p> <ul style="list-style-type: none"> • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable <p>This is most likely to involve dogs and unattended animals at the grounds.</p>		<input type="checkbox"/>
<p>7. Catering arrangements</p> <p>The facility is under no obligation to cater for the displaced people and they should be told this from the outset. Any donated food should be prepared in accordance with food safety standards.</p> <ul style="list-style-type: none"> • The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food • Any displaced person still requiring these basic needs should be redirected to the Department of Communities evacuation centre. 		<input type="checkbox"/>
<p>8. Donations</p> <p>The centre is not to be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are:</p> <ul style="list-style-type: none"> • Animal feed • Animal medical supplies and services • Approved catering supplies and services • Facility consumables (i.e. toilet paper) 		<input type="checkbox"/>
<p>9. Communication - SITREP</p> <p>The Facility Manager is to maintain communication with the following organisations:</p> <ul style="list-style-type: none"> • Animal Welfare Coordinator • COB Ranger Services (to inform IC via ISG) • Department of Communities • Other Public Equestrian Facilities <p>Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes.</p>		<input type="checkbox"/>
<p>10. Animals with unknown owners</p> <p>It is likely that rescued animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details forwarded to the Ranger Services of the relevant Local Government. The Rangers</p>		<input type="checkbox"/>

<p>may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.</p>		
<p>11. Administration and finance Keep accurate records, of all the centre’s activities, key decisions and expenditure. This information may be required for the post incident review. Costs may be claimable, however, confirmation of this is often required prior to activation.</p>		<input type="checkbox"/>
<p>12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions:</p> <ul style="list-style-type: none"> • Front gate attendant • Registration/admin officer • Safety officer. 		<input type="checkbox"/>
<p>13. Relief arrangements and shift changes Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. Advise that the centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.</p>		<input type="checkbox"/>
STAND DOWN		
Task	Notes	Completed ✓
<p>14. Closure of centre The centre is closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and COB. 24hrs notice must be provided to vacate the grounds.</p>		<input type="checkbox"/>
<p>15. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or COB for support services.</p>		<input type="checkbox"/>
<p>16. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the COB Ranger Services.</p>		<input type="checkbox"/>

<p>17. Clean up</p> <p>The facility is to be left in a clean usable state so it can quickly return to general business. It is expected the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.</p>		<input type="checkbox"/>
POST EMERGENCY		
<p>Task</p>	<p>Notes</p>	<p>Completed ✓</p>
<p>18. Debrief</p> <p>The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as:</p> <ul style="list-style-type: none"> • Facility Manager • Feedback from users as they leave • Hosting an official debrief session. 		<input type="checkbox"/>
<p>19. Request for information</p> <p>It is likely the facility will be contacted for details of those involved to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. The Facility Manager will validate the information to be released.</p>		<input type="checkbox"/>
<p>20. Amendments</p> <p>Any proposed changes to this document must be raised with and endorsed by the Facility Manager and COB, in consultation with DFES and Department of Communities.</p>		<input type="checkbox"/>

Annexure 9 - Animal Evacuation Centre Locations

THE CITY OF BUNBURY REGIONAL ANIMAL MANAGEMENT FACILITY (POUND) IS LOCATED ON MAYFAIR ROAD, DAVENPORT.





SURROUNDING SHIRES WITH ANIMAL HOLDING FACILITIES

LOCATION AND CONTACT

o Shire of Donnybrook
Ph: 9731 1106
After hours contact Paul 0419935 600 Shannon 0419 972 073

o Shire of Capel
Ph:9727 0222
After hours contact Ted 0417953 959

o Shire of Harvey
Ph: 9729 0300
After hours contact 0418934 942

o City of Busselton
Ph: 9781 0444

o Shire of Augusta Margaret River
Ph: 9780 5255

o Shire of Nannup
Ph:97561018

o Shire of Collie
Ph: 9734 9000
After hours Ph: 0408 931 274

SURROUNDING BUSINESSES WITH ANIMAL HOLDING FACILITIES

LOCATION AND CONTACT

o Down South Boarding Kennels
Donnybrook
Ph: 0437 891 576

o Bimbimbie Boarding Kennel
Roelands
Ph:0475 225 848

o Bushlads Pet Retreat
Capel
Ph:0410 331 744

o Max's Kennel Club
Brunswick
Ph: 0418 970 530

o Ticketyboo Boarding Kennels
Acton Park Busselton
Ph: 0488 307 044

o Marlee Country Kennels
Kalgup Busselton
Ph: 0488 307 044 Page 6 of 6

o Lake Clifton Boarding Kennels
Herron
Ph:9739 1171

o Bridgetown Boarding Kennels and Cattery
Bridgetown
Ph:9761 1751

Situation Report

CITY OF BUNBURY

(INCIDENT SUPPORT GROUP MEETING MINUTES CAN BE USED IN PLACE OF THIS SITREP FOR INTERNAL UPDATES)

EVENT		
SIT REP #	DATE	TIME PERIOD
DISTRIBUTION		
<ul style="list-style-type: none"> • Board members as required • CEO, Executive team, Managers • Local Emergency Management Committee & Local Recovery Coordination Group • Other organisations as necessary <p><i>Note: Authority can determine who receives the SITREPs based on relationships and need.</i></p>		

Situation Summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions Taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be Completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Prepared By:	Signature	Date	Time
Approved By:	Signature	Date	Time

Disaster Recovery Communications

Communications Planning Template

Communications Planning Checklist (*Recovery Comms. included*)

Action	Y/N	Responsible Person
Communications Governance		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Authorised for Distribution By: _____ Position: _____ Date: _____

Community Message Talking Points

Spokesperson _____ **Position** _____

Message timing:

To be delivered at: _____ AM PM

Media channel/s: _____

Target audience: Internal staff
Community group/s _____

Agency/s _____

Intro: discuss current situation (include 'No physical donations accepted', etc)

1 What we Know

2 What we do not yet know

3 What we are doing

4 What we want you to do

Reiterate main and salient points

Next message will be available at: _____

Authorised for Distribution By: _____ Position: _____ Date: _____

Appendix 8(c)



Local Emergency Management Committee

Extraordinary Meeting Agenda

<Insert Event Name>

Date:

Time:

Venue:

Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	Chair
1	Insert event name- Current Situation	From Sitrep or lead agency
2	Other Agency Reports	Agency leads
3	Communications employed	HMA lead, others as required
4	Priorities, further action	Chair
5	Other items as required	
6	Other items as required	
9	Other business.	As required
10	Next meeting: time and date	Chair

BUNBURY SUBURBS

Bunbury



BUNBURY SUBURBS

Carey Park

East Bunbury

South Bunbury

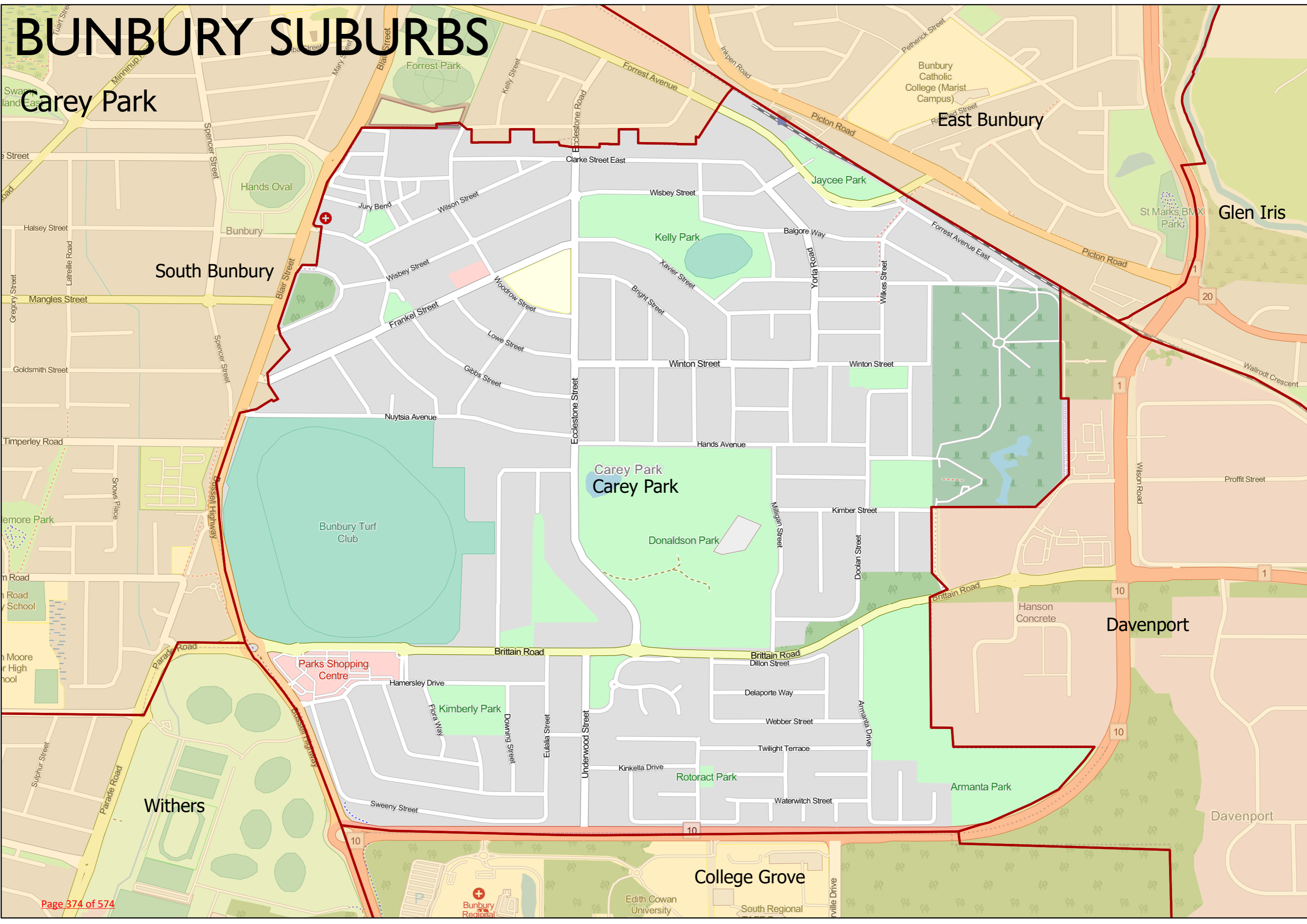
Glen Iris

Carey Park
Carey Park

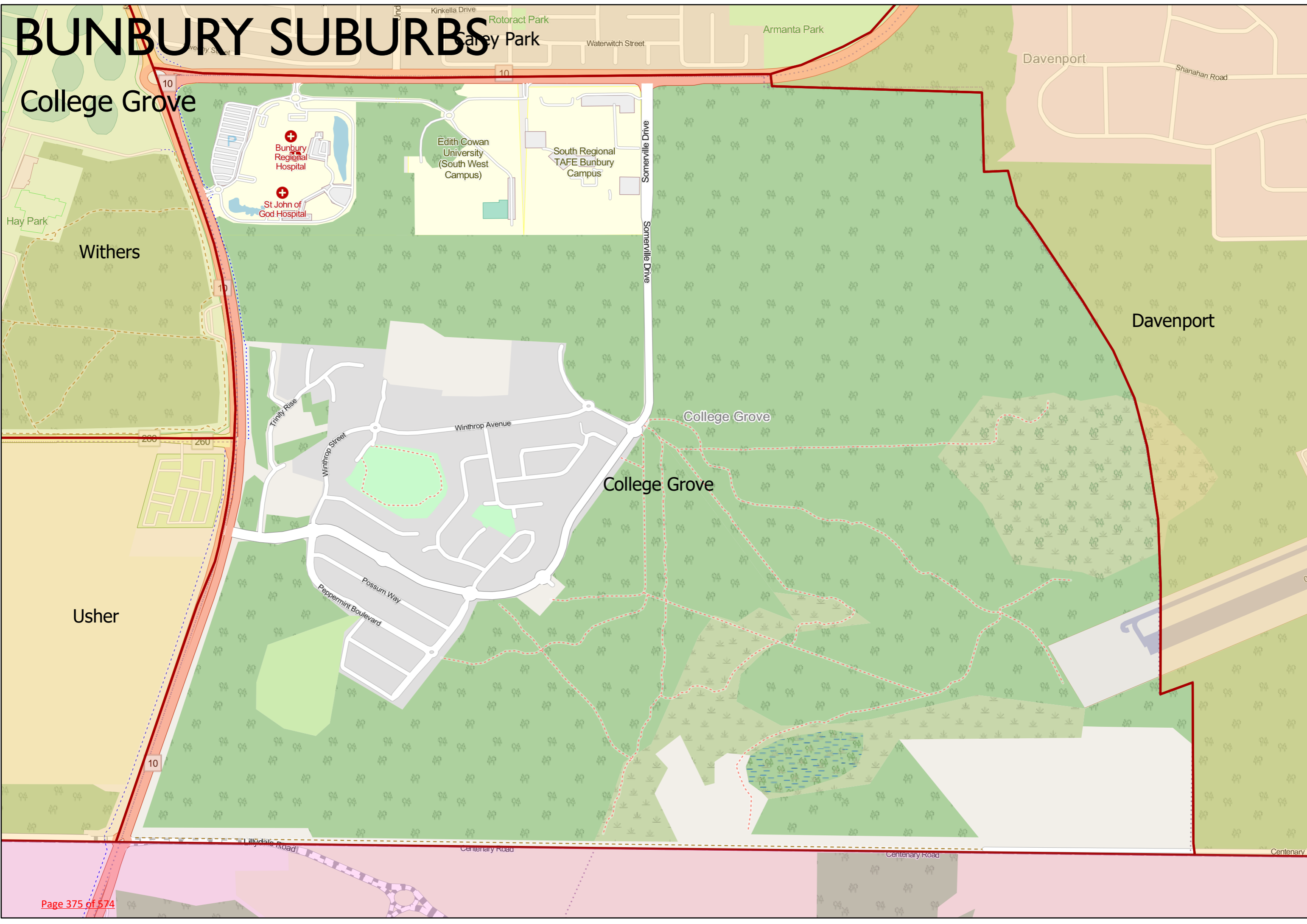
Davenport

Withers

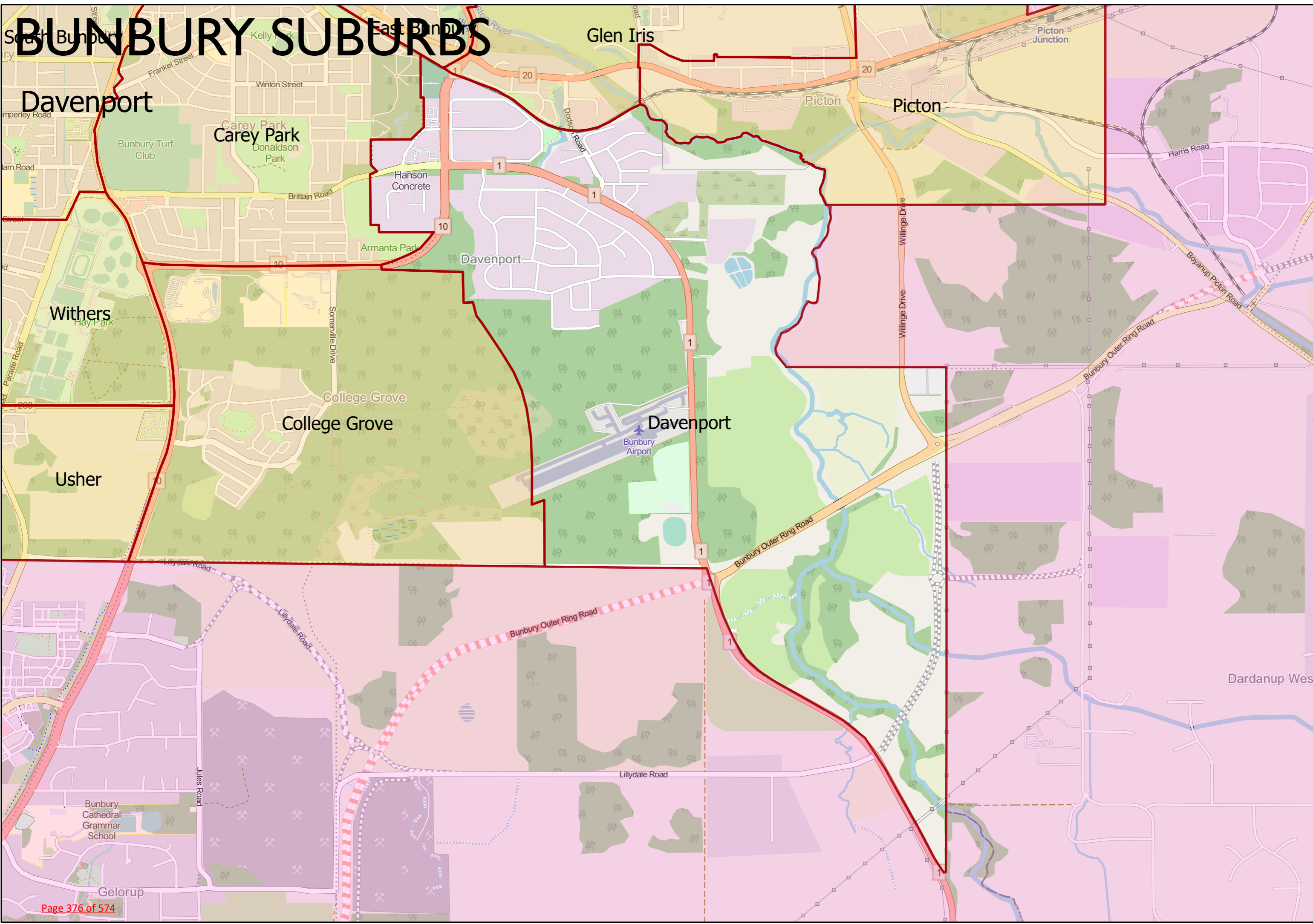
College Grove



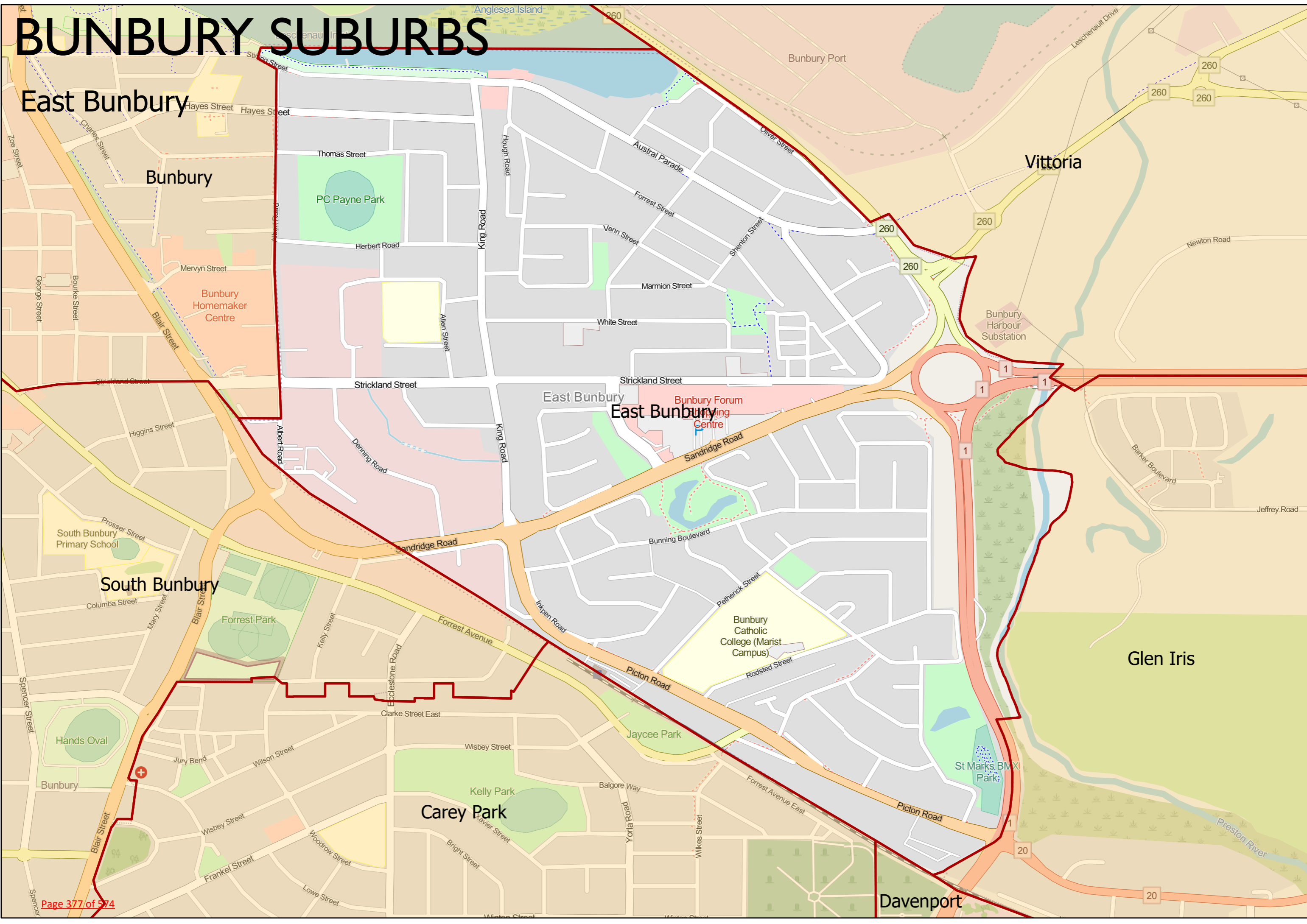
BUNBURY SUBURBS



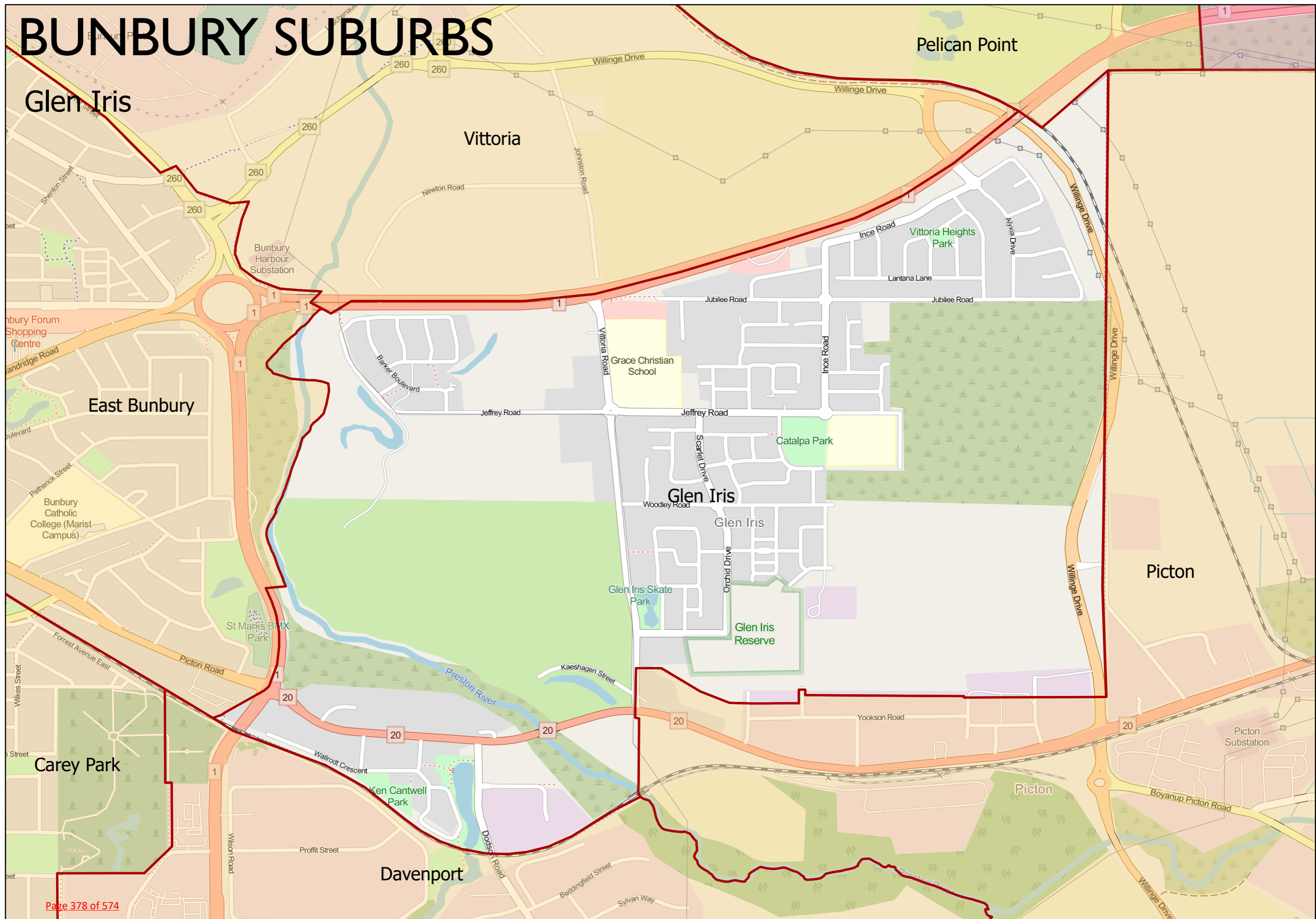
BUNBURY SUBURBS



BUNBURY SUBURBS



BUNBURY SUBURBS



Glen Iris

Pelican Point

Vittoria

Bunbury Forum Shopping Centre

Bunbury Harbour Substation

East Bunbury

Grace Christian School

Vittoria Heights Park

Bunbury Catholic College (Marist Campus)

Glen Iris

Catalpa Park

Picton

St Mark's BMX Park

Glen Iris Skate Park

Glen Iris Reserve

Carey Park

Ken Cantwell Park

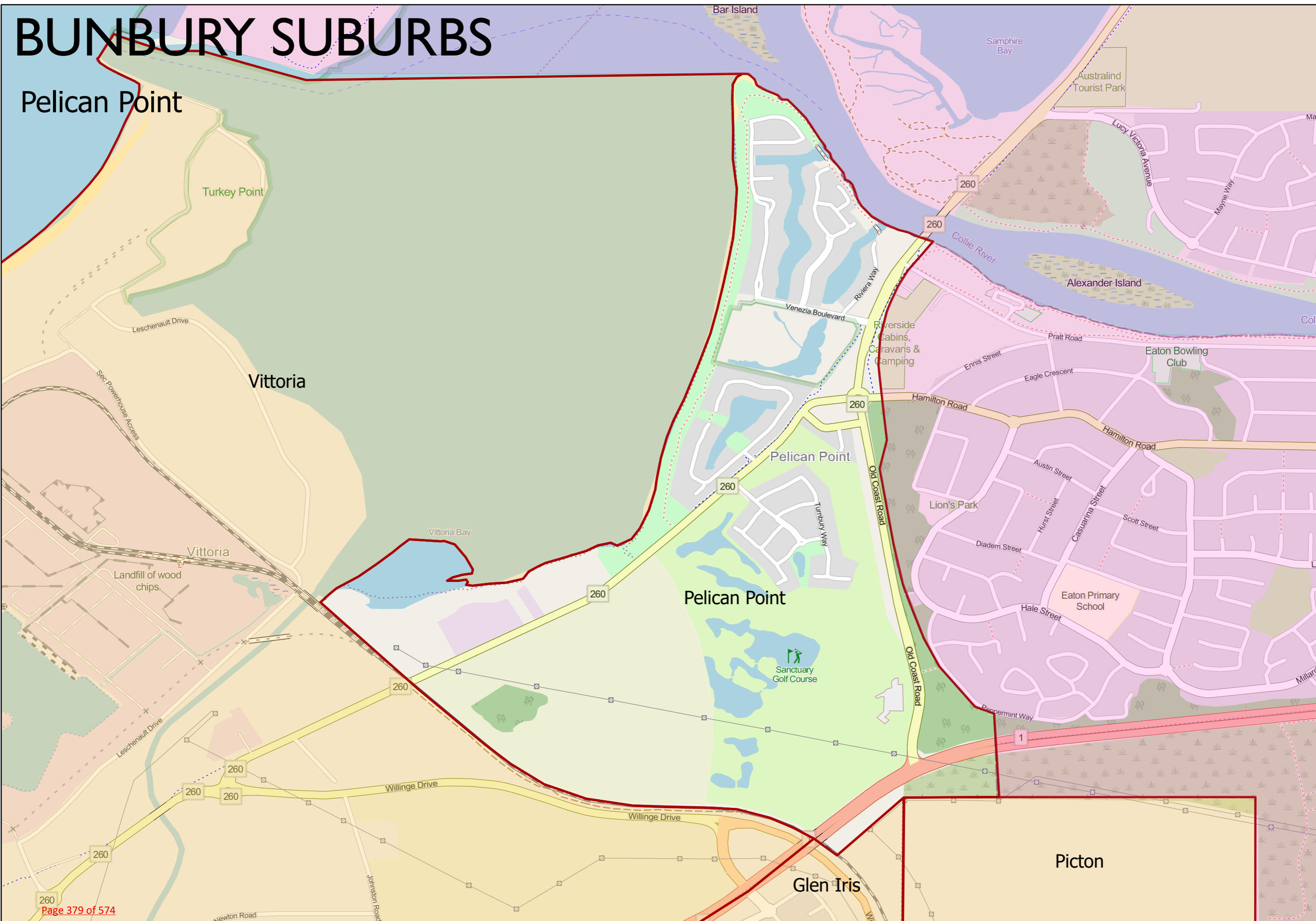
Davenport

Picton

Picton Substation

BUNBURY SUBURBS

Pelican Point



Turkey Point

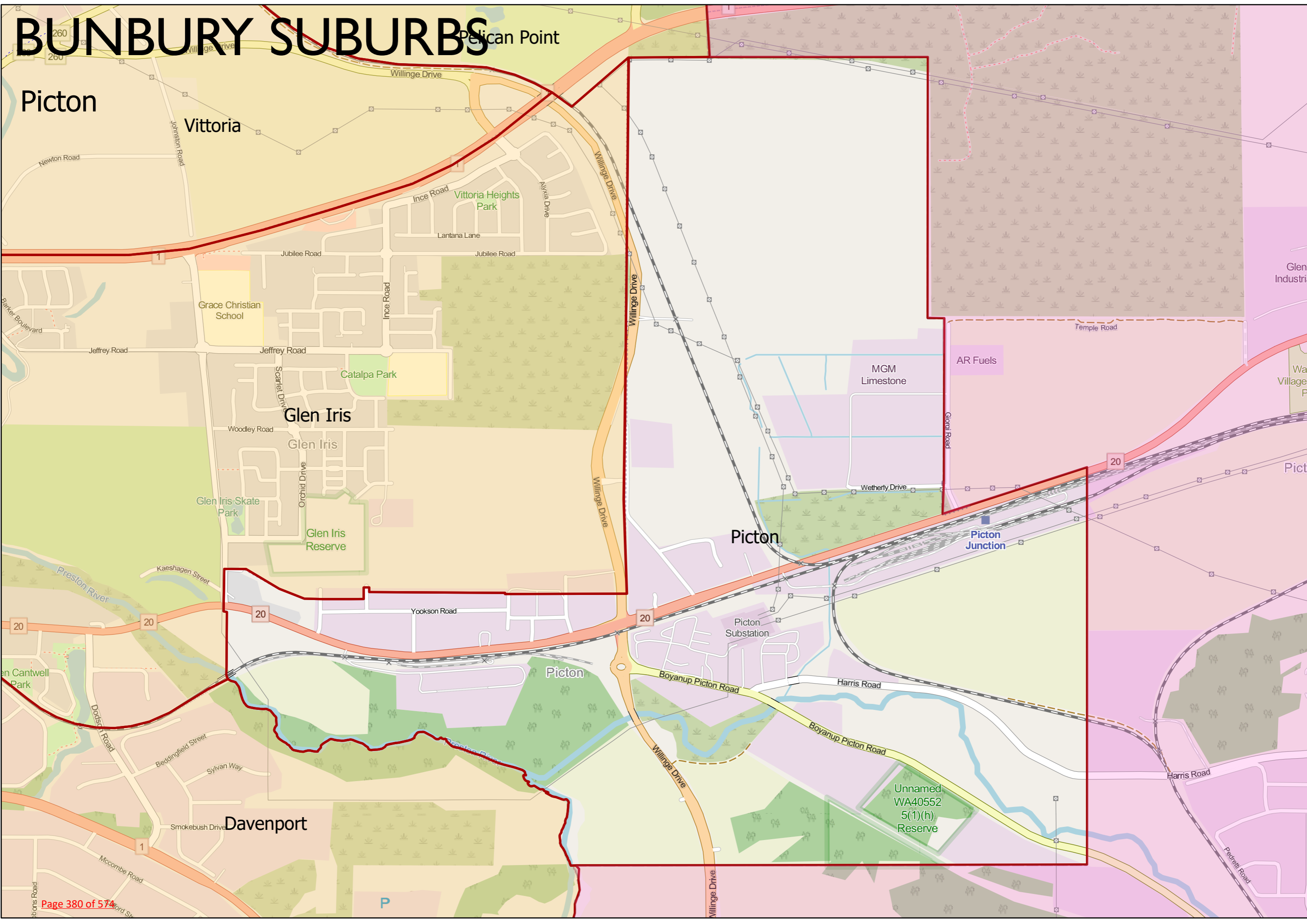
Vittoria

Pelican Point

Picton

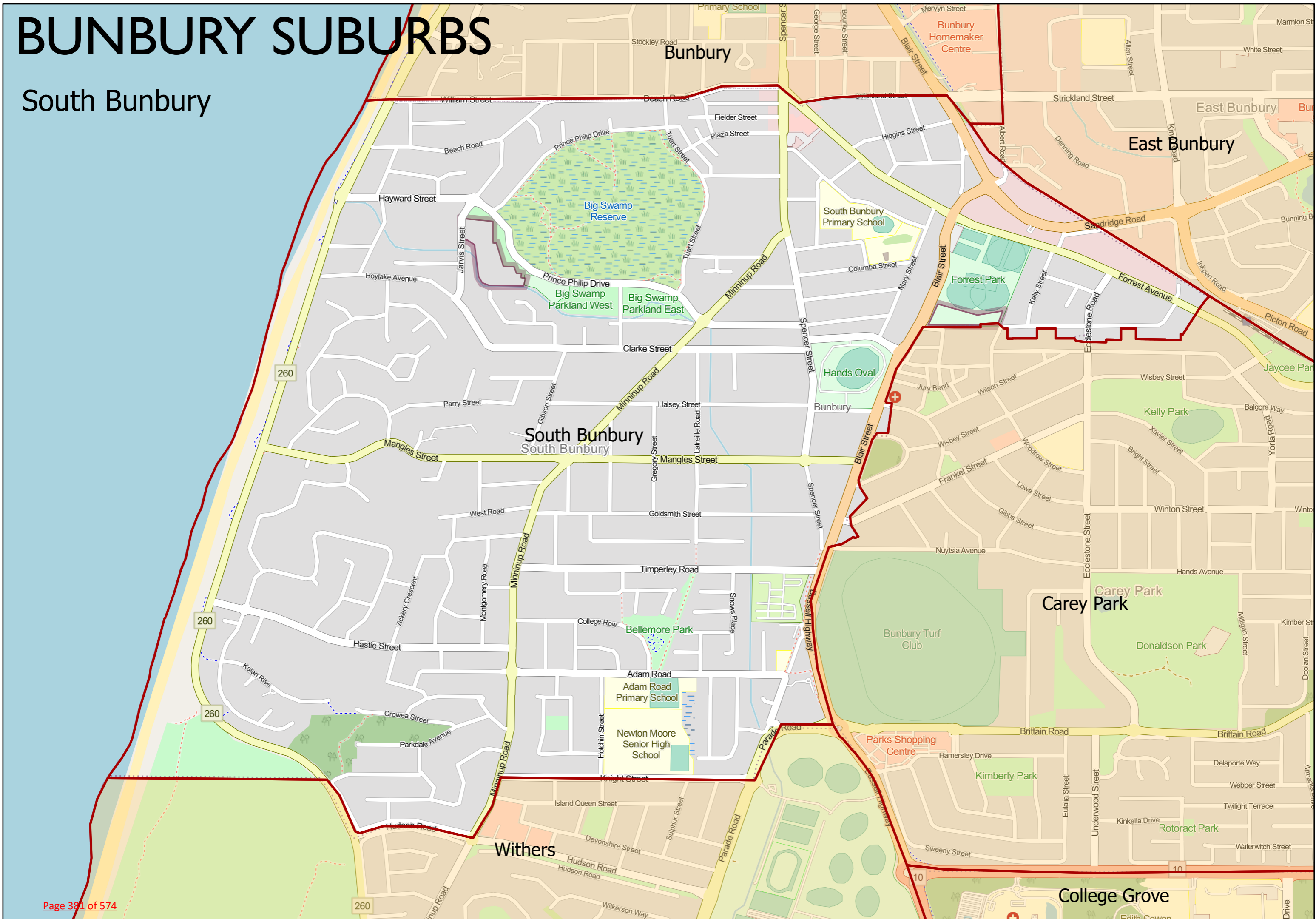
Glen Iris

BUNBURY SUBURBS



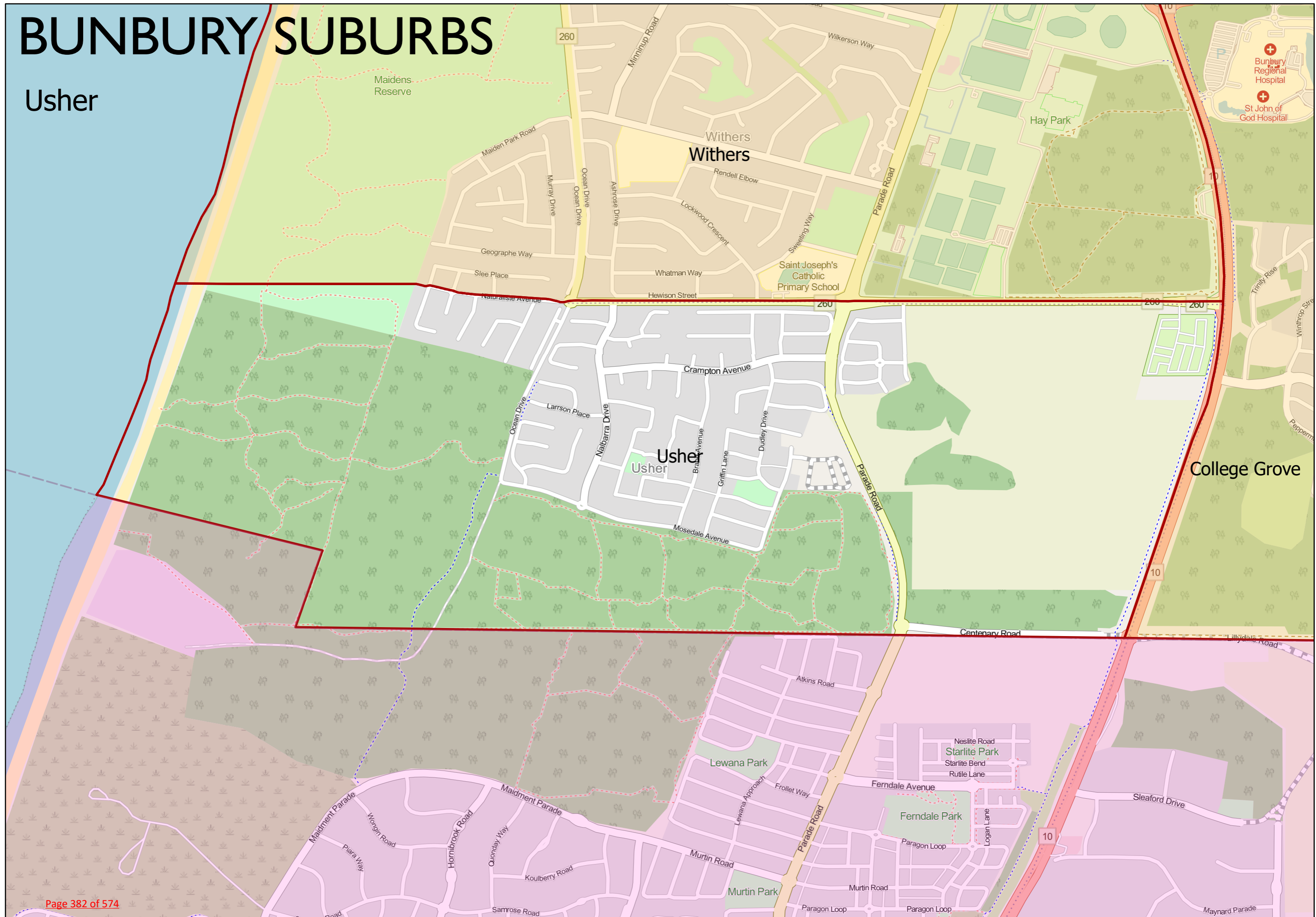
BUNBURY SUBURBS

South Bunbury



BUNBURY SUBURBS

Usher



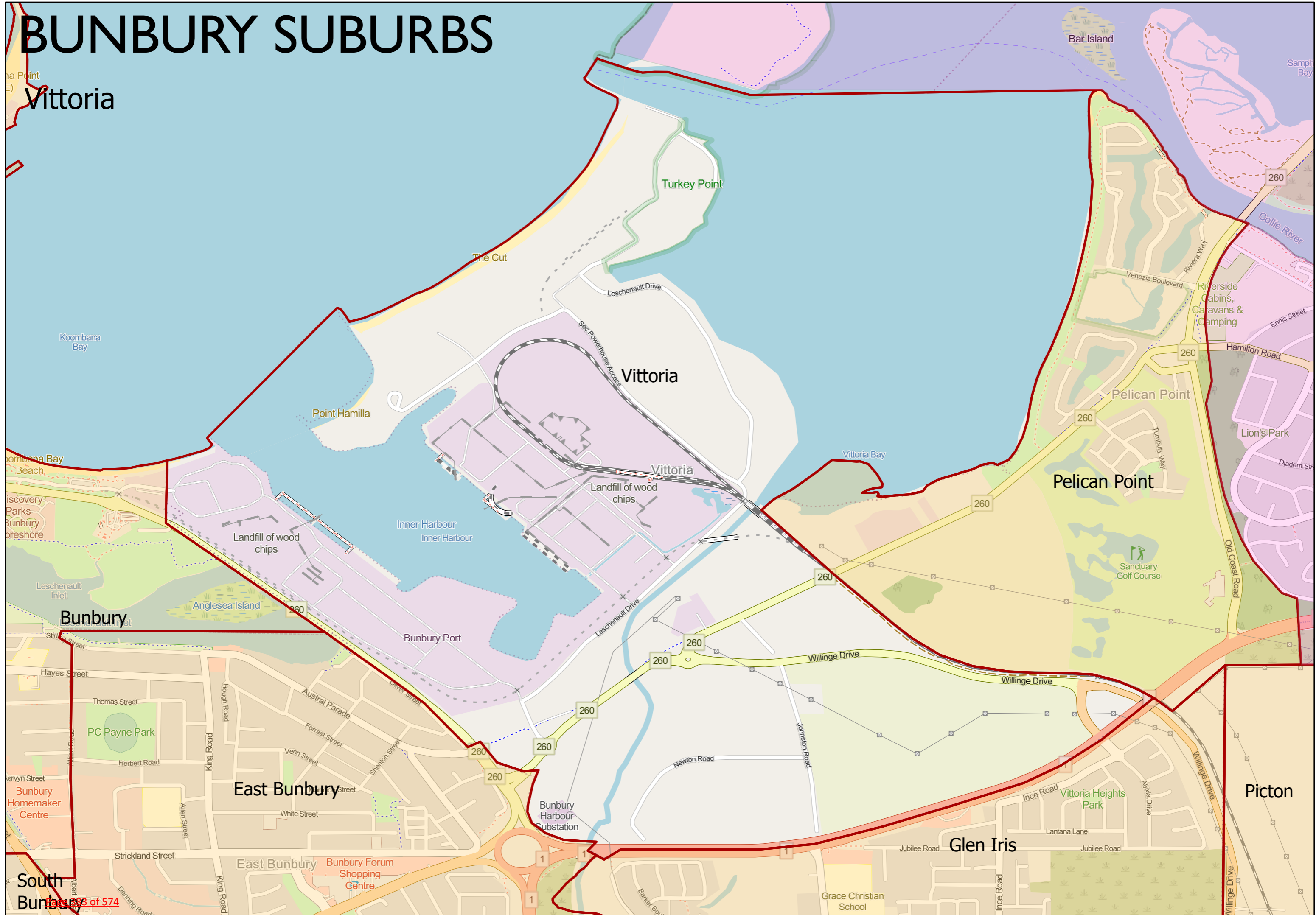
Bunbury Regional Hospital
St John of God Hospital

Withers
Withers

Usher
Usher

College Grove

BUNBURY SUBURBS



Vittoria

Vittoria

Pelican Point

Bunbury

East Bunbury

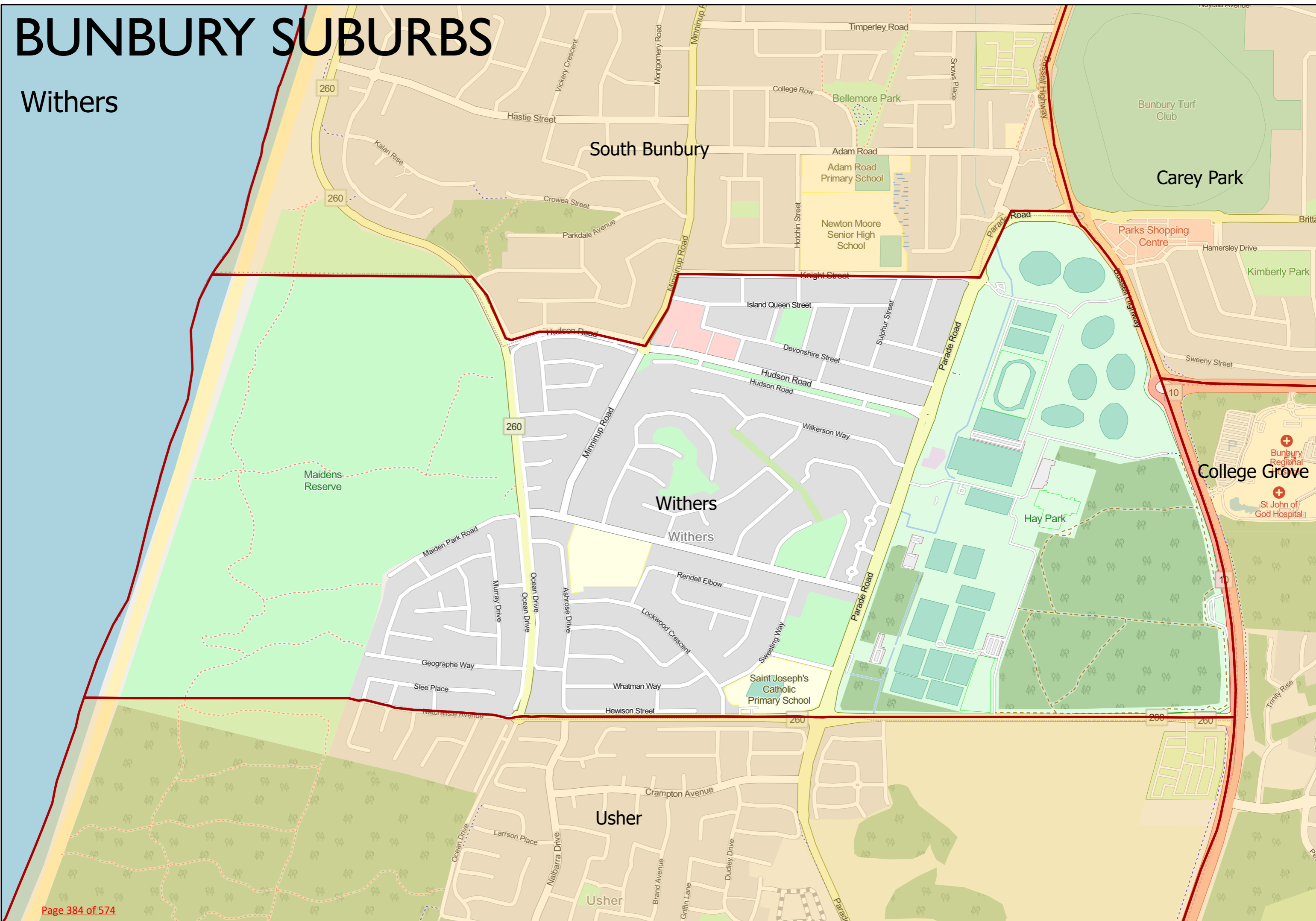
Glen Iris

Picton

South Bunbury

BUNBURY SUBURBS

Withers



Memorandum of Understanding

**Member Councils of the South West Zone Western
Australian Local Government Association**

for

**The provision of mutual aid during emergencies and
post incident recovery**

24 August 2018

Memorandum of Understanding

1. Purpose

The purpose of this Memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australian Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

2. Parties to the Agreement

- Shire of Augusta-Margaret River
- Shire of Boyup Brook
- Shire of Shire of Bridgetown-Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Baling up
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

3. Definitions

Definitions for terms contained within this Memorandum are as contained in the Emergency Management Act 2005 and Emergency Management Act Regulations 2006.

4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a local government in a particular emergency event shall be at the discretion of the Council giving the support, and of a level that will not unduly compromise the operability of the Council giving the support.

5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:

- i. provide whatever resources may be available within the means of that Council to respond to the emergency incident if requested; and
- ii. provide whatever resources may be available within the means of that Council to assist with post incident recovery in the community.

6. Allocation of Resources

- i. This Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid.
- ii. This Memorandum seeks to demonstrate that the CEO's commitment to supporting other Councils in need is backed by the elected members of a participating Council.

7. Partnering Expectations

- i. To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- ii. To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
- iii. To ensure all personnel and equipment provided are covered by the providers own insurance.
- iv. Providers of support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- v. The Requester for support will be responsible for all incidental costs associated with the Provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.
- vi. In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies.

8. Duration and Amendment

- i. This Memorandum will come into effect at the date of signing by all parties.
- ii. This Memorandum will remain in force for an unstipulated period, with each member having the opportunity to withdraw from the Memorandum at a time of their own

choosing.

- iii. This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.

9. Termination

This Memorandum may be terminated by mutual agreement of all parties in writing at any time.

10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of South West Zone Western Australian Local Government Association and to the other member Council's respective Chief Executive Officer's, at any time.

11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer
South West Zone
Western Australian Local Government Association
PO Box 1544,
West Perth , Western Australia, Australia 6872; and

The official address of each member Council.

12. Agreement and Signing

Agreement to the MOU will be provided on the certificates attached separately signed by each CEO and forwarded to the Executive Officer (Entitled Annex A to MOU Emergency Support).

CERTIFICATE OF AGREEMENT

The Council of the

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____

Date: _____

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Augusta Margaret River

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:



Date:

19/7/2023


Shire of Augusta Margaret River
STEPHANIE ADDISON-BROWN
Chief Executive Officer

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BOYUP BECK

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 21.7.2023


Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF BRIDGETOWN - GREENBUSHES.

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____

Date: 12/7/2023

CERTIFICATE OF AGREEMENT

The Council of the

THE CITY OF BUNBURY

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____



Date: _____

17th JULY, 2023

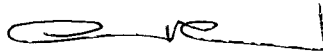
CERTIFICATE OF AGREEMENT

The Council of the

City of Busselton

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: _____



Date: 18 February 2019

Please forward the signed copy of
this certificate to the Executive
Officer, SWZ -WALGA
erfisher@iprimus.com.au

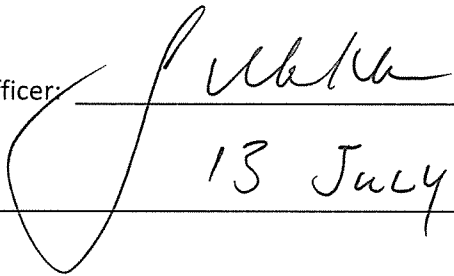
CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF CAPEL

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:


Gordon MacMillan
CEO

Date:

13 July 2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

SHIRE OF COLLIE

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:

[Signature]

Date:

7 August 2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Dardanup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: André Schönfeldt

Date: 2 August 2023

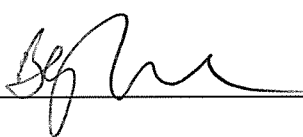
Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Shire of

Donnybrook Balingup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 24/07/2023

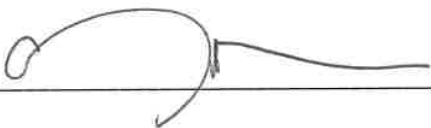
Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Harvey

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer:  _____


Date: 18 July 2023

CERTIFICATE OF AGREEMENT

The Council of the

Shire of Mangrup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.

Chief Executive Officer: 

Date: 25/7/2023

Annex A - MOU Emergency Support

CERTIFICATE OF AGREEMENT

The Council of the

The Shire of Nannup

Agrees to abide by the terms of this Memorandum of Understanding (MoU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MoU is terminated as defined in parts 9, 10 and 11 of this MoU.



Chief Executive Officer: _____

Date: 26 July 2023

CITY OF
BUNBURY

**LOCAL
RECOVERY PLAN
2025-2030**



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3. Recovery Communications Plan	7. Recovery Coordination Centre or Community Hub Guide & Template	11. Post Incident Analysis Guide
4. Recovery Operational Sequence Guide	8. Recovery Health and Welfare Guide	12. Conflict Resolution Guide

ADMINISTRATION



Amendments to the Plan should be recorded. The following table shows an example of an amendment record.

No	Amendment Date	Details of Amendment	Review Date	Initials
1	2006	First Issue		L R WINTER
2	Feb 08	Review/contacts		LRW
3	Feb 09	Review/Formatting		PAN
4	March 11	Complete Review and restructure committees		LRW
5	July 2014	Complete plan review		CW /EJH
6	Nov. 2017	Complete plan review		TR/CW
7	May, 2019	Complete Plan Review		CW
8	Nov. 2019	Add new Impact Statements		PH
9	Dec 2019	Add content post SEMC DA comment		CW
10	April, 2020	Covid-19 Response/Recovery Actions -Elected members role within LRCG committees		CW
11	June 2024	Complete review and reformat		MA, CG, LRW



1.2 Endorsement - Bunbury Local Recovery Plan

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the City of Bunbury (CoB) and its Local Emergency Management Committee (LEMC) and have been tabled with the District Emergency Management Committee.

_____ Date: _____
Chief Executive Officer
City of Bunbury

_____ Date: _____
Officer in Charge
Deputy Chairperson - Local Emergency Management Committee
Bunbury WA Police

_____ Date: _____
Executive Officer - Local Emergency Management Committee
City of Bunbury

Disclaimer: This Plan has been produced by the City of Bunbury in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and Bunbury expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.3 Acronyms

(The) Act	Emergency Management Act 2005 (WA)
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
CoB	City of Bunbury
Communities	Department of Communities
DFES	Department of Fire and Emergency Services
DRFA-WA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
EO	Executive Officer (Team Leader Rangers & Emergency Management TLREM)
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IS	Impact Statement
ISG	Incident Support Group
LECC	Local Evacuation Centre Coordinator
LEC	Local Emergency Coordinator
LEMC	Local Emergency Management Committee
LEMA	Local Emergency Management Arrangements
LRC	Local Recovery Coordinator (Community Safety & Emergency Management Officer)
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan (this document)
OIC	Officer in Charge
SEMC	State Emergency Management Committee
SES	State Emergency Services



1.4 Document Availability

Members of the public can view a copy of the Local Recovery Plan (LRP) on City of Bunbury's website. Physical copies are available for inspection, during office hours, at City of Bunbury's Administration Offices at 4 Stephen Street Bunbury.



1.5 Feedback

Feedback on this Plan is invited and can include:

- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements, and
- Post-incident improvement opportunities.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
City of Bunbury
4 Stephen Street
BUNBURY WA 6230
Ph: (08) 9792 7000
Email: info@bunbury.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Record.



1.6 Distribution

Full Unrestricted Version

Full Unrestricted Version
City of Bunbury
Chief Executive Officer
Chairperson
Deputy Chairperson
LEMC Executive Officer
LEMC Membership
Local Recovery Coordinator
Other Committees
District Emergency Management Committee
State Emergency Management Committee

Restricted version

Public Access
City of Bunbury Offices – Front Counter/Reception
City of Bunbury Website: www.bunbury.wa.gov.au



1.7 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 *Related Documents*

The Local Recovery Plan (LRP) is consistent with State Emergency Management Policies and State Emergency Management Plans and be read in conjunction with Bunbury's Local Emergency Management Plan and Arrangements.

Details are held by City of Bunbury's Administration Offices at:

City of Bunbury
4 Stephen Street
Bunbury WA 6230 Australia
Email: records@bunbury.wa.gov.au

1.7.2 *Agreements and Understanding*

The City of Bunbury have entered a Memorandum of Understanding (MOU) agreement signed by the 12 local governments within the South West Zone Western Australian Local Government Association (SWZ-WALGA) for the provision of mutual aid during emergencies and post incident recovery. This assistance is provided at the local governments CEO's discretion.

These parties are referred to as the "Partnering Agencies and Organisations" and have all agreed to assist by providing additional resources for managing recovery during emergencies and post-incident recovery.

See **LEMA, General Plan - Appendix 10.**

RECOVERY



2.1 Overview

The [Emergency Management Act 2005](#) (WA) (the Act) defines recovery as ‘the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing’.

During, and following, an emergency, the City of Bunbury is the closest form of governance to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support Bunbury.

The City recognises disaster recovery is more than simply replacing what has been destroyed and rehabilitating those affected.

The City recognises disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process

The City and the Local Recovery Coordination Group (LRCG) will adopt the National Principles of Disaster Recovery while aligning to sound recovery values when engaged in



2.2 Purpose

To establish detailed planning, arrangements and processes to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.



2.3 Objectives

The objectives of the plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the City of Bunbury.
- Establish a basis for the coordination of recovery activities at the local level.
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery.
- Provide a framework for recovery operations



2.4 Bunbury Recovery Principles

Bunbury's LRP and its LRCG will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

Understanding the **CONTEXT**

City of Bunbury recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

Recognising **COMPLEXITY**

City of Bunbury acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using **COMMUNITY-LED** approaches

City of Bunbury recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

COORDINATING all activities

City of Bunbury will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

COMMUNICATING effectively

City of Bunbury understands the imperative of effective communication for successful recovery and will ensure the Recovery Communications Plan (see Appendix 3) alongside the Crisis Communications Plan is activated to ensure community and partners are always informed and heard.

Building **CAPACITY**

City of Bunbury appreciates that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.



2.5 Bunbury Recovery Values

City of Bunbury will apply sound disaster recovery **Values** to all activities by:

1. *Considering consequences of actions ensuring **NO HARM** to disaster affected communities*
2. *Providing **LEADERSHIP** for Bunbury's communities*
3. *Recognising Bunbury's key role is to foster **COLLABORATION** between partner agencies and community*
4. ***EMPOWERING** individuals and groups to effectively carry out recovery activities*
5. ***ACTING** as quickly as possible, however, planning for the **LONG-TERM** (see Value 1)*
6. ***TRANSITION** to normal services will be part of the Recovery Long-Term Strategy*
7. ***CAPTURING** lessons learnt for building capacity and resilience for the Bunbury community*



2.6 Special Considerations

As Bunbury is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Consideration	Season
Bush Fire Season and Heatwave	November – May
Storm Season <ul style="list-style-type: none"> ○ Severe weather, Storms, Tornado ○ Tsunami ○ Flooding 	May – September
Disease <ul style="list-style-type: none"> ○ Pandemic, Human Epidemic ○ Biosecurity, Animal or Plant Disease 	Year Round
Hostile Act <ul style="list-style-type: none"> ○ Terrorism ○ Bomb Scare 	Australian National Security website will provide data on current threat level
Public Events: <ul style="list-style-type: none"> ○ Australia Day (Skyfest) ○ ANZAC Day ○ Christmas in the City 	26 January 25 April December



2.7 Scope

This LRP is limited to the boundaries of the City of Bunbury. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to Bunbury’s Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.



2.8 Geographic Location

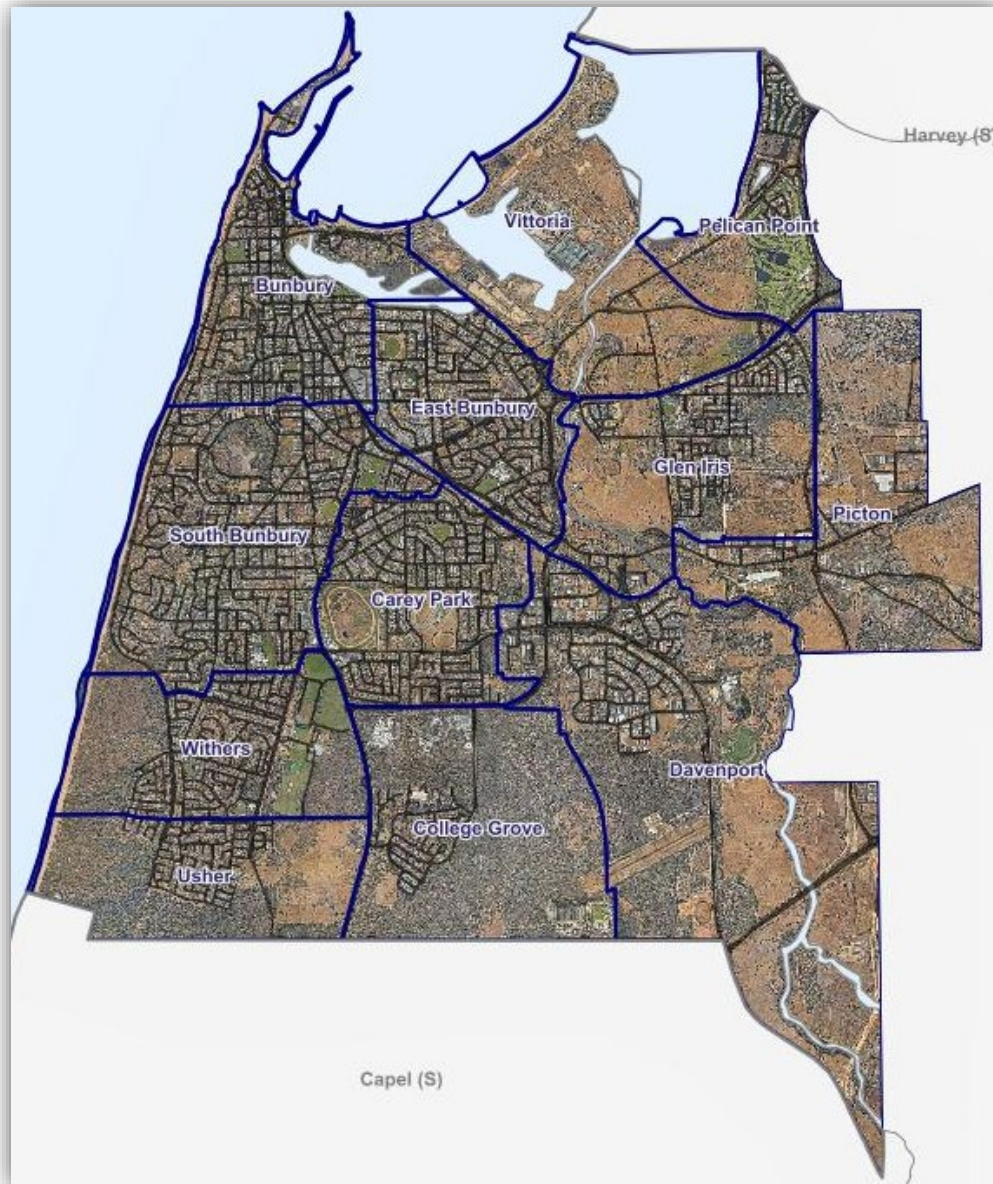


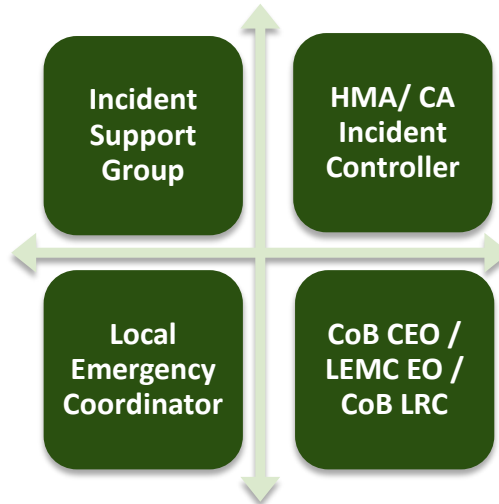
Figure 1. Map of Bunbury

3 ACTIVATION & ACTIONS

3.1 Activation of Recovery



City of Bunbury's (CEO) will activate the LRP on advice from the HMA/CA, LEMC EO and the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:

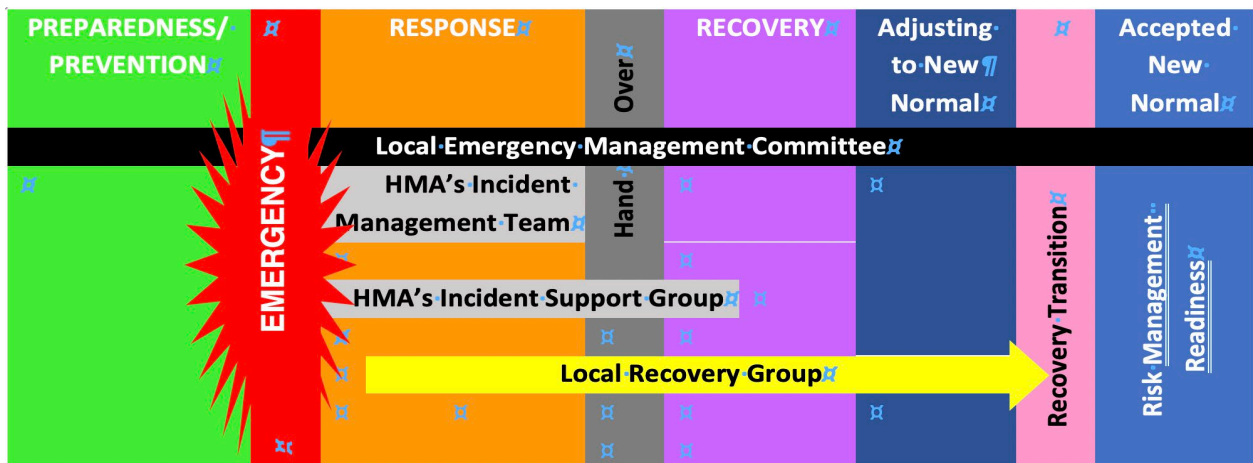


The LRCG Chair, LEMC EO and LRC, are responsible for implementing the recovery processes of the LRP.

3.1.1 Emergency Management Phases

There are four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other but can overlap and run concurrently. As illustrated in Figure 2, recovery starts at response and is the process of adjusting to the new normal after an emergency.

Figure2:



ACTION

- HMA/CA, LEMC EO AND LRC CONSULTS AND ADVISES COB CEO OF RECOVERY ACTIVATION.
- ASSESSMENT OF ASSISTANCE IS DETERMINED.
- LOCAL RECOVERY PLAN IS ACTIVATED.



3.2 Response to Recovery Responsibilities

Initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible assemble the LRCG so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRCG also represents the community (advocates) to advise on priorities and impacts.

THE LOCAL RECOVERY COORDINATION GROUP WILL:

Understand key impacts and tasks

Connect with key agencies and community

Include the LEMC EO and LRC in ISG meetings from onset

Identify recovery requirements and priorities as early as possible

Transfer to City of Bunbury and handover of management from response to recovery shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to City of Bunbury's CEO. The CEO has discretion regarding accepting this handover of responsibility and can take advice from LRC and LRCG, in consultation with HMA/CA. Acceptance should not occur unless the CEO and the LRC and LRCG are fully aware of the extent of the effects on the community and are willing to take on the responsibilities.

»»» ACTION

- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LEMCA EO AND LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.**
- **LRCG CONVENED AND BRIEFED ON INCIDENT ENSURING COORDINATED RECOVERY RECOMMENDATIONS.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA ON COMPLETION OF IS PROVIDING AN ACCEPTABLE AND AGREEABLE STANDARD.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA IS COMPLETED.**



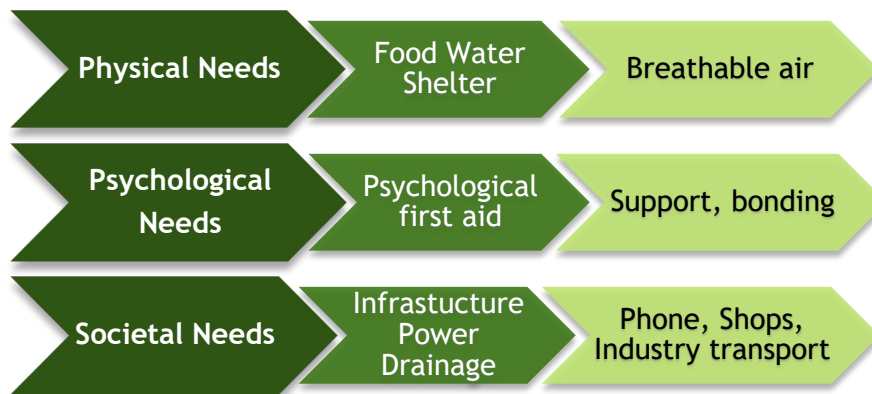
3.3 Impact Statement & Needs Assessment

3.3.1 Impact Statement (IS)

The event IC/CA, as well as the local government, will each complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRCG with a starting point for recovery of individuals, community and infrastructure. The IS will be completed as recommended in the [State Emergency Management Procedure 5.4](#).

3.3.2 Outreach Needs Assessment

An Outreach Needs Assessment of the affected area should be completed as early as possible. Requirements of affected community will change over time and **NEEDS** reassessed periodically.



NEEDS

Broadly be defined as:

What has been affected?	Require contact for further information?
What information is needed?	Best contact details?
What assistance is required?	Information on assistance for neighbours?

NEEDS OUTREACH

Involves visiting people in their homes or temporary accommodation provide access to core recovery information and services. Consider trained volunteers from Australian Red Cross (ARC) partnered with the City and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

Establishes contact ASAP with the affected community

Captures data to assist the LRCG prioritise allocation of resources

Provides opportunity to share critical information with affected community

A form for Outreach Needs Assessment can be found at:

Appendix 3- Recovery Communications Plan, Attachment 3

3.3.3 Sources of Information – Impact Statement & Needs Assessment

The IS and Needs Assessment (NA) process must be done as soon as possible after the emergency. Sources that may assist in the collection of this data may include:

HMA/CA
Insurance assessors
Business associations (Chamber of Commerce)
City Building Surveyors, Engineers and Environmental Health Officers and Rangers
Emergency Relief and Support agencies – identifying persons in need of immediate assistance
Aust. Red Cross (ARC) has systems to register individuals presenting at Evacuation Centres and resources to assist in outreach activities and will be activated by HMA/CA

Outreach Needs Assessment form can be found at:

(Local Recovery Plan, Appendix 3 - Recovery Communications Plan, Attachment 3)

ACTION

- RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.
- LEMC EO AND LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.
- LRCG GATHERED AND BRIEFED ENSURING RECOVERY BEGINS.
- CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA, IMPACT STATEMENT PROVIDED.
- RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.
- LRCG OUTREACH NEEDS ASSESSMENT WILL BE CARRIED OUT ASAP, WHEN SAFE, AFTER EVENT.
- AUSTRALIA RED CROSS CONTACTED ASAP TO ESTABLISH PARTNERSHIP IN RECOVERY ACTIVITIES.



3.4 Local Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRCG should prepare a Local Operational Recovery Plan (LORP).

The LORP shall provide a full description and extent of community damage, both physical and human, and detail plans for restoration and reconstruction including community and development activities. See **Appendix 6** for a LORP template.

ACTION

- **LRCG/LRC TO PREPARE LORP WHERE SIGNIFICANT RECONSTRUCTION AND RESTORATION IS REQUIRED.**



3.5 Long-Term Recovery Strategy

Recovery must evolve, change and assist the affected community towards managing its own recovery. This transition from recovery to ongoing community activities and services, requires a comprehensive strategy that gradually integrates the recovery services into mainstream services, which existed prior to the emergency or have emerged since and require minimal support to continue.

The Long-Term Recovery Strategy should be developed to achieve holistic, enduring recovery for individuals, families and communities. The economic environment should be considered along with infrastructure and natural environment and the effects an emergency has had, and to build resilience for future emergencies.

City of Bunbury, where appropriate, will develop a collaborative, comprehensive recovery strategy with the community and for the community. This will also incorporate how community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing and changes in its needs.

ACTION

- **COB TO DEVELOP A COLLABORATIVE, COMPREHENSIVE AND INCLUSIVE LONG-TERM COMMUNITY RECOVERY STRATEGY, WHICH MAY INCLUDE ANY CHANGES IN COMMUNITY NEEDS AND FURTHER OUTREACH ACTIVITIES.**
- **COB TO IDENTIFY POTENTIAL PARTNERSHIPS WITH EXISTING COMMUNITY ORGANISATIONS AND SERVICES AND ASCERTAIN THEIR CAPACITY TO SUPPORT RECOVERY PROCESS IN THE MEDIUM AND LONG TERM.**



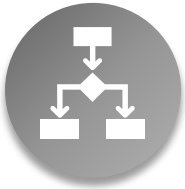
3.6 Managed Withdrawal

City of Bunbury and its LRCG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service providers and ongoing community development, while working towards maintaining the community's health and wellbeing.

ACTION

- **COB WILL COMMUNICATE VIA THE LRCG SUB-COMMITTEES OR SUB-GROUPS WHEN RELEVANT SERVICE PROVIDERS AND AGENCIES WILL BE WITHDRAWING SERVICES FROM THE AFFECTED AREA.**
- **LRCG TO IDENTIFY RECOVERY PROGRAMS THAT WILL 'PHASE DOWN', 'PHASE OUT' OR BE 'HANDED OVER' TO THE COMMUNITY TO CONTINUE.**

OPERATIONAL RECOVERY MANAGEMENT



4.1 Management Structure

Full details of the Management Structure and Sub-Committee functions can be viewed in **Appendix 1**.



4.2 Local Recovery Coordination Group

The LRCG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with [State Emergency Management Policy](#) and LRP. LRCG membership will expand or contract depending on recovery and community needs and requirements.

4.2.2 Membership

Chairperson	City of Bunbury CEO, or LEMC EO, or LRC
Chief Executive Officer	City of Bunbury CEO
Mayor	City of Bunbury Mayor
LEMC Executive Officer	City of Bunbury LEMC EO (Team Leader Rangers & Emergency Management)
Local Recovery Coordinator	LRCG Representative (Community Safety & Emergency Management Officer)
COB LEMC members	COB LEMC – members as required
State Government	<p>Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended:</p> <ul style="list-style-type: none"> ➤ HMA/CA (initially) ➤ Dept. of Fire and Emergency Services (initially) ➤ WA Police (initially) ➤ Dept. Biodiversity Conservation & Attractions ➤ Department of Communities ➤ Red Cross ➤ Main Roads WA ➤ St John Ambulance Service (initially) ➤ Dept. of Health ➤ Dept. of Food and Agriculture WA ➤ Insurance Council of Australia

Non-Government Organisations	ARC, local service clubs, aged care, schools, others as required
Identified Community Members	To be identified depending on event and location

4.2.3 Functions

Appoints key positions within the LRCG

Establishes sub-committees or sub-groups as required

Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies

Develops a LORP to coordinate a recovery process that considers:

Long-term planning and goals for Bunbury

Assessing recovery needs and determining recovery functions still required

Developing a timetable, identifying responsibilities for completing major functions

Needs of youth, aged, disabled, culturally linguistically diverse (CaLD)

Allowing full community participation and access

Allowing monitoring and reporting of the recovery process

Facilitates provision of services, exchange of public information and acquisition of resources

Negotiates effective use of available resources and support from State and Commonwealth

Monitors progress of recovery, receives periodic reports from recovery agencies

Ensures a coordinated multi-agency approach to community recovery

Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

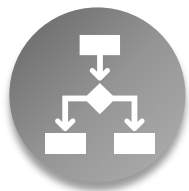


4.3 Community Involvement – Cultural and Diversity Inclusiveness

Bunbury is a diverse and inclusive region with strong history, culture and identity. During Bunbury’s recovery, including priorities, strategies and decision-making, the City will strive to involve the affected community’s values and differences.

Key stakeholders and delegates will be chosen from the community to ensure broad representation. These delegates may be included on relevant LRCG sub-committees, depending on the emergency’s nature and effect.

When threatened or affected by an emergency, all community members are encouraged to be actively involved in their own and shared recovery. To assist community efforts, formal recovery agencies will provide structured support, communications and coordination.



4.4 Local Recovery Coordination Group Sub Groups

Depending on the size of an emergency, sub-groups may be established to assist the LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to the LRCG. A full list of functions of various sub-committees or sub-groups can be viewed in **Appendix 1**.



4.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to Bunbury. The structure of the State Recovery Coordination is shown below.

4.5.1 State Recovery Coordinator/State Recovery Controller

The **State Recovery Coordinator (SRC)** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee. The Fire and Emergency Services Commissioner appoints the State Recovery Coordinator.

The SRC supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

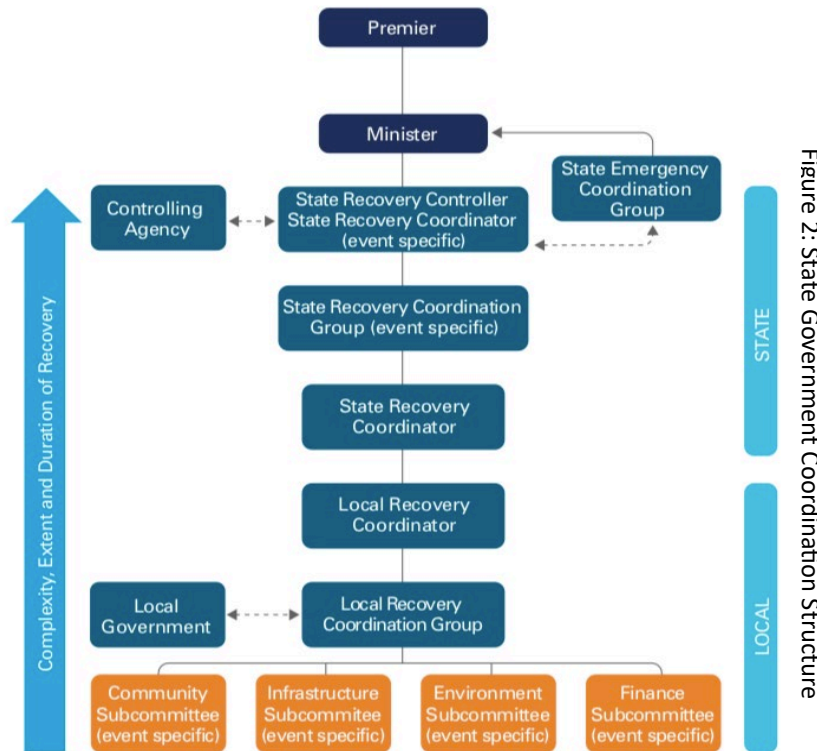


Figure 2: State Government Coordination Structure

The Premier appoints a **State Recovery Controller**, if extraordinary arrangements are required for a specific emergency.

4.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a State level operational recovery plan. Its effectiveness must be evaluated after the State level recovery coordination process has occurred.

ACTION

- **COB WILL ESTABLISH AN LRCG MANAGEMENT STRUCTURE RELEVANT TO EVENT SIZE AND COMPLEXITY.**
- **LRCG WILL ESTABLISH MEMBERSHIP FROM COB STAFF, SUPPORTING AGENCIES AND COMMUNITY MEMBERS.**
- **LRCG WILL OPERATE WITHIN RECOGNISED FUNCTIONS AND RELEVANT SUB-COMMITTEE STRUCTURE.**
- **LRCG WILL ACTIVELY ENCOURAGE AND INVITE COMMUNITY PARTICIPATION WITHIN THE LRCG.**
- **LRCG WILL ACTIVELY ENGAGE WITH STATE GOVERNMENT TO MAXIMISE RECOVERY RESOURCES AND SYNERGIES BETWEEN LOCAL AND STATE RECOVERY ACTIVITIES.**



5.1 Financial Management

5.1.1 Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Bunbury's assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

5.1.2 Financial Records & Records of Correspondence

COB will assign records/invoices of costs associated with an emergency to specific cost centres. This ensures accurate records associated with recovery process, are easily identifiable & accessible at any time. A Records Management file will be created to save any correspondence and photos for funding evidence.

5.1.3 Internal Finance

Responsibilities for expending City of Bunbury funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the activation flowchart (**Appendix 4**) must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds to be spent.

ACTION

- ALL INVOICING AND COSTS RELATED WITH THE EMERGENCY IS ALLOCATED AGAINST EMERGENCY COST CENTRES.



5.2 Financial Assistance

The State Emergency Management Policy

State Emergency Management Policy (SEMP) Section 5.12 outlines the responsibility of the HMA/CA to meet costs associated with an emergency.

Financial Assistance in Recovery

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances. Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination ([SEMC EM Plan Section 6.10](#)).

5.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)

[Disaster Recovery Funding Arrangements-Western Australia](#) (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'.

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters.

Once the emergency has been determined as a large-scale costly event, City of Bunbury shall immediately setup GL budget lines specific to the disaster event, and contact the WA State Administrator of DRFAWA. Evidence such as photos of the disaster cleanup and recovery, with date/time stamps, are essential and required.

DRFAWA Officers can be contacted via:

Email: drfawa@dfes.wa.gov.au
Phone: 9395 9341 or 9395 9973 or 9395 9374
Website: <https://dfes.wa.gov.au/recovery-funding>

5.2.2 Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested payment to eligible adults (\$1,000) and eligible children (\$400).

For more information, visit <https://www.humanservices.gov.au/individuals/help-emergency>

ACTION

- **ON ADVICE AN EMERGENCY IS AN ELIGIBLE EVENT AND SIGNIFICANT RESOURCES HAVE BEEN EXPENDED LRC WILL DIRECT CITY OF BUNBURY TO CONTACT DRFAWA OFFICERS FOR ADVICE AND GUIDANCE.**
- **IN AN ELIGIBLE MAJOR DISASTER, LRC WILL ASSIST AFFECTED INDIVIDUALS CONNECT WITH CENTRELINK FOR ASSISTANCE PAYMENTS.**
- **FOR SIGNIFICANT EMERGENCY EVENTS, IMMEDIATELY BEGIN TO TRACK COSTS IN CASE CLAIMS CAN BE PRESENTED TO DRFAWA.**

APPEALS, DONATIONS & VOLUNTEERS



6.1 Appeals and Donations

6.1.1 *Lord Mayors Distress Relief Fund*

City of Bunbury will advise and direct the distribution of monetary donations through the Lord Mayor's Distress Relief Fund (LMDRF), which operates under specific guidelines and policy. LMDRF will provide aid to Western Australian victims of disastrous events. The Fund will primarily focus on the relief of individuals' distress and hardship.

LMDRF should work closely with the COB LRCG, ensuring local issues are considered before deciding on a disbursement plan. LRCG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: <http://www.appealswa.org.au>

6.1.2 *Donations of goods*

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the [National Guidelines for Managing Donated Goods](#) for best practice management.

6.1.3 *Donations of Cash*

LRCG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened. ([State EM Procedures](#) Pg. 176, Management of Public Fundraising and Donations)

6.1.4 *Non-Government Organisations (NGO) Assist.*

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. Where possible all offers or requests should be coordinated through the LRCG to avoid duplication and confusion.

6.1.5 *Donations of Service and Labour*

COB or its LRCG should coordinate donations of services/labour to assist with recovery.

ACTION

- ON ADVICE OF ELIGIBILITY FOLLOWING A DISASTER, LRC WILL DIRECT COB OFFICERS TO CONTACT LMDRF FOR ADVICE AND GUIDANCE.
- SPOKESPERSON TO ADVISE THAT BUNBURY WILL NOT ACCEPT DONATIONS OF GOODS.
- ALL FINANCIAL DONATIONS WILL BE DIRECT THROUGH THE LMDRF.
- OFFERS OF ASSISTANCE WILL BE DIRECTED TO LRCG.



6.2 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, COB and its LRCG will determine the process to deal with this situation and if support agencies are required to assist with managing these volunteers.

The likely sources of volunteers are community groups and individuals, members of the broader public, non-government organisations, various sporting and social clubs, and religious organisations.

Should the responsibility for volunteers be accepted by COB they are covered under the Work Health Safety Act 2020 and, therefore, have work health and safety duties.

For contacts around further information, see LEMA Plan General - *Appendix – 4*.

For more information refer to the [Work health and safety for volunteer organisations guide](#).

ACTION

- **LRCG WILL REFER MANAGING THE VOLUNTEERS TO LOCAL SERVICE CLUBS AND SUPPORT ORGANISATIONS.**

FACILITIES & RESOURCES



7.1 Hazard Management Agency Response Resources

The HMA is responsible for certain resources and should determine which are required to combat the hazards.



7.2 COB Contacts Resources & Assets Registers

The 'City of Bunbury Emergency Contacts and Resources Directory' can be found in Bunbury's Local Emergency Management Arrangements General Plan **Appendix 4**. This document is reviewed and updated quarterly at each LEMC meeting and contains:

- Contact Names
- Contact Details (Business/After Hours), and
- Resources and Service Providers.



7.3 Australian Red Cross

The Australian Red Cross has over '100 years' experience of dealing with people in crisis. A wide range of helpful resources can be found on the [Australian Red Cross](#) website to help communities prepare for, respond to and recover from disasters.



7.4 Recovery Facilities and Staff

7.4.1 *Community Recovery Hub*

The purpose of a **Community Recovery Hub** (CRH) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the CRHs (which could be ongoing for a significant length of time or immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as suitable CRHs:

City of Bunbury Building Location	Address
Administration Offices	4 Stephen Street, Bunbury
Bunbury Library	2 Parkfield Street, Bunbury
Hay Park North Pavilion	Socceroos Place, Withers
Koolambidi Woola Youth Precinct	Corner Blair Street and Koombana Drive, Bunbury
South West Sports Centre	1 Rotary Drive, Withers
Withers Library	33 Hudson Road, South Bunbury

Community Facilities Location	Address
Hudson Road Family Centre	95 Hudson Road, Withers
Milligan	35 Milligan Street, Carey Park
Richmond Wellbeing	Vittoria Street, Glen Iris

Depending on the incident’s severity, the CRH may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The CRH should be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the CRH. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

Guidelines for establishing the CRH can be viewed at **Appendix 7**.

ACTION

- **LRC/LRCG TO DETERMINE LOCATION FOR CRH AND ESTABLISH AS SOON AS POSSIBLE.**
- **CRH TO BE ESTABLISHED IMMEDIATELY FOLLOWING EVENT AND LOCATED APPROPRIATELY.**

7.4.2 City of Bunbury Staff and Recovery Staff

Staff considerations

The City of Bunbury must continue to fulfil its critical service obligations to the community while considering the demands of recovery operations on staff to ensure continuity of regular business processes.

Recovery operations can be complex and lengthy and depending on the nature of the event, some recovery services may be required for months or years, which may require additional staff being employed.

Staffing levels

If there is a large-scale emergency, COB must ensure availability of adequate staff and, if necessary, employ additional staff. If appropriate, forward a request for assistance to the LRCG for consideration.

Stress and fatigue

Throughout the recovery process, senior staff must consider and monitor fatigue, stress and pressure on staff; make allowances for any staff members who live in the affected community and have been personally touched by the situation. COB Human Resources Officers should consider additional support for staff, depending on the disaster's nature and impact.

Staff should be encouraged to use current Employee Assistance Programs as necessary.

Staff communication

Regularly brief staff and keep them up to date with all activities and recovery progress. Display situation reports in a prominent position within the workplace.

As staff interact with community members every day, they can relate Bunbury's and LRCG's current activities and actions.

COB will arrange a formal debrief for all staff as they transition from recovery back to normal duties.

ACTION

- **COB STAFF TO BE REGULARLY BRIEFED ON CURRENT SITUATION AND ACTIVITIES WITHIN RECOVERY.**
- **STRESS AND FATIGUE OF COB STAFF TO BE MONITORED AND ASSISTANCE PROVIDED WHERE APPROPRIATE.**
- **AS SOON AS POSSIBLE, DETERMINE INCREASE IN STAFFING LEVEL TO MEET DEMANDS (REFER 1.7.3.).**

ROLES & RESPONSIBILITIES



8.1 Local Emergency Management Committee

City of Bunbury’s LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

To assist COB manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRCG.



8.2 Local Recovery Coordinator

City of Bunbury’s LRC has been appointed in accordance with the [Emergency Management Act 2005](#), Section 41(4).

*A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs. See **Appendix 2**.*



8.3 Local Recovery Coordination Group

City of Bunbury’s LRCG is the strategic decision-making body that oversees the recovery process. The LRCG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

LRCG is formed from LEMC members responsible for specific recovery and restoration tasks, support organisations, non-government organisations and significant community representatives.



8.4 COB Roles & Responsibilities

A comprehensive list of the LRC’s duties, roles and responsibilities for disaster recovery and identified COB staff can be viewed at **Appendix 2**.



8.5 External Agencies Recovery Roles and Responsibilities

The WA State Government along with non-government organisations should provide a range of services and resources to the recovery effort and should be used wherever possible.

A complete list of agencies and their roles and responsibilities can be viewed in the [State Emergency Management Plan](#) at [Appendix E](#).

ACTION

- **ALL COB STAFF COULD BE ENGAGED IN VARIOUS STAGES OF DISASTER RECOVERY.**
- **SPECIFIC COB STAFF IDENTIFIED IN THIS PLAN SHOULD BE FAMILIAR WITH THE ROLES AND RESPONSIBILITIES INVOLVED WITH DISASTER RECOVERY.**
- **EXTERNAL AGENCIES SHOULD BE ENGAGED AND USED WHEREVER POSSIBLE.**

COMMUNICATIONS

Recovery communication is the practice of sending, gathering, managing, evaluating and disseminating information. In an emergency and during the response phase, the HMA/CA manages communications. The CA officially hands responsibility for communication to the local government leading the recovery complete with the IS, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for direction and information. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are undertaking.



9.1 Recovery Communications Plan

A template for the Recovery Communications Plan and Crisis Communications Plan has been developed to guide recovery communications. It details a vision, mission and direction for communicating with the affected community and is provided to the LRCG.

The Recovery Communications Plan can be found at **Appendix 3**.



9.2 Spokesperson/s

During recovery, City of Bunbury's spokesperson will be the Mayor. The Mayor may delegate authority for specific person/s to act as a spokesperson.

ACTION

- THE RECOVERY COMMUNICATIONS PLAN AND CRISIS COMMUNICATIONS PLAN WILL BE USED TO PROVIDE GUIDANCE IN PUBLIC INFORMATION AND COMMUNICATIONS.
- FOR FURTHER GUIDANCE REFER COMMUNICATION IN RECOVERY GUIDELINES
[HTTPS://WWW.WA.GOV.AU/GOVERNMENT/DOCUMENT-COLLECTIONS/EMERGENCY-MANAGEMENT-GUIDELINES](https://www.wa.gov.au/government/document-collections/emergency-management-guidelines)

STAND DOWN

Recovery doesn't have a definite end date, however, City of Bunbury will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the effect on Bunbury and the community.



10.1 Debriefing

The **People & Safety Team** will instigate a formal debriefing session(s) for all staff through the Employee Assistance Program (EAP) as required, while COB transitions from recovery back to its normal duties.



10.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. ([State EM Policy](#) 6.10 - Review of Recovery Activities)

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by City of Bunbury and its LRCG.

See **Appendix 11** Post Incident Analysis, and **Appendix 10** Standard Reporting template.

▶▶▶ ACTION

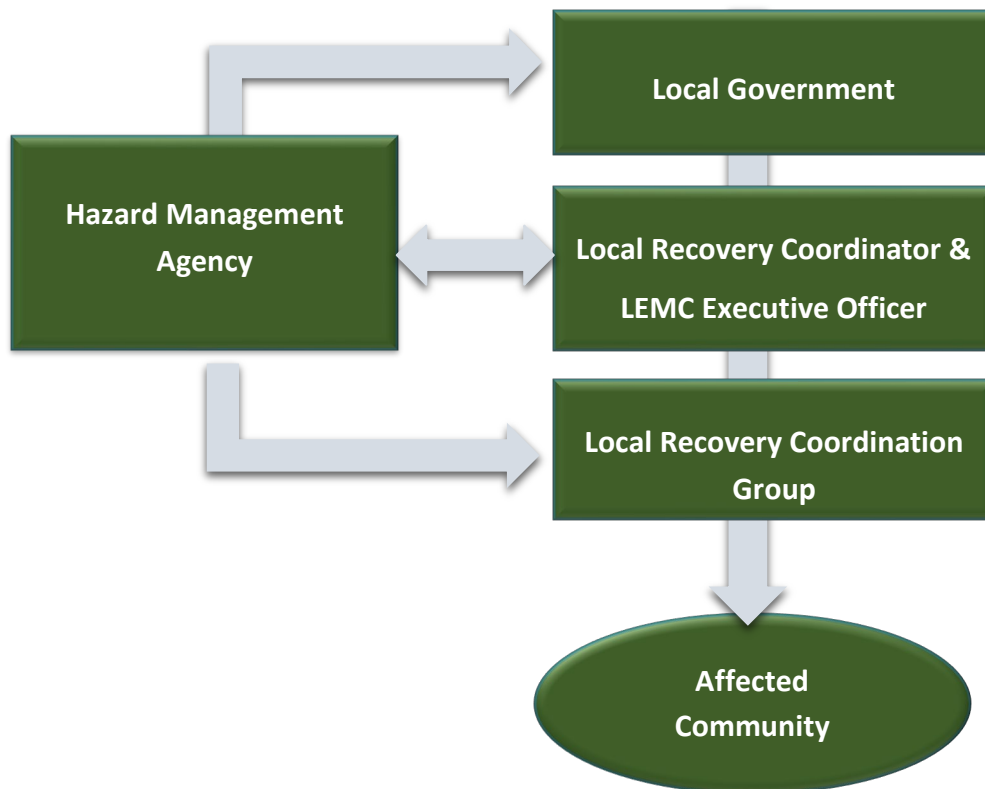
- A FORMAL POST INCIDENT ANALYSIS WILL BE HELD FOR LRCG FOR EVALUATION AND APPLICATION OF LESSONS LEARNT (SEE APPENDIX 11).
- A FORMAL DEBRIEF WILL BE HELD FOR COB STAFF FOR EVALUATION AND APPLICATION OF LESSONS LEARNT.
- ASSISTANCE WILL BE MADE AVAILABLE THROUGH EAP FOR ANY STAFF WORKING IN THE RECOVERY PROCESS.
- FORMAL REPORT COMPILED BY LRC FOR COUNCIL AND STATE RECOVERY COORDINATOR.

Appendix 1	(a) Local Recovery Coordination Group Structure & Function (b) LRCG Meeting Agenda Template	
Appendix 2	Recovery Roles and Responsibilities – City of Bunbury staff	
Appendix 3	Recovery Communications Plan	
Appendix 4	Recovery Operational Sequence Guide	
Appendix 5	Recovery Actions Checklist	
Appendix 6	(a) Local Operational Recovery Plan & (b) Guide	
Appendix 7	Community Hub Guide & Template	
Appendix 8	Recovery Health and Welfare Guide	
Appendix 9	Local Recovery Plan Action Items	
Appendix 10	Local Recovery Coordination Group Report Template	
Appendix 11	Post Incident Analysis Guide	
Appendix 12	Conflict Resolution Guide	

Appendix 1

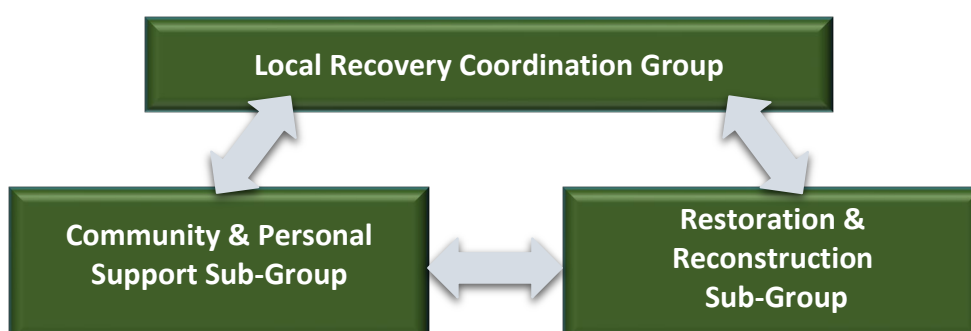
Local (Bunbury) Recovery Coordination Group Management Structure and Functions

1.1 Initial Recovery Management Structure during Response phase



1.2 Partial Recovery Management Structure – Initial

(Depending on community impact and complexity of event)



1.3 Full Management Structure (Comprehensive/Complex Event)



1.4 Local Recovery Coordination Group Sub-Group Functions

Social Community Wellbeing Sub-Group

Functions:

Provides advice and guidance to assist in restoration and strengthening of community wellbeing post event

Facilitates understanding of needs of affected community in relation to its wellbeing

Ensures the affected community is informed and involved in recovery processes so actions and programs match its needs

Assesses and recommends medium and long-term priority areas to City of Bunbury for consideration to assist with restoration and strengthening of community wellbeing

Assesses the requirement for personal support services in the short, medium and long-term

Facilitates resources (financial and human) as required to complement/assist existing local services

Monitors progress of local personal service providers and receives regular progress reports from agencies involved

Built Infrastructure Sub-Group

Functions:

Assesses requirements for restoration of services and facilities with assistance from responsible agencies

Assesses restoration process and reconstruction policies, programmes, and facilitates reconstruction plans where required

Reports progress of restoration and reconstruction process to the Bunbury Recovery Coordination Group

Assesses and recommends priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term

Finance Economics Sub-Group

Functions:

Provides advice and guidance to assist in restoration and strengthening of the City's economy after the event

Makes recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship, as a result of the event

Develops eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

1. Ensure the principles of equity, fairness, simplicity and transparency apply
2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance
3. Recognise the extent of loss suffered by individuals
4. Complement other forms of relief and assistance provided by government and the private sector
5. Recognise immediate-, short-, medium- and longer-term needs of affected individuals
6. Ensure the privacy of individuals is protected at all times

Facilitates disbursement of financial donations from corporate sector to affected individuals, where practical

Natural Environment Sub-Group

Functions:

Provides advice and guidance to assist with restoration of natural environment post event

Facilitates understanding of needs of affected community in relation to environmental restoration

Assesses and recommends priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife

Assesses and recommends medium and long-term priority areas to the City of Bunbury for consideration to assist in the restoration of the natural environment in the medium to long-term

**City of Bunbury Local Recovery Coordination Group
(LRCG) for <Insert Disaster Event name>**

Meeting Agenda

<Insert Full Date> at <Insert time>
<Insert Location> <Insert Room>

Group Terms of Reference

The Local Recovery Coordination Group advises Council on matters of local recovery aspects once activated under the City of Bunbury Local Recovery Plan.

Please see Appendix 1 a of the Local Recovery Plan for Structure and function of the LRCG.

City of Bunbury Recovery Values

1. *Considering consequences of actions ensuring NO HARM to disaster affected communities*
2. *Providing LEADERSHIP for Bunbury's communities*
3. *Recognising Bunbury's key role is to foster COLLABORATION between partner agencies and community*
4. *EMPOWERING individuals and groups to effectively carry out recovery activities*
5. *ACTING as quickly as possible, however, planning for the LONG-TERM (see Value 1)*
6. *TRANSITION to normal services will be part of the Recovery Long-Term Strategy*
7. *CAPTURING lessons learnt for building capacity and resilience for the Bunbury community*

City of Bunbury
4 Stephen Street
Bunbury WA 6230
Western Australia
Correspondence to:
Post Office Box 21
Bunbury WA 6231

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.

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



The Local Recovery Coordination Group Notice of Meeting

Dear Group Members

The meeting of the Local Recovery Coordination Group was held in the <Insert Location> on <Insert Full Date> at <Insert Time>.

Signed:
<Insert Name>
<Insert Position Title>

Agenda <Insert Full Date>

Group Members:

Member Name	Representing	Position / Role / Title

Other Support Staff:

Name	Position / Role / Title

1. Declaration of Opening

The Chair declared the meeting open at _____
The meeting is recorded via _____
Acknowledgement of Country completed by _____
Welcome and thank you to all for attending.
Around the room introductions.

2. Disclaimer

Not applicable to this Group.

3. Announcements from the Presiding Member

Not applicable to this Group. The group will instead identify a chairperson as directed by the Local Recovery Plan.

4. Attendances

4.1 Attendance sheet to be circulated

4.2 Apologies or Proxys

5. Declaration of Interest

IMPORTANT: Group 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 <u>before</u> 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

Recommendation

7. Sub-Group Actions

7.1 Social & Community Sub-Group <Insert Chair name and Position>
<Insert minutes>

7.2 Built & Infrastructure Sub-Group <Insert Chair name and Position>
<Insert minutes>

7.3 Economic & Financial Sub-Group <Insert Chair name and Position>

<Insert minutes>

7.4 Natural Environment Sub-Group <Insert Chair name and Position>
<Insert minutes>

8. Organisation & Stakeholder Updates/Actions

8.1 <Insert Organisation, Name and Position>
<Insert minutes>

8.2 <Insert Organisation, Name and Position >
<Insert minutes>

8.3 <Insert Organisation, Name and Position >
<Insert minutes>

9. General Business

9.1 <Insert Heading>
<Insert minutes>

9.2 < Insert Heading>
<Insert minutes>

10. Date of Next Meeting

<Insert Full Date>

Also to be communicated via email when minutes are distributed.

11. Close of Meeting

The Chair declared the meeting closed at _____



Attendance Page 1 of 2

<Name of Disaster Event or Meeting>

Date: <Day> <dd mmm yyyy>
Time: <hh.mm am/pm – hh.mm am/pm>
Location: <Room>, <Organisation> (<Address>)

Name:	Organisation	Position:	Email:	Phone:



Attendance Page 2 of 2

<Name of Disaster Event or Meeting>

Date: <Day> <dd mmm yyyy>
Time: <hh.mm am/pm – hh.mm am/pm>
Location: <Room>, <Organisation> (<Address>)

Name:	Organisation	Position:	Email:	Phone:

Appendix 2

Recovery Roles and Responsibilities City of Bunbury Staff

LOCAL RECOVERY COORDINATOR LRC

Community Engagement – Community Safety & Emergency Management Officer

- ✓ Forms part of Incident Support Group (ISG) to provide a coordinated response during an emergency
- ✓ Facilitates and coordinates all recovery actions as directed by Local Recovery Coordination Group (LRCG)
- ✓ Advises and informs the community regarding all aspects of recovery as per communication strategy
- ✓ Assesses community recovery requirements for each emergency in liaison with HMA to:
- ✓ 1. Provide advice to the CEO on requirements to activate Local Recovery Plan (LRP) and convene the LRCG
- ✓ 2. Provide advice to the LRCG
- ✓ Undertakes the functions of the Executive Officer to the LRCG
- ✓ Facilitates the acquisition and appropriate application of materials, staff and financial resources
- ✓ Manages resources required for an emergency disaster with assistance from Recovery Centre Coordinator
- ✓ Coordinates local recovery activities, in accordance with plans, strategies and policies determined by the LRCG
- ✓ Monitors the progress of recovery and provides periodic reports to the LRCG
- ✓ Liaises with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services
- ✓ Ensures regular reports are made to the State Recovery Coordination Group on progress of recovery
- ✓ Arranges a debriefing session for all participating agencies and organisations as soon as possible after stand-down including collating data developed throughout recovery for future reporting
- ✓ Ensures all emergency events and related meetings are minuted and all Emergency Coordination Centre and Recovery Centre records are kept for 7 years for the coronial inquest and legal defence purposes
- ✓ Develops Management Arrangements, including the Local Recovery Plan (LRP) and Local Operational Recovery Plan (LORP)

CHAIR - Local Recovery Coordination Group LRCG

CoB CEO or LEMC EO

- ✓ Provides information between the ISG, LEMC Chair and LRCG sub-groups on issues that need to be addressed from Authority's and LRCG perspective

CHAIR - Local Emergency Management Committee LEMC EO

LEMC Executive Officer - Team Leader Rangers & Emergency Management

- ✓ Identifies any issues that arise from the LRCG and communicates to the relevant LEMC member for consideration and action
- ✓ Coordinates responsibilities with the Local Recovery Coordinator

RECOVERY ADMIN SUPPORT

Administration or Customer Services Representative

- ✓ Provides administrative support as required to the LRC, LEMC EO and members of the LRCG

LOCAL GOVERNMENT LIAISON OFFICER

City of Bunbury Representative

- ✓ The CEO, LEMC EO or LRC may nominate and appoint a staff member as the Local Government Liaison Officer when required for assistance
- ✓ Support the CEO, LEMC EO and/or LRC
- ✓ When requested may attend ISG meetings on behalf of the LEMC EO or LRC to represent City of Bunbury
- ✓ When attending ISG meetings, provides local knowledge input and provides details contained in the LEMA

RECOVERY CENTRE OR COMMUNITY HUB

Local Recovery Coordinator and/or Manager Community Connection

- ✓ Prepares, maintains and exercises Recovery Centre (RC)
- ✓ Monitors and reviews information relating to centres (e.g. location, facilities)
- ✓ Builds and activates a team to open and manage centre
- ✓ Disseminates information on location, functions and hours of operation to public in conjunction with the Recovery Communication.
- ✓ Accesses and authorises the Authority's to commit resources to the centre
- ✓ Coordinates the presence of relevant external agencies
- ✓ Ensures all emergency events and related meetings are minuted and all RC records are kept for 7 years for the coronial inquest and legal defence purposes, with the assistance of Corporate Records Officers
- ✓ Works in partnership with HMAs and SEMC Secretariat, during non-disaster periods, to increase recovery awareness and promote recovery planning with key stakeholders

RECOVERY COMMUNICATIONS

Manager Communication and Place Activation

- ✓ Liaises with the CEO, LEMC EO, LRC and HMA Communication Coordinator
- ✓ Ensures a consistent message is released to the community and internal staff
- ✓ Ensures communication strategy is in place to share information internally and externally
- ✓ Writes and distributes media statements in line with LG policy
- ✓ Writes, produces and distributes promotional material
- ✓ Advises Executive Team on media issues
- ✓ Assists with preparing protocols for dealing with the media
- ✓ Reviews & implements Recovery Communication Plan in consultation with the LRC & LRCG

WORK, HEALTH & SAFETY

Work Health and Safety Officer

- ✓ Provides advice to all sections of the LRCG on WH&S Risk Management during emergencies
- ✓ Liaises with relevant external services or agencies in relation to WH&S practices

INFORMATION TECHNOLOGY SUPPORT

Manager Information Services

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Ensures IT equipment and resources available for Service Units requesting support and equipment

COMMUNITY SERVICES

Local Recovery Coordinator and/or Manager Community Connection

- ✓ Liaises with Dept. of Communities (Communities) Evacuation Centre Coordinator
- ✓ Assesses requirements for support services in short, medium and long-term
- ✓ Facilitates resources (financial and human) as required to complement/assist existing local services
- ✓ Monitors local service providers and receives regular progress reports from agencies involved
- ✓ Ensures maximum community involvement
- ✓ Ensures immediate and long-term individual and community needs are met
- ✓ Makes recommendations to the LRCG

CHILDREN AND FAMILY SERVICES

Manager Community Connection

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/progress to the LRCG on issues affecting Children/Family services

INFRASTRUCTURE OPERATIONS AND LOGISTICS

Manager of Infrastructure

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Assesses requirements for restoring services and facilities with the assistance of responsible agencies
- ✓ Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Reports the progress of the restoration and reconstruction process to the LRCG

WASTE OPERATIONS AND LOGISTICS

Manager of Waste

- ✓ Ensures waste services continue as the demand potentially increases from an emergency
- ✓ Assesses requirements for restoring services and facilities with the assistance of responsible agencies
- ✓ Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Reports the progress of the restoration and reconstruction process to the LRCG

FINANCIAL RECOVERY

Manager Finance

- ✓ Acquires, distributes and accounts for funds
- ✓ Liaises with the LRCG to identify financial implications of emergency event
- ✓ Committees established to manage donations, appeals, etc.
- ✓ Keeps records of all costs as a result of the emergency (cost centre to track \$)
- ✓ Liaises with Communities to gain access of potential emergency funding
- ✓ Liaises with State Officers after declaration made that activates the DRFAWA fund
- ✓ Acts as representative to ensure appropriate recuperation of funds spent

BUNBURY EMERGENCY RESOURCES

Senior Ranger

- ✓ Assists LEMC EO (TLREM) and Local Recovery Coordinator (LRC) as required

ECONOMIC RECOVERY

Manager Finance

- ✓ Liaises with the Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure affecting business operations)
- ✓ Assists businesses with recovery following an incident
- ✓ Liaises with the business community to ensure immediate/urgent needs are addressed
- ✓ Assists with DRFAWA funding arrangements if required
- ✓ Liaises with insurance companies and provides assistance where required to fast track claims from businesses (for example, provide temporary local office space for insurance assessors)

HEALTH RISK

Manager Community Wellbeing

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/information to the LRCG on issues affecting environmental health resulting from the emergency
- ✓ Evaluates/assesses properties affected by the emergency post event
- ✓ Conducts testing or contracts consultants for testing, as required (eg. asbestos). Organises contractors for HAZMAT or ACM testing and environmental health monitoring
- ✓ Liaises with community & internal staff on health advice around Pandemic, HAZMAT etc.
- ✓ Liaises with Dept. of Health as required on behalf of the Authority

BUILDING MAINTENANCE

Manager Infrastructure Maintenance Services

- ✓ Evaluates building structures following an emergency
- ✓ Assists with emergency permits
- ✓ Liaises with planning implementation, engineers and building practitioners

BUILDING & STRUCTURAL

Manager Planning and Building

- ✓ Evaluates/assesses building structures following an emergency
- ✓ Provides assistance to residents affected by a disaster with advice and processing of building plans

BUSINESS RISK MANAGEMENT

Manager Governance

- ✓ Develops a business continuity plan to ensure LG Business continues during and after the emergency/recovery process
- ✓ Advises on Risk Analysis of Recovery Plan and actions

NATURAL AREAS MAINTENANCE

Manager Projects and Asset Management

- ✓ Assists with an operational response as requested by LRCG and Engineer Operations and Logistics
- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Assesses requirements for restoring services and facilities with the assistance of responsible agencies
- ✓ Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Reports the progress of the restoration and reconstruction process to the LRCG

Appendix 3



RECOVERY COMMUNICATIONS PLAN

2024

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Document Control				
Issue	Rev.	Date	Author	Reviewed
Draft for comment		June 2024	MA, CG, LRW	2024

1

VISION

The City of Bunbury’s (the Authority) vision during an emergency and subsequent recovery is to empower and support the community so it feels an active partner in its recovery.

To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent emergency.

2

MISSION

The Authority’s mission is to provide widespread regular high-quality information to disaster affected community members and the greater community.

To acknowledge the psychological challenges and complexities of communicating with a community that has been affected by the disaster.

To encourage and promote two-way communication to better understand the community’s needs and concerns.


3


BACKGROUND


The City of Bunbury also has a Crisis Communication Plan (through the Marketing and Communications Team), for communicating during emergencies.


4


COMMUNICATION OBJECTIVES

- 

1. Provide direction for communication activities
- 

2. Ensure communications are appropriate for the audience (To and From)
- 

3. Be flexible to incorporate changes as the situation develops
- 

4. Ensure feedback to the Authority, stakeholders and community is comprehensive, meaningful and timely
- 

5. Identify the appropriate delegations, information release authority arrangements and protocols

KEY TARGET AUDIENCE

The following have been identified as the primary target audience for communications

Primary Target Audience	Description	Actions When/Where
Disaster affected community members	Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this database.	Provide recovery contacts and key information to aid decisions via outreach. Authority's website to be kept updated with recovery information.
Displaced persons	Displaced persons need to remain contactable. Use a variety of networks to reach people.	Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.
Community City of Bunbury	Reach those who like to be kept up-to-date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided.	<ul style="list-style-type: none"> ▪ Authority's Website ▪ Recovery Newsletter ▪ Local Paper ▪ Community Radio ▪ TV Interviews ▪ Community Events ▪ Group Gatekeeper Networks
Recovery agency partners	Ensure a coordinated effort and that all messages provided to the community are consistent.	All messages coordinated through Local Recovery Coordinator's office.
Pastoral and outlying community	Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available.	Outreach conducted at interval: <ul style="list-style-type: none"> ▪ Immediately after impact ▪ 6 monthly follow up ▪ 12 monthly follow up. Ensure special issue of Recovery News attached to rates notices. Consider phone outreach.
Affected businesses and their employees	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.	Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged.
Community City of Bunbury	Reach those who may want to donate cash, supplies/materials or labour.	Official Authority media releases. Website kept updated with latest recovery information. Engage radio and TV to keep the recovery of community positive and transparent.

Primary Target Audience	Description	Actions When/Where
State and Federal Government	Keep governments informed of Authority's challenges to enlist appropriate assistance.	Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to ensure common objectives and goals are met and a united front is projected for recovery.
Authority's staff and elected Councillors	Provide information about the challenges to enlist appropriate solutions and provide actions.	Staff newsletter/Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information is a regular Council agenda item.
Local Recovery Coordination Group and Sub-Groups	Provide information to the following sub-groups: <ul style="list-style-type: none"> • Finance • Social Wellbeing • Infrastructure • Natural Environment 	Maintain spreadsheet database of all sub-group meetings highlighting actions, time schedules, responsibilities and outcomes, which are available across four sub-groups.

The following audiences have been identified as the secondary targets for communication

Secondary Target Audience	Description	Actions When/Where
Media commentators	Provide information to: <ul style="list-style-type: none"> • Authorised State and regional newspapers • State and local radio • State and local television. 	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events. Develop and manage an agreed reporting rhythm.
Business community	Keep the business community informed.	Form working groups of affected businesses so they are hubs to distribute information.
WA community	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

6

KEY MESSAGES

Messages must be consistent with the overall purpose of the communication and meet the requirements of the Authority, stakeholders and the community.

Key messages to be delivered to both primary and secondary target audiences are:

Message: What do you want your audience to think, feel or do?	Purpose: Does this message meet your communication objective?
✓ All concerns/issues, whether great or small, matter to the Authority and are being addressed.	Objective 4, 3, 5
✓ Current situations and information received will be acted upon.	Objective 2, 4, 5
✓ The whole community is being informed and kept up-to-date.	Objective 4, 5
✓ The community is an active partner in recovery and is consulted on decisions and activities that are organised.	Objective 1, 3, 5
✓ The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.	Objective 1, 5

7

ACTIONS

Key Stakeholders	Proposed Consultation/Communication	Medium
Community	<p>Community consultation via a range of mediums to reach appropriate members.</p> <p>Using existing community networks and information conduits to engage and inform.</p> <p>Recovery Community Meetings.</p> <p>Recovery Newsletter.</p> <p>Authority website.</p>	<p>Face-to-face via Recovery Centre.</p> <p>Weekly first month switching to fortnightly/monthly.</p> <p>Further outreach as needed to maintain contact and get to persons that don't have other forms of communication.</p>
CoB members	Implement updates via CoB meetings, email newsletters.	Weekly, via 'FYI' newsletter
Authority staff internal and operational	Updates regarding actions and ongoing issues.	Messages disseminated through senior staff via weekly meetings. Agency updates via CEO.
Media	CoB segment updates in local papers. Regular interviews with local radio stations.	Locally read newspaper and possibly West Australian.
City of Bunbury	Develop and use a protocol to ensure that all information is vetted, factual, suitably endorsed for release.	LRC, CEO, Communications Officer.

8

RISK MANAGEMENT

Risk	Action/Mitigation
Information overload	<ul style="list-style-type: none"> ✓ Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery. ✓ Ensure all information presented addresses a community need, thus minimising superfluous information.
Material poorly designed and ineffective in communicating key messages	<ul style="list-style-type: none"> ✓ Design material so it is clear, easy to use and written in appropriate language for the chosen audience.
Material and information too late or too infrequent	<ul style="list-style-type: none"> ✓ Have weekly or fortnightly deadlines.
Other agencies sending mixed messages	<ul style="list-style-type: none"> ✓ Make sure all agencies are aligned and messages are consistent.

9

COMMUNICATION AIDE-MEMOIRE

Communication Channels	Monitor and Evaluate
Authority Emergency/Disaster Event Recovery Newsletter	After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication.
Local Newspaper, Community Bulletins, West Australian Newspaper	After publication, register any enquiries or comments regarding the content and assess weekly.
Authority's website and FAQs	Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications.
Radio interviews (spokesperson)	Record interviews for critical analysis.
Staff briefing notes/script	Check regularly to ensure information is up-to-date and updated immediately the situation changes.
Community events and community meetings	Register attendance numbers. Take notes at each event and meeting to gauge interest and relevance of content.
Distributing news through existing community networks	Monitor social media and other community networks.

10

COMMUNICATIONS PLAN REVIEW

The Communication Plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Coordination Group Chairman and/or CEO City of Bunbury.

11

COMMUNICATIONS BUDGET

To be determined when actions have been confirmed

ATTACHMENTS

- Attachment 1:** Recovery Communications Planning Guide
- Attachment 2:** (a) Ask a Question (b) Make a Statement
- Attachment 3:** Outreach Needs Assessment and Initial Contact Form
- Attachment 4:** Recovery Community Meetings Guidelines

Attachment 1 - Recovery Communications Planning Guide

Recovery Communications Planning Template

Recovery Communications Planning Checklist

Action	Y/N	Responsible Person
Communications Governance		
Lead spokesperson selected/advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message Board locations established		
Internal staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promoted in all messaging		
Spontaneous volunteer management messaging devised and promoted in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Community Message Talking Points

Spokesperson _____ **Position** _____

Message timing

To be delivered at: _____ AM PM

Media channel/s: _____

Target audience:

Internal staff

Community group/s _____

Agency/s _____

Message Body

Intro: Discuss current situation (include 'No physical donations accepted', etc.)

1 What we know

2 What we do not yet know

3 What we are doing


4 What we want you to do

Reiterate main and salient points

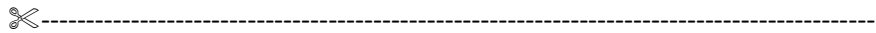
Next message will be available at: _____

Attachment 2(a) – Listening - Ask a Question

Printed on GREEN paper

Emergency/Disaster Event RECOVERY ASK A QUESTION	
	If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.
Your name:	Your contact details:


Printed on GREEN paper



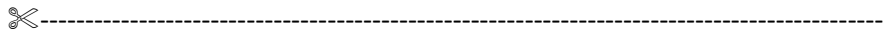
Emergency/Disaster Event RECOVERY ASK A QUESTION	
	If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.
Your name:	Your contact details:


Attachment 2(b) – Listening - Make a Statement

Printed on YELLOW paper

Emergency/Disaster Event RECOVERY MAKE A STATEMENT	
	Please feel free to provide us with feedback, or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.
Your name:	Your contact details if response required:

Printed on YELLOW paper



Emergency/Disaster Event RECOVERY MAKE A STATEMENT	
	Please feel free to provide us with feedback, or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.
Your name:	Your contact details if response required:

Attachment 3 – Outreach Impact and Needs Assessment



Date: _____ TEAM No: _____

Hello, my name is _____ and I am from CoB/volunteer/Aust. Red Cross on behalf of the City of Bunbury. We are here to (engage/speak/check in) with those affected from recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up-to-date information and assistance to connect people with appropriate organisations/agencies/people depending on assistance you may require.

PROPERTY DETAILS

Property Location (Lot No, Street Name, Area):

	Nearest Cross Road:	
Property Owner/Occupant Name:		
How would you like to be contacted?		Your preferred time?
<input type="checkbox"/> Phone:		<input type="checkbox"/> Morning (7am – 12noon)
<input type="checkbox"/> Email:		<input type="checkbox"/> Afternoon (12noon – 5pm)
<input type="checkbox"/> Post:		<input type="checkbox"/> Evening (After 5pm)

PROPERTY NEEDS Please provide information on detail for any needs identified

<input type="checkbox"/> House destroyed/uninhabitable	
<input type="checkbox"/> House damaged	
<input type="checkbox"/> Outbuildings destroyed Total: _____	
<input type="checkbox"/> Rebuilding assistance	
<input type="checkbox"/> Asbestos/Possible asbestos	
<input type="checkbox"/> Water supply affected	
<input type="checkbox"/> Vehicle destroyed/damaged	
<input type="checkbox"/> Animals lost/injured	
<input type="checkbox"/> Utility services affected	
<input type="checkbox"/> Fencing destroyed/damaged	
<input type="checkbox"/> Environmental clean-up required	
<input type="checkbox"/> Other <small>(Please provide details)</small>	

INFORMATION NEEDS	OTHER ASSISTANCE REQUIRED
-------------------	---------------------------

<input type="checkbox"/> Rubbish collection/Disposal information	<input type="checkbox"/> Council Services TYPE:
<input type="checkbox"/> Recovery Information/Newsletter	<input type="checkbox"/> Referral to Agency WHO:
<input type="checkbox"/> Financial/Grant assistance	<input type="checkbox"/> Other (provide details):
<input type="checkbox"/> Counselling/Wellbeing check	

Would you like someone to contact you?

Immediately
 Within the week
 In the future

Community Recovery Meeting

We promise to listen to you and do our best to answer your questions honestly and tell you exactly what we know. There will be many questions that we don't have answers to yet. Please accept this is our reality and we are doing everything we can to get these questions answered by the responsible agencies.

Unity at Community Meetings – Together we stand

- ✓ Let's keep the right thing at the centre: let's do the very best we can for our recovery as a community
- ✓ Together we are better and stronger: let's keep the spirit of community strong (and your City of Bunbury workers are part of that community)
- ✓ Treat each other with dignity and respect: everyone's concerns matter and are equally important
- ✓ Keep it as civil as you possibly can: abusive language is not acceptable and is not helpful
- ✓ Listen respectfully to each other and try to understand the other's point of view
- ✓ Only one person to speak at a time... we can only hear one person at a time
- ✓ Say what you need, and what you need to know
- ✓ Constructive suggestions are welcomed... everyone can be part of the problem-solving process
- ✓ It is OK to leave the room at any point. We have Councillors here who can help you if you feel overwhelmed

Appendix 4

Recovery Operational Sequence Guide/Checklist

Situation	Organisation/Action
<p style="text-align: center;">ALERT (Transition)</p> <p>Advice of an emergency with potential to require local coordination of recovery activities</p>	<p>HMA/CONTROLLING AGENCY</p> <ul style="list-style-type: none"> ➢ Ensure Local Emergency Coordinator (LEC) and affected City of Bunbury(s) staff and LEMC delegates are advised of extent of potential recovery support requirements. ➢ State EM Plan - 6.2.1 - <i>The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Where required, an Impact Statement must be completed, prior to the transfer of responsibility for management of recovery to the City of Bunbury(s) affected area.</i> 6.2.2 - <i>The relevant Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency, as detailed in the State EM Plan (section 6.4).</i> ➢ Include Local Recovery Coordinators/ City of Bunbury in briefings/ Incident Support Group (ISG). <p>CITY OF BUNBURY</p> <ul style="list-style-type: none"> ➢ Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Coordination Group chairperson and appropriate core members considering requirement for local level coordination of recovery support. ➢ Advise and liaise with LRCG members.
<p style="text-align: center;">ACTIVATION</p> <p>Requirement for local level coordination of recovery identified/requested</p>	<p>CITY OF BUNBURY</p> <ul style="list-style-type: none"> ➢ When requested by, or on the advice of, the HMA or ISG, convene LRCG and where required, establish a management structure. <p>LRC</p> <ul style="list-style-type: none"> ➢ Arrange for conduct of on-site assessment, if appropriate. ➢ Maintain links with affected organisations to identify and coordinate the provision of recovery support.
<p style="text-align: center;">STAND DOWN</p> <p>On completion of local recovery activities.</p>	<p>CITY OF BUNBURY/LRC</p> <ul style="list-style-type: none"> ➢ Ensure handover of responsibility for ongoing recovery activities to a managing agency. ➢ Advise LEC (informal) and LRCG members of stand-down. ➢ Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Community Resilience and Recovery Sub-Committee (SEMC). ➢ Manage the implementation of post operations report recommendations and revision of Local Recovery Plan as required.

Appendix 5

Recovery Action Checklist

Checklist: Recovery actions for Local Recovery Coordination Group and Local Recovery Coordinator

Please use the right-hand column to record your progress.

Transition from Response	IC shall include the LRC in critical response briefings	✓
	LRC shall ensure the IC is aware of recovery requirements and tasks prior to terminating the state of emergency	✓
	LRG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	LRCG to confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia and if so what assistance measures are available	
	LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	Ensure HMA completes an Impact Statement and it is available for handover	
Management Structure	Ensure the appointment of a Deputy LRC has occurred	
	If required advise Local Recovery Centre Coordinator to activate the Local Recovery Centre	
	Facilitate the recovery sub-groups to be able to coordinate and action any recovery tasks and disseminate information as required	
	Ensure and facilitate the completion of the Needs and Impact assessment	
	Assume public information responsibilities from response agency and provide information to the Authority's Coordinator Corporate Communications to disseminate to the community	
	Facilitate/advise on State/Federal Disaster Relief Funding, (DPIRD, Centrelink) and facilitate/advise on private aid and funding	
	Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	Provide adequate administration support to all recovery functions	
	Provide a succinct reporting system to City of Bunbury, State RC, LRCG, community	
	Recruit and work with representatives of the affected community and include in recovery planning	
Establish strategies for uniting the community behind agreed objectives (events, meetings)		

	Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	Enact Recovery Communication Plan for sharing information and enabling listening	
Impact and Needs Assessment	Use intelligence/planning information from the response operation and ensure LRC is liaising with HMA through response	
	Confirm the total area of impact for determination of survey focus	
	Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, and welfare issues	
	Link with parallel data-gathering work	
	Identify and close information gaps (establish the “big picture”).	
	Assess the financial and insurance requirements of affected parties	
	Gather evidence to support requests for government assistance	
Inspections and Needs Assessments – Technical	Ensure all relevant information is strictly confidential to avoid use for commercial gain	
	Establish and define the purpose of inspection/assessment and expected outcomes	
	Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
	Collect, interpret and analyse data	
	Establish a method/process to determine the type of information needed for this recovery operation: <ul style="list-style-type: none"> ▪ How and who will gather the information (single survey) ▪ How information will be shared ▪ How information will be processed and analysed ▪ How the data will be verified (accuracy, currency and relevance) 	
	Manage the process to minimise calling back	
	Coordinate, select and brief staff	
Maintain confidentiality and privacy of assessment data		

Allocate responsibility for data management tasks ensuring proper process of relevant data transfer	
Data Management	Use templates/spreadsheets for impact assessment and for tracking assistance provided
State Government Involvement	Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRCG Sub-Groups and RCC, as required
	Instigate liaison with DPIRD Officers for the recovery claim process
	Attend ASAP to requests for information from government agencies
Public Information	Ensure spokesperson available (CEO, delegated) to speak with the media
	Manage public information in accordance with Recovery Communication Plan
	Identify priority information needs
	Monitor social media, and media and counter misinformation
Rehabilitation and Assistance	Establish a mechanism for receiving expert technical advice from lifeline groups
	Monitor and assist rehabilitation of critical infrastructure
	Prioritise recovery assistance in line with community needs
	Prioritise public health to restore health services and infrastructure
	Assist and liaise with businesses to re-establish and reopen
	Restore community and cultural infrastructure (including education facilities)
	Restore basic community amenities for meetings and entertainment
	Facilitate emergency financial assistance through the Department of Communities (Communities)
Be aware of need to adjust capital works and maintenance programs	

Implementation of Risk Management Measures	While doing the hazard analysis:	
	<ul style="list-style-type: none"> ▪ Identify essential services and facilities in high-risk areas ▪ Consider the restoration betterment options for essential services 	
Management Measures	Identify betterment options based on research and consultation	
	Undertake urgent hazard reassessment based on new (event) information and relate to the City's Emergency Risk Management Plan	
Financial Management	Review financial strategies including use of Budget line items for tracking all recovery expenses	
	Communicate with financial agencies, including insurance companies	
	Keep financial processes transparent, appeal monies, etc.	
	Liaise with LMDRF for process and protocols for managing appeals system	
	Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets, contractors) for DRFAWA claims	
Reporting	Provide a succinct reporting system to the City of Bunbury, State RC, LRCG, community	
	Provide adequate administration support to all recovery functions	
Recovery Long-Term Strategy (including Managed Withdrawal)	Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	Ensure ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
	Stage a public event of acknowledgement and community closure	
Recovery Post Analysis Report (Lessons Learnt)	Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards preparing a Recovery Lessons Learnt Report	
	Conduct a debrief and Post Recovery Analysis with City of Bunbury staff and elected members towards preparing a Lessons Learnt Report	

Appendix 6



City of Bunbury

LOCAL OPERATIONAL RECOVERY PLAN

<Enter Emergency Event Name (Type & Location)> and <Enter Date of Event>

HMA/CA INCIDENT LEVEL ___ DECLARED AS _____

RECOVERY NARRATIVE

About this Plan

<Outline and Summary>

Example: This Plan outlines the City of Bunbury's strategy to effectively coordinate recovery activities following <event name>. Recovery activities span across <select: social, economic, natural, built>-environments, and aims to restore the assets, systems, and activities which the community values, and were disrupted by the <insert event name> on <dd mmm yyyy>. This plan is a working document and will change over time to reflect the changing needs of the community as recovery progresses.

Event Name

<Briefly describe the emergency event>

Example 1: On the afternoon of <Day> <dd mmm yyyy>, a severe <eg. fire, tornado> affected the suburbs of <suburbs>, causing significant damage to more than <#> residential homes and buildings, flattening and damaging trees/vegetation and scattering storm debris (including <eg. asbestos, other hazardous materials>) across the impacted area.

Example 2: On the evening of <Day> <dd mmm yyyy>, a severe <eg. fire, storm front> impacted the suburbs of <suburbs>. More than <#> commercial properties and public infrastructure were impacted, affecting telecommunications and local business operations. This had an effect on the psychosocial wellbeing of community members, local business operations, and community function.

About our community

<Briefly describe the impacted community, including the community's strengths, opportunities for building back better, and potential challenges to effective recovery>

Example:
 Withers – high percentage government owned housing, low insurance, lower-socioeconomic.
 College Grove higher percentage of insurance and stronger self-reliance/resilience/independence.
 Glen Iris – home based businesses and residential.
 Picton – industrial and small businesses
 Koombana – high tourism value, travellers/transient and also caravan accommodation.

Local Recovery Coordination

<Outline the recovery coordination structures, including the Local Recovery Coordination Group (LRCG) membership>

Example: The City has activated its Local Recovery Plan from its Local Emergency Management Arrangements, and therefore appointed the Local Recovery Coordinator (<insert name or role>), and established a Local Recovery Coordination Group (LRCG), with <#> sub-groups: <Social, Economic, Built, Natural>. The LRCG is Chaired by City of Bunbury <insert name or role>, and includes membership from recovery support agencies including but not limited to: <insert organisations>.

Authority and Endorsement

<Advise legislation and plans>

Example: The Emergency Management Act (2005) WA section 36(b) states that one of the functions of Local Government is "to manage recovery following an emergency affecting the community in its district". The City of Bunbury Local Emergency Management Arrangements and Local Recovery Plan were endorsed by SEMC and Council in <year>. This LORP was first presented to the LRCG on <dd/mm/yyyy> with ongoing updates to the <enter sub-group name>, reflecting the changing recovery needs of the community.

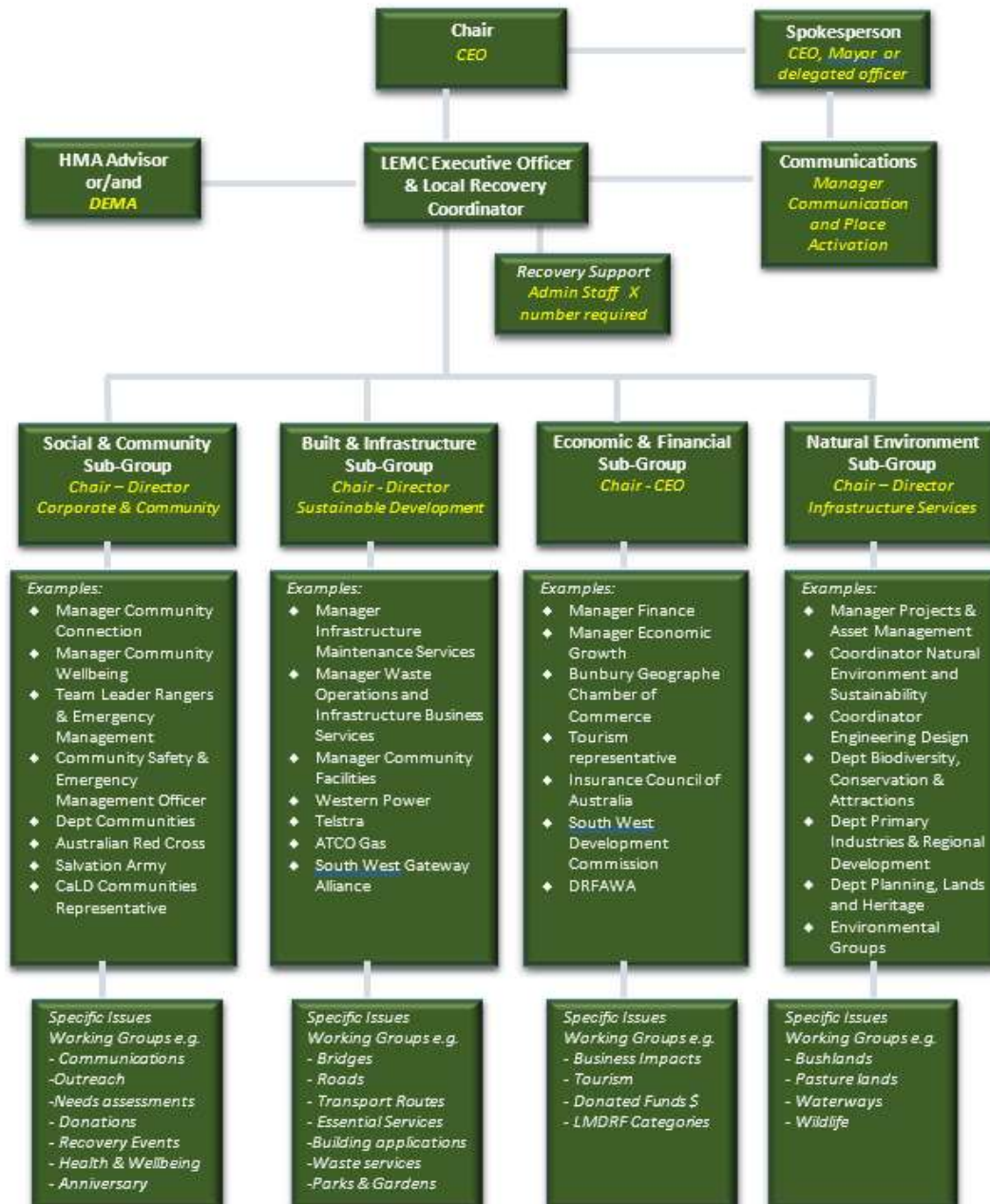
RECOVERY TIMEFRAMES

Short Term	Medium Term	Long Term
Human/Social Working Group <Enter Staff Name>	Short Term Activity: Short Term Activity: Medium Term Activity: Medium Term Activity: Long Term Activity:	
Building/Infrastructure Working Group <Enter Staff Name>	Short Term Activity: Short Term Activity: Medium Term Activity: Medium Term Activity: Long Term Activity:	
Economic Working Group <Enter Staff Name>	Short Term Activity: Short Term Activity: Medium Term Activity: Medium Term Activity: Long Term Activity:	

BUNBURY LOCAL RECOVERY COORDINATION GROUP (LRCG)

See Appendix 1 of LEMA

Example:



LOCAL OPERATIONAL RECOVERY PLAN

<Event Name> - <dd mmm yyyy>



SOCIAL & COMMUNITY ENVIRONMENT					
KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASK/ACTIVITY	ACTIVITY PARTNERS	TIMEFRAME & MEASURES OF SUCCESS	LESSONS LEARNED
<ul style="list-style-type: none"> •Dot-point key impacts from various sources, including: <ul style="list-style-type: none"> oThe Impact Statement oOutreach and engagement reports oReports from agencies and stakeholders not reflected in the Impact Statement. Key reporting areas might include: <ul style="list-style-type: none"> •Groups, Institutions, and Social Connections •Cultural/Heritage •Health and Medical •Psychosocial and Wellbeing 	Develop positively framed statements describing recovery goals. Objectives are usually one sentence starting with the word 'To'.	There may be multiple tasks/activities to address each objective. Activities may already be planned or underway or may be specifically designed and delivered for recovery.	Which recovery agencies/stakeholders can/will you partner with to deliver this activity?	When will this activity be undertaken? How will you know this activity has been completed and the objective achieved? Consider including quantitative figures, such as \$, #, or % values.	

LOCAL OPERATIONAL RECOVERY PLAN

<Event Name> - <dd mmm yyyy>



BUILDING & INFRASTRUCTURE ENVIRONMENT						
KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASK/ACTIVITY	ACTIVITY PARTNERS	TIMEFRAME & MEASURES OF SUCCESS	LESSONS LEARNED	
<p>•Dot-point key impacts from various sources, including:</p> <ul style="list-style-type: none"> oThe Impact Statement oOutreach and engagement reports oReports from agencies and stakeholders not reflected in the Impact Statement. <p>Key reporting areas might include:</p> <ul style="list-style-type: none"> •Groups, Institutions, and Social Connections <ul style="list-style-type: none"> •Cultural/Heritage •Health and Medical •Psychosocial and Wellbeing 	<p>Develop positively framed statements describing recovery goals. Objectives are usually one sentence starting with the word 'To'.</p>	<p>There may be multiple tasks/activities to address each objective. Activities may already be planned or underway or may be specifically designed and delivered for recovery.</p>	<p>Which recovery agencies/stakeholders can/will you partner with to deliver this activity?</p>	<p>When will this activity be undertaken? How will you know this activity has been completed and the objective achieved? Consider including quantitative figures, such as \$, #, or % values.</p>		

LOCAL OPERATIONAL RECOVERY PLAN

<Event Name> - <dd mmm yyyy>



ECONOMIC ENVIRONMENT						
KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASK/ACTIVITY	ACTIVITY PARTNERS	TIMEFRAME & MEASURES OF SUCCESS	LESSONS LEARNED	
<ul style="list-style-type: none"> •Dot-point key impacts from various sources, including: <ul style="list-style-type: none"> oThe Impact Statement oOutreach and engagement reports oReports from agencies and stakeholders not reflected in the Impact Statement. Key reporting areas might include: <ul style="list-style-type: none"> •Groups, Institutions, and Social Connections •Cultural/Heritage •Health and Medical •Psychosocial and Wellbeing 	Develop positively framed statements describing recovery goals. Objectives are usually one sentence starting with the word 'To'.	There may be multiple tasks/activities to address each objective. Activities may already be planned or underway or may be specifically designed and delivered for recovery.	Which recovery agencies/stakeholders can/will you partner with to deliver this activity?	When will this activity be undertaken? How will you know this activity has been completed and the objective achieved? Consider including quantitative figures, such as \$, #, or % values.		

LOCAL OPERATIONAL RECOVERY PLAN

<Event Name> - <dd mmm yyyy>



NATURAL ENVIRONMENT						
KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASK/ACTIVITY	ACTIVITY PARTNERS	TIMEFRAME & MEASURES OF SUCCESS	LESSONS LEARNED	
<ul style="list-style-type: none"> •Dot-point key impacts from various sources, including: <ul style="list-style-type: none"> oThe Impact Statement oOutreach and engagement reports oReports from agencies and stakeholders not reflected in the Impact Statement. Key reporting areas might include: <ul style="list-style-type: none"> •Groups, Institutions, and Social Connections •Cultural/Heritage •Health and Medical •Psychosocial and Wellbeing 	Develop positively framed statements describing recovery goals. Objectives are usually one sentence starting with the word 'To'.	There may be multiple tasks/activities to address each objective. Activities may already be planned or underway or may be specifically designed and delivered for recovery.	Which recovery agencies/stakeholders can/will you partner with to deliver this activity?	When will this activity be undertaken? How will you know this activity has been completed and the objective achieved? Consider including quantitative figures, such as \$, #, or % values.		

Appendix 6 (b)

Local Operational Recovery Plan Guide

Section 1

Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the Emergency Management Act 2005

Section 2

Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary Impact Statement (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.
Estimates of costs of damage	You may get indications from IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.
Human services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term, understanding the impact on community.

Health issues

Medical/Health personnel and CoB EHOs will assess any significant issues (water, food spoilage, medical supplies or medivac).

Section 3

Organisational Aspects:

Details the composition, structure and reporting lines of the groups, sub-committees and working groups set up to manage the recovery process.

Details the inter-agency relationships and responsibilities.

Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator.

Section 4

Operational Aspects:

Details resources available and required

Give list of resources deployed and confer with the LRCG network for future resources.

Redevelopment Plans (includes mitigation proposals for betterment)

This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.

Reconstruction restoration programme and priorities

Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.

Includes programs and strategies of government agencies to restore essential services

Consider betterment when engaged in rebuilding.

Includes the local government program for community services restoration

Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.

Financial arrangements

Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations.

Public information dissemination

From the Communication Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	General financial issues.
Public appeals policy and administration	Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel.
Information management processes	How is the management and recording process being undertaken.
Reporting rhythm	Who, when and how is the reporting being undertaken.

Section 5

Conclusion:

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

Appendix 7

Community Recovery Hub Guide & Template

For more templates see:

- **Appendix 3 - Recovery Communications Plan**
 - Attachment 2(a) - Listening - Ask a Question
 - Attachment 2(b) - Listening - Make a Statement
 - Attachment 3 - Outreach Impact and Needs Assessment
 - Attachment 4 - Community Recovery Meeting Guidelines

Aim

To assist the impacted community in their medium to long term recovery by providing coordinated collocation of agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

Objectives

The objectives of a Community Recovery Hub are to;

- ✓ To connect people with each other and with agencies and organisations which can assist people in their recovery
- ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be.
- ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief
- ✓ To provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information
- ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience
- ✓ To acknowledge the psychological challenges and complexities faced by the impacted community

Location:

Ideally the Community Recovery Hub will be in a central location to the impacted community and to public transport.

Building Features:

Specific features to consider in a potential building include;

- ✓ The building needs to be accessible for disabled persons

Appendix 7

- ✓ A reception area and a comfortable place for people to wait
- ✓ Large rooms that will be suitable for office space
- ✓ An interview room for appointments with individuals and families
- ✓ Public toilets
- ✓ A multipurpose function room that has the capacity for meetings and events
- ✓ Storage such as a shed for storing 'new' donated items
- ✓ Kitchen suitable for catering for small events and acting as a staff room
- ✓ Ensure adequate parking is available

Set-up Considerations

Suggestions to consider for physically setting up a Community Recovery Hub include;

- ✓ Office furniture including desks, chairs, book shelves, white boards, waiting room couch, meeting room fold out tables (light easy to move)
- ✓ Office equipment including computers, printer, photocopier, phones
- ✓ Secure disposal of confidential papers
- ✓ Essential Services such as power, phone and internet will need to be connected
- ✓ Signage for the public and visiting stakeholders to locate with ease
- ✓ Children's corner with colouring in books and pencils and small toys
- ✓ Artwork to lighten and brighten the mood

Steps to Establish Community Recovery Hub:

Not all City of Bunbury's will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered;

- ✓ Rental of lease agreement for building
- ✓ Building modifications
- ✓ Mobile office building (donga)
- ✓ Arrange hire, lease or purchase of office equipment
- ✓ Second-hand furnishing
- ✓ Cleaning and rubbish collection

Appendix 7

Record Keeping:

The Emergency Management Act 2005 allows information to be shared between State Agencies and City of Bunbury.

It is recommended that the LG keeps a master database based that records;

- ✓ Property address
- ✓ Is it destroyed or damage
- ✓ Owner contacts (including email, mobile number)
- ✓ Renters contacts (if rental or Dept of Housing)
- ✓ Insured or uninsured
- ✓ Received Centrelink Immediate Payment
- ✓ Received assistance from Department of Communities
- ✓ Applied for LMDRF
- ✓ Email collection for Newsletter and other important information
- ✓ Received Outreach from Australian Red Cross

Management of Community Recovery Hub (CRH):

The following should be considered in the running of CRH;

- ✓ All staff at the CRH should be wearing identification such as name badges that show the organisation they working for
- ✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building
- ✓ Establish a process for regular operational staff briefing and debriefing

Recovery Events:

CRH Staff will likely attend a wide range of recovery events that are located at the CRH or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See Recovery short, medium and long term.

To assist in the management of recovery events see the attached 'City of Bunbury Recovery Event Planning Template'.

Appendix 7

Closing of the Community Recovery Hub (CRH):

The following should be considered in the running of CRH;

- ✓ The CRH will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years
- ✓ Liaise with key stakeholders to establish the appropriate time for the CRH to be closed and report to LRG
- ✓ Communicate well in advance with the community that the centre will be closed and on what date
- ✓ Ensure all people who have used the centre are contacted and notified of how they can access services in the future
- ✓ Consider a public function to thank all involved or have an official closing ceremony
- ✓ Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community
- ✓ Sync closure of Community Recovery Hub with formal cessation of recovery with community celebration.

Appendix 7

ATTACHMENT 1

The recovery timeline: short, medium and long term

Short-term recovery (where we've been)

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (i.e. how big), the human impacts (i.e. who is affected and are there casualties), the property and infrastructure impacts (i.e. what is damaged or destroyed), and the environmental impacts (i.e. are there threats to health and sanitation).

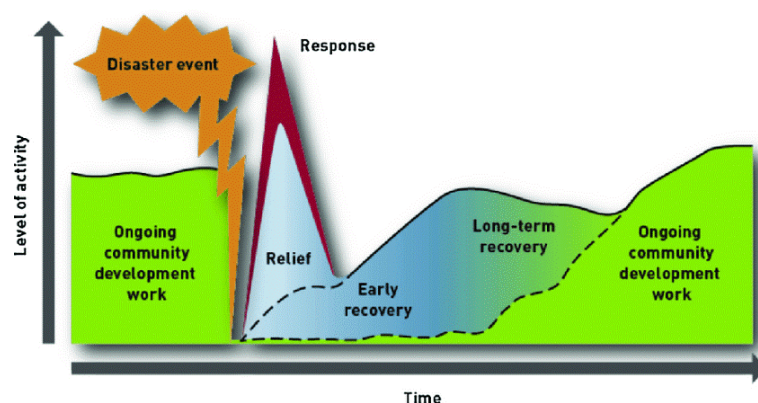
Medium-term recovery (where we are now)

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

Long-term recovery (where we're heading)

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long term recovery strategy with you.

One of the key aims of long-term recovery should be to help the community become more resilient and more independent of agency support. This is why community-driven recovery is so important: it enables us to begin as we mean to continue: with community leading the way and with agencies in the supporting role.



ATTACHMENT 2

City of Bunbury Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

COMMUNITY SUPPORT:	
WHERE HAS CONCEPT / IDEA COME FROM:	
STAKEHOLDERS: Who owns the action?	
OTHER INVOLVEMENT: Who is needed?	
RESOURCES:	
COSTS:	
SPONSORS / FUNDING BODIES:	

HEALTH & WELLBEING RISK: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED: <input type="checkbox"/> CoB Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other: _____
ENVIRONMENTAL RISK: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED: <input type="checkbox"/> CoB Staff <input type="checkbox"/> Other: _____

CATEGORY:	<input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing
RECOVERY VALUE:	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest
PRIORITY / TIMELINE:	<input type="checkbox"/> High / Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium / Medium Term <input type="checkbox"/> Lower / Long Term
DIFFICULTY:	<input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long Term / Complex
OBJECTIVES:	<input type="checkbox"/> Promote health & wellbeing <input type="checkbox"/> Increase / Enhance understanding of community needs <input type="checkbox"/> Provide information / enhance communication <input type="checkbox"/> Support Community Recovery through long term programs and projects
EVALUATION:	

Appendix 8

Welfare and Health Guide

Relief activities meet the immediate food, shelter and security requirements of those affected by the emergency. Whereas recovery activities provide information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following link provides related support plans and detailed information:

[Emergency management plans \(www.wa.gov.au\)](http://www.wa.gov.au)

The City of Bunbury *Community Health and Wellness Plan* provides local contingencies for Health & Welfare.

Principles:

The recovery principles of health and wellbeing after emergencies are:

Response and recovery actions actively support individuals, families and businesses

LRCG sub-groups encourages community to participate in community recovery decision-making

The overall needs assessment of individuals and families is evaluated as early as possible

Personal support strategies are integral to overall recovery management process

Measures are taken to mitigate the affects of future emergencies on community

Recovery programs be coordinated to support and enhance community

Strategies:

Strategies to implement the principles of HaW recovery following an emergency are shown in ***conceptual***, ***management*** and ***service delivery*** classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.

Appendix 8

Conceptual:

Encourage emergency service agencies to implement procedures relating to personal support services (e.g. identify potential welfare needs)

Support and promote individuals, families and businesses of the affected community

Support and promote community improvements & health safety (eg. emergency services HAZMAT issues, COVID)

Purchase replacement goods and services locally via local businesses and trades people wherever practical

Maintain the integrity of local community groups and experts and their capabilities

Build on existing organisations and networks through activating available systems within the community

Encourage support of local community groups and experts

Encourage agencies to employ local residents

Source government grants, distribution of appeal funds and charitable payments to assist with supporting needs of individuals and families during the recovery process

Avoid duplication of services and identify gaps

Management:

Identify all aspects of HaW that may be required

Establish liaison between HaW groups, community & government agencies

Establish HaW representatives from Health and Wellbeing groups, the community and government agencies

Provide community with information about recovery process and resources available through the HaW representatives via Communication Plan processes or LRCG meetings

Ensure community participation in the HaW

Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process

Identify gaps in HaW services for consideration in risk management processes

Develop risk management assessments aimed at minimising future Health and Wellbeing requirements

Appendix 8

Service Delivery:

Ensure service delivery personnel is aware of the range of services available and appropriate referral processes

Ensure service delivery personnel is aware of the local welfare circumstances pre and post-emergency

Ensure service delivery personnel has good interpersonal skills and understanding of the local community

Provide HaW services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means

Ensure availability and accessibility to HaW and recovery information and services

Appendix 9

Local Recovery Plan – Action Items

Activation of recovery

- Approached by HMA/CA IC to initiate
- LRC AND/OR LEMC EO (CSEMO) or LEMC EO (TLREM) advises the COB's CEO of recovery activation
- Assessment of assistance determined
- LRP is implemented

Response to recovery transition of event responsibilities

- Recovery initiated while response still in progress
- LRC AND/OR LEMC EO to attend ISG meetings and liaison with Incident Controller
- LRCG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA with Impact Statement developed and agreed by CA IC

Impact Statement and Needs Assessment

- Recovery initiated while response still in progress
- LRC AND/OR LEMC EO to attend ISG meetings and liaise with Incident Controller
- LRCG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA. Impact Statement is provided
- LRCG Outreach Needs Assessment will be carried out ASAP, when safe, after event
- Aust. Red Cross contacted ASAP to establish agreed partnership in recovery activities

Local Operational Recovery Plan

- LRC AND/OR LEMC EO to prepare Local Operational Recovery Plan where significant reconstruction and restoration is required

Strategic Long-Term Recovery Plan

- The COB to develop a collaborative, comprehensive and inclusive long-term recovery strategy for the community, including objectives and timelines

Managed Withdrawal

- The COB will communicate via the LRCG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area
- The COB to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long-term
- LRCG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue

Establishing LRCG Management Structure

- The COB will establish the LRCG management structure relevant to event size and complexity
- LRCG will establish membership from COB staff, supporting agencies and community members
- LRCG will operate within recognised functions and relevant sub-committee structure
- LRCG will actively encourage and invite community participation within the LRCG
- LRCG will actively engage with State Government to maximise recovery resources

Financial Management

- All invoicing and costs associated with the emergency event to be allocated against the COB's emergency event cost centre
- On advice emergency is an eligible event and significant resources have been expended, LRC AND/OR LEMC EO will direct the COB to contact DRFAWA Officers (DFES) for advice and guidance
- CEO and/or nominated senior officer have authority to expend funds on emergency event
- In an eligible major disaster LRC AND/OR LEMC EO will assist affected individuals connect with Centrelink for assistance payments

Appeals and Donations

- On advice of eligibility following a disaster, LRC AND/OR LEMC EO will direct the COB officers to LMDRF for advice and guidance
- Spokesperson will advise that the COB **will not** accept donations of goods
- All financial donations will be direct through the LMDRF
- Offers of assistance will be directed to LRCG

Spontaneous volunteers

- The COB's LRCG will refer spontaneous volunteers to local service clubs and support agencies to manage

Community Recovery Hub

- LRC AND/OR LEMC EO/LRCG to determine location for Community Recovery Hub and establish as soon as possible
- Community Recovery Hub to be established immediately following event and located appropriately

City of Bunbury Staff - Welfare

- COB staff to be regularly briefed on current situation and activities within recovery
- Stress and fatigue of COB staff to be monitored and assisted where appropriate
- As soon as possible determine staffing level increase to meet demands (refer 1.7.3.)

City of Bunbury Staff – Recovery Roles and Responsibilities

- All COB staff could be engaged in various stages of disaster recovery
- Specific COB staff identified in this Plan should be very familiar with the roles and responsibilities involved with disaster recovery
- External agencies are to be engaged and used wherever possible

Disaster Event Recovery Communication Plan

- The Recovery Communication Plan and Crisis Communications Plan will provide guidance when distributing public information and communications

Debriefing and Evaluation

- The LRCG will hold a formal Post Incident Analysis to evaluate the process and apply lessons learnt
- A formal debrief will be held for COB staff to evaluate the process and apply lessons learnt
- Assistance will be made available through EAP for any staff working in the recovery process
- LRC AND/OR LEMC EO will compile a formal report for Council and State Recovery Coordinator
- LRP amended (as required) to incorporate lessons learned for continuous improvement

Appendix 10

Local Recovery Group Standard Reporting

LOCAL RECOVERY GROUP – RECOVERY REPORT

<Insert Emergency Situation Here>

City of Bunbury Recovery Group

Report No:

To: Chair Person, SRG/State Recovery Coordinator

Situation Update:

Should include: full damage report (once only) and estimated amount in dollars, work in progress including estimated completion dates, details of difficulties or problems being experienced.

Proposed Activities:

Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements:

Includes support from other agencies, LRG intervention with priorities.

Financial Issues:

May include support from LRG for additional funding from Treasury.

Recommendations:

Name & Signature: _____

Position: _____

Date: _____

Appendix 11

Post Incident Analysis – Emergency and Recovery Management

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison Any issues working/liasing with other organisations?		
Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

Appendix 12

Principles Of Conflict Resolution

1. Think Before Reacting

The tendency in a conflict situation is to react immediately. After all, if we do not react we may lose our opportunity. To resolve conflict successfully it is important to **think** before we react—consider the options, weigh the possibilities. The same reaction is not appropriate for every conflict.

Principles and Values – P1, P3, P5, V1, V2, V3,

2. Listen Actively

Listening is the most important part of communication. If we do not hear what the other parties are communicating we cannot resolve a conflict. Active listening means not only listening to what another person is saying with words, but also to what is said by intonation and body language. The active listening process also involves letting the speaker know that they have been heard. For example, “What I heard you say is.....”, in other words, paraphrase and confirm understandings.

Principles and Values – P1, P4, V1, V2, V4

3. Assure a Fair Process

The process for resolving a conflict is often as critical as the conflict itself. It is important to assure that the resolution methods chosen, as well as the process for affecting that method is **fair to all parties** to the conflict. Even the perception of unfairness can destroy the chances of a resolution.

Principles and Values – P2, P3, P4, V2, V3

4. Attack the Problem

Conflict can be very emotional. When emotions are high it is much easier to begin attacking the person on the other side, than it is to solve the problem. The only way conflicts get resolved is when we **attack the problem and not each other**. What is the problem that lies behind the emotion? Focus on what are the causes of the conflict, not the symptoms?

Principles and Values – P2, P4, P5, V1, V2, V3

5. Accept Responsibility

Every conflict can have many sides and there is enough responsibility for everyone. Attempting to place blame only creates resentment and anger that heightens any existing conflict. In order to resolve a conflict, we must be prepared to **accept our share of the responsibility** and eliminate the concept of blame.

Principles and Values – P2, P5, V1, V2, V5

6. Use Direct Communication

Say what we mean and mean what we say. Avoid hiding the ball by talking around a problem. The best way to accomplish this is to use “I-Messages”. With an **“I-Message”** we *express our own wants, needs or concerns to the listener*. “I-Messages” are clear and non-threatening way of telling others what we want and how we feel. A **“you-message”** blames or criticizes the listener. It suggests that the person is at fault.

Principles and Values – P5, V2, V4

7. Look for Interests

Positions are usually easy to understand because we are taught to verbalize what we want. However, if we are going to resolve conflict successfully we must uncover why we want something and what is really important about the issue in conflict. Remember to look for the **true interests of the all the parties** to the conflict.

Principles and Values – P2, P3, V2, V3,

8. Focus on the Future

In order to understand the conflict, it is important to understand the dynamics of the relationship including the history of the relationship. However, in order to resolve the conflict, we must focus on the future. **What do we want to do differently tomorrow?**

Principles and Values – P2, P6, V5, V6

9. Options for Mutual Gain

Look for ways to assure that we are all better off tomorrow than we are today. Our gain at the expense of someone else only prolongs conflict and prevents resolution.

Principles and Values – P2, P3, P5, V1, V2, V3

10. Timeframes for consideration

Be prepared to preface any planning discussions with the likely requirement for staged planning. Some things can be resolved in the short term, while some matters may need more careful planning and decision making, into the median and longer terms. Not all matters can or should be decided immediately. Manage that expectation and provide examples of why this may be important (i.e., Marysville Recreation Centre)

Principles and Values – P3, P4, P5, V1, V2, V5

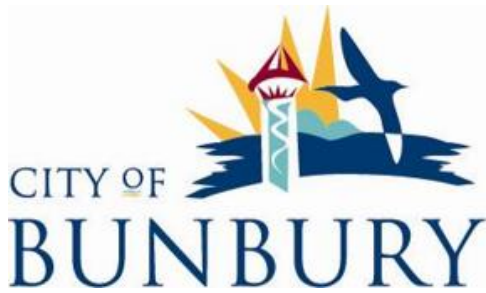
Recovery Principles and Values alignment

P Recovery Principles

- P1. - Context
- P2. - Complexity
- P3. - Community-Led
- P4. - Coordination
- P5. - Communication
- P6. - Capacity Building (Resilience)

V Recovery Values

- V1. - Do No Harm
- V2. - Leadership
- V3.- Collaboration
- V4.- Empowering
- V5.- Act quickly, plan for long term (long term recovery strategy)
- V6.- Transition (Exit)
- V7.- Capture Lessons (debrief)



City of Bunbury

Bushfire Risk Management Plan

2025 - 2030

Office of Bushfire Risk Management Bushfire Risk
Management (BRM Plan) endorsed **XX Month 20XX**
Local Government Council BRM Plan approval **XX**
January 2025

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Chapter 0 Document control

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Document endorsements

This Bushfire Risk Management Plan has been assessed and endorsed by the Office of Bushfire Risk Management as consistent with the standards detailed within the *Guidelines for Preparing a Bushfire Risk Management Plan*.

The approval of the Bushfire Risk Management Plan by City of Bunbury Council signifies support of the plan's implementation and commitment to working with risk owners to manage bushfire risk. Approval does not signify acceptance of responsibility for risk treatments or outcomes on land that is not managed by the City of Bunbury.

Local Government	Representative	Signature	Date
City of Bunbury	Mr Alan FERRIS CEO – City of Bunbury		

Publication information

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Chapter 1 Introduction

1.1 Background

This Bushfire Risk Management (BRM) Plan provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. The BRM Plan has been prepared by the City of Bunbury, encompasses all land within the City of Bunbury and has been written on behalf of all stakeholders within that area. The BRM Plan is informed by consultation and communication with land and asset managers that has occurred throughout its development to ensure an informed and collaborative approach to managing bushfire risk.

The BRM plan has been prepared with due consideration of the requirements stated in the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) published by the Office of Bushfire Risk Management (OBRM) including the principles described in ISO 31000:2018 Risk Management.

1.2 Objectives of the Bushfire Risk Management Planning Program

The BRM planning program supports local governments to reduce the threat posed by bushfire. The City of Bunbury BRM Plan will contribute to achieving the objective of the BRM program by:

- Guiding and coordinating a cross-tenure, multi-stakeholder approach to BRM planning.
- Facilitating the effective use of the financial and physical resources available for BRM activities.
- Supporting integration between risk owners, strategic objectives, and tactical outcomes.
- Documenting processes used to monitor and review the implementation of treatment plans to ensure they are adaptable, and that risk is managed to an acceptable level.
- Satisfy the requirements of *State Hazard Plan – Fire (2023)*.
- Satisfy the requirements of the Sustainability and Environmental Strategy 2023-2028

1.3 Legislation, Policy and Standards

Legislation, policy and standards that were applied in the development of this BRM Plan can be found in the *Bushfire Risk Management Planning Handbook – Appendix 1 – Summary of Related Legislation, Policy and Guidelines*.

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

Legislation

- *Bush Fires Act (1954)*,
- *Emergency Management Act (2005)*,
- *Fire Brigades Act (1942)*,
- *Fire and Emergency Service Act (1998)*,
- *Conservation and Land Management Act (1984)*,
- *Environmental Protection Act (1986)*,
- *Environmental Protection and Biodiversity Conservation Act (1999) (Commonwealth)*.

- *Wildlife Conservation Act (1950),*
- *Aboriginal Heritage Act (1972),*
- *Metropolitan Water Supply, Sewerage and Drainage Act (1909),*
- *Country Areas Water Supply Act (1947),*
- *Building Act (2011),*
- *Emergency Management Regulations (2006),*
- *Planning and Development (Local Planning Scheme) Regulations 2015.*

Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition – updated in 2020),
- State Emergency Management Policy (s2.5) – Local Arrangements,
- State Emergency Management Policy (s3.2) – Emergency Risk Management Planning,
- State Emergency Management Preparedness Procedure (s3.7) – Local Emergency Management Committee (LEMC),
- State Emergency Management Procedure (s3.8) – Local Emergency Management Arrangements,
- State Hazard Plan - Fire (2023),
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC),
- State Planning Policy 3.4: Natural Hazards and Disasters (WAPC),
- Guidelines for Planning in Bushfire Prone Areas (WAPC 2024),
- Western Australian Emergency Risk Management Guidelines (OEM 2015),
- Guidelines for Plantation Fire Protection (DFES 2011),
- Firebreak Location, Construction and Maintenance Guidelines (DFES),
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (OBRM 2024),
- AS/NZS ISO 31000:2018 - Risk management – Principles and guidelines,
- AS 3959-2018 Construction of buildings in bushfire-prone areas,
- City of Bunbury Council Policy: Bushfire Inspection and Mitigation,
- City of Bunbury Corporate Guideline: Bushfire Inspection and Mitigation,
- Bushfire Threat Analysis Process – Part I¹
- Bushfire Threat Analysis Process – Part II – A Facilitator’s Guide¹
- Bushfire Threat Analysis Process – Part III – Developing a Risk Treatment Schedule¹

Other Related Documents

- National Strategy for Disaster Resilience,
- National Statement of Capability for Fire and Emergency Services (AFAC 2015),
- Public Service Circular No. 88 - Use of Herbicides in Water Catchment Areas,
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission Second Edition 2014),
- Bushfire Risk Management Planning Handbook (DFES),
- Bushfire Risk Management System (BRMS) User Guide (DFES),

Chapter 2 The Risk Management Process

The BRM planning process is a cycle of understanding the context and assessing and treating risks following the process shown within [Figure 1](#). Each of these steps is informed by communication and consultation and supported by monitoring and review. The three products produced during the BRM planning process are the BRM Plan, Asset Risk Register and Treatment Schedule.

Further details on the guiding principles and process for the development of this plan can be found in Chapter 2 of the Guidelines.

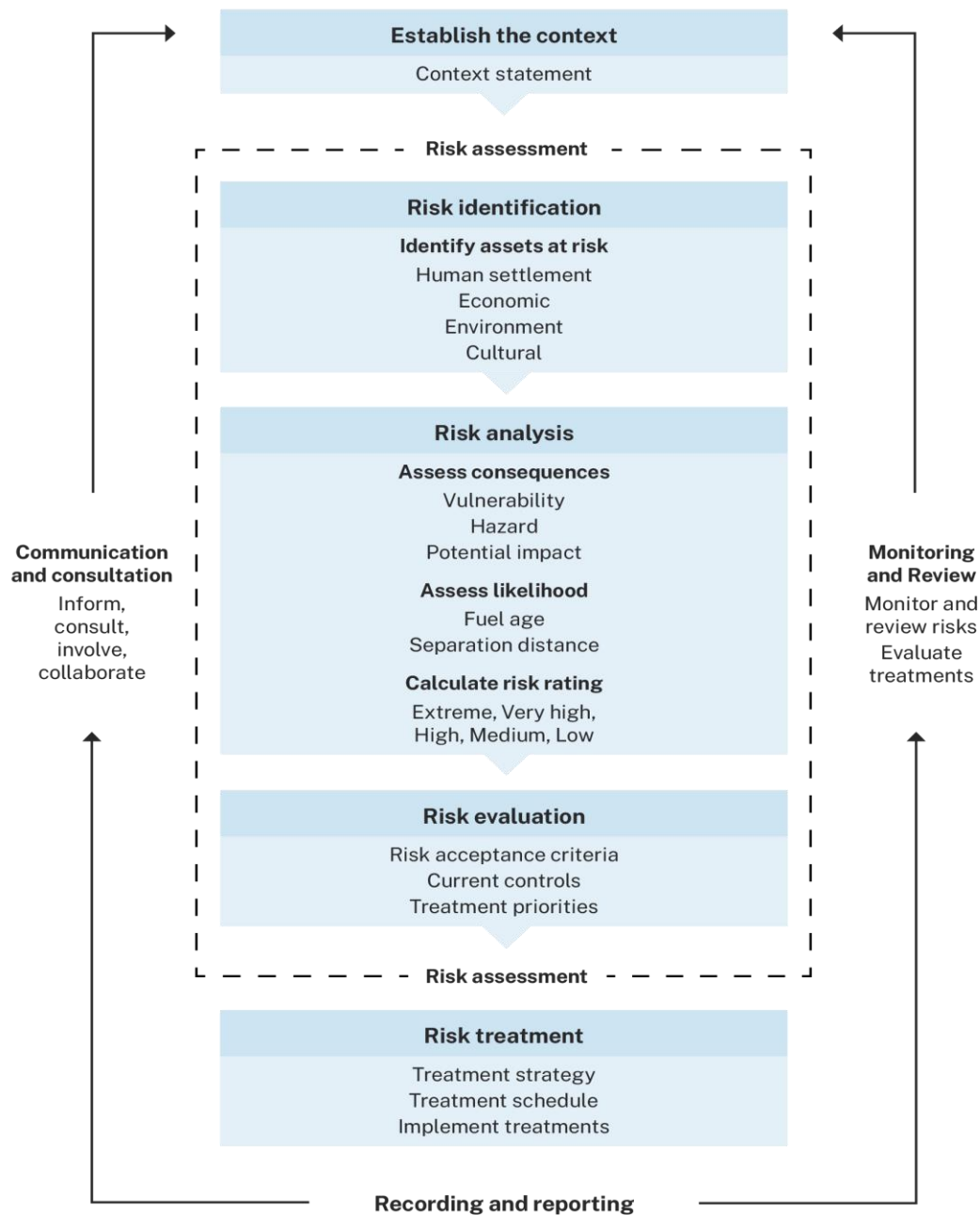


Figure 1 - The Bushfire Risk Management planning process

2.1 Roles and Responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan, are summarised in *Table 1*.

Stakeholder	Roles and responsibilities
City of Bunbury	<ul style="list-style-type: none"> • As custodian of the BRM Plan, coordinate the development and ongoing review of the BRM Plan and the associated Treatment Schedule. • Undertake bushfire risk assessment of local government area. • Submit the draft BRM Plan to OBRM for review and endorsement. • Develop, implement and manage the Treatment Schedule for local government managed land. • Communicate with and to the community, negotiating to encourage risk owners to treat identified risks.
DFES	<ul style="list-style-type: none"> • Contribute to the development and implementation of the BRM Plan, as the representative of the State's HMA for fire. • Support the City of Bunbury through the provision of expert knowledge and advice in relation to identification, prevention and treatment of bushfire risk. • Facilitate and support involvement of state and federal government agencies, in the City of Bunbury BRM planning process. • Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town sites. • By agreement and/or in accord with any existent Memoranda of Understanding, implement treatment strategies for other land managers. • Endorse BRM Plans as consistent with the Guidelines, BRM Program and dynamic risk environment. • Administer the Mitigation Activity Fund Grants Program.
Department of Biodiversity, Conservation and Attractions (DBCA)	<ul style="list-style-type: none"> • Consistent with the OBRM guidelines, ensure bushfire risk is managed in accordance with ISO 31,000 and report on the ongoing state of bushfire risk across WA. • Contribute to the development of the City of Bunbury BRM Plan. • As a treatment manager, implement their treatment program on DBCA managed land. • Provide advice on environmental assets that may be vulnerable and any appropriate treatment strategies, for their protection.
Department of Planning, Lands and Heritage	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on management of Aboriginal Cultural Heritage.

Other State and Commonwealth Government agencies and public utilities	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on current risk treatment programs. • Contribute to the development of BRM Plans. • Undertake treatments on lands they manage.
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Stakeholder	Roles and responsibilities
Corporations and private landowners	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on current risk treatment programs. • Undertake treatments on lands they manage.
Office of Bushfire Risk Management (OBRM)	<ul style="list-style-type: none"> • Consistent with the OBRM guidelines, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia. • Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.
Conservation and Parks Commission	<ul style="list-style-type: none"> • Provide support to this Plan, in managing fire risk from lands that it has oversight for (Kalgulup Regional Park), as that evolves.
Other <ul style="list-style-type: none"> • Landcare • South-West Aboriginal Land and Sea Council • Friends of Big Swamp • Friends of Irwin Street Reserve • Friends of Katherine Chauhan Reserve • Friends of Manea Park 	Participation in and contribution to, the development and implementation of BRM Plans, <ul style="list-style-type: none"> • Providing advice for the identification of assets, that are vulnerable to fire, • Provide advice on appropriate treatment strategies, for asset protection, • Participate in agreed land care/risk reduction programs.

Table 1 – Roles and responsibilities in the Bushfire Risk Management (BRM) planning process

2.2 Communication and Consultation

Communication and consultation are fundamental to the development, implementation, and review of the BRM Plan. A Communication Plan to ensure appropriate and effective communication with relevant stakeholders at each stage of the BRM planning process, is at [Appendix C](#). An Engagement Log summarising important stakeholder interaction is also provided.

Chapter 3 Establishing the Context

3.1 City of Bunbury Community Context

3.1.1 Strategic and Corporate Framework

The vision for the City of Bunbury, as set out in its 10 Year Strategic Community Plan (2032), is:
“Bunbury: welcoming and full of opportunities.”

This BRM Plan aims to strengthen the City’s capacity to achieve its overall corporate vision and goals, by encouraging community organisations, businesses and local communities down to the individual level to work together to reduce bushfire risk. It aims to provide guidance on selecting treatment strategies for mitigation of bushfire-related risks. This approach allows the responsible land holders to allocate limited resources most effectively, in order to lower the inherent risk, to a more acceptable level.

The BRM Plan is a bushfire hazard specific plan, that aims to identify and treat significant bushfire risks within the City of Bunbury. It aims to integrate bushfire risk management programs and activities into the business processes of the City, other agencies and land owners. The outcomes of the BRM Plan will be used to inform the City, when preparing and then implementing, bushfire mitigation strategies for City managed land. This plan will also provide the rigour required to communicate risk levels to other landowners, to encourage mitigation to be undertaken to a level that would reduce risk levels to that which is considered to be acceptable against the acceptable risk score on the City’s Bushfire Risk Register.

The City’s 10 Year Strategic Community Plan (2032) is structured around five key aspirations, being:

Aspiration 1: People

- Desired Outcome: 1 - A safe community.

Aspiration 2: Planet

- Desired Outcome: 5 - A natural environment that is cared for and preserved.
6 - An aware and resilient community that is equipped to respond to natural disasters and emergencies.

Aspiration 3: Place

- Desired Outcome: 8 – A place with attractive and welcoming community spaces, where people want to live.
9 – A city that is easy to get around safely and sustainably.

Aspiration 4: Prosperity

- Desired Outcome: 12 – A unique and desirable destination within the South-West region.

Theme 5: Performance

- Desired Outcome: 14 – A well informed community that is deeply engaged in decision-making.

Of specific relevance to this BRM Plan, are the following Community objectives, with the associated actions to achieve its aspirations: ⁴

⁴ City of Bunbury Strategic Community Plan - 2023

Outcome 1 – A safe community:

Objective 1.2 Modify the physical environment to improve community safety.

Outcome 5 – A natural environment that is cared for and preserved:

Objective 5.1 Sustainably manage, conserve and enhance our natural habitats.

Objective 5.2 Encourage adoption of sustainable practices.

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

Objective 6.1 Minimise risks and impacts from fires, floods, heat waves and other natural disasters.

Objective 12 – A unique and desirable destination within the South-West Region:

Objective 12.1 Develop and promote a competitive tourism offer to attract more visitors.

The City of Bunbury Local Planning Scheme No. 8 sets out the obligations for new land use and development across the City. Both the Local Planning Strategy and Town Planning Scheme, have regard to bush fire related initiatives, such as the identification of bush fire prone areas as identified by the Office of Bush Fire Management.

Ultimately, the City’s Chief Executive Officer (CEO) is responsible for the BRM Plan processes, sustainability and continuity, noting that the CEO is able to delegate all or some of these responsibilities. There are multiple stakeholders involved in the effective implementation of the BRM Plan, the City’s responsibility is to address the risks within its scope and facilitate the management of bushfire risk in the wider community. The City of Bunbury’s CEO shall delegate responsibility for the implementation and maintenance of this plan, while in place the Bushfire Risk Planning Coordinator role shall undertake this.

The following functions within the City of Bunbury administration team, have been identified as having specific roles and responsibilities in line with the successful implementation of the BRM Plan. These are outlined in [Table 2](#) (below).

Function	Roles and Responsibilities
<p>CoB Executive Leadership Team & Bushfire Risk Planning Coordinator</p>	<ul style="list-style-type: none"> • Oversight of the implementation, review and monitoring of the Bushfire Risk Management Plan, • Sourcing and approving funding and expenditure for local government managed / owned land. • Ensure implementation and regular review/currency of the Bushfire Risk Management Plan, • Monitoring the implementation of agreed treatments to City owned sources of risk, • Liaison with key stakeholders at the executive level, • Participation on Local Emergency Management Committee (LEMC),
<p>CoB Rangers & Emergency Management</p>	<ul style="list-style-type: none"> • Develop practices for fire management on City owned lands, • Support DFES with strategies for bushfire risk reduction on UCL and UMR land, • Planning annual schedule of works, • Work to improve knowledge and understanding of fire risk and fire management practices, within the community, through the Safer Community Network and other platforms,

	<ul style="list-style-type: none"> • Support and contribute to bushfire meetings and committees, • Oversee burning programs and support from local brigades, • Contributing to treatment planning, • Negotiating with stakeholders, as required, • Ensuring that planned works are undertaken, • Enforce Bush Fire Order and other statutory bushfire requirements, • Provide advice to asset owners on bushfire risk mitigation options, • Support ongoing bushfire response capability through LGGS funding applications, • Volunteer training and other means, as required.
Chief Bushfire Control Officer	<ul style="list-style-type: none"> • Oversee burning programs and support from local brigades, • Contributing to treatment planning, • Negotiating with stakeholders and brigade,
CoB Parks and Reserves Department	<ul style="list-style-type: none"> • Contributing to programmed treatment planning on public reserves, • Undertake planned works, according to program.
CoB Natural Environment and Sustainability Department	<ul style="list-style-type: none"> • Weed management and fuel reduction in City owned Natural Reserves, • Reserve boundary maintenance, includes vegetation management, • Natural reserve ecological assessments.
CoB Infrastructure Department	<ul style="list-style-type: none"> • Contribute to vacant land maintenance, • Undertake planned works in water drainage areas, • Programmed road reserve maintenance including vegetation management.
Sustainable Communities Directorate	<ul style="list-style-type: none"> • Ensure adherence to building codes, • Provide development advice for bushfire risk management, • Provide support and environmental advice the management of bushfire risk.
Finance	<ul style="list-style-type: none"> • Accessing grants and funding, acquitting same, • LGGS acquittals and governance.

Table 2 – Functions within the City of Bunbury with roles and responsibilities associated to the Bushfire Risk Management Plan

3.2 Land use and Tenure

Bunbury is the largest regional centre in Western Australia. It occupies a land area of 65.7 square kilometers.

Significant employment sectors include mining, administration, retail, manufacturing, construction, health, education and community services, other professional services, property and business advisory services. The region’s economic health is driven by the resource sector, traditionally mining, agriculture and forestry, along with the port export activity these sectors generate.

The City is serviced by the South West Highway, Forrest Highway and Bussell Highway. Bunbury is bounded by the Shires of Dardanup, Capel and Harvey.

The majority of the land within the City is privately owned.

There are a number of bushland reserves vested in Government departments, including Unallocated Crown Land (UCL), the remaining land is freehold. There are also many parcels of Crown Land, with Management Orders to the City of Bunbury, which leaves the responsibility for fire with the City.

Fire statistics show the main cause of fires is human/deliberately lit fires.

The City of Bunbury has several large reserve areas that could be considered to pose a significant fire risk to adjacent residential, commercial and public facilities.

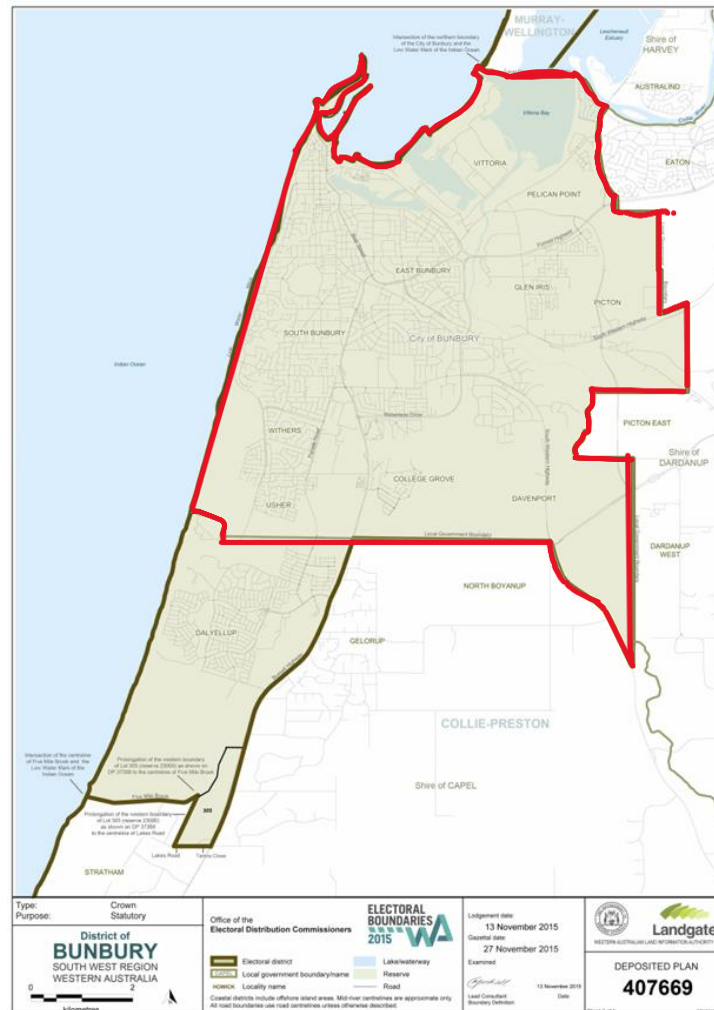


Figure 2 – Map of Bunbury City area (CoB Website)⁶

Land Manager/Agency	Area (ha)	% of Plan Area
Private bushland	2125.7	33.2
Crown	674.1	10.5
Local Government	326.3	5
Dept of Communities (Housing)	234	3.6
Combined 'others'	174.7	2.7
Main Roads (not road reserves)	135	2.11
LandCorp	118	1.8
Department of Planning, Lands and Heritage	12.4	0.2
DBCA	2.2	0.03
Total Bushland (not grassland)	3241.9	59.14
Total Land in LG Area	6409.4	100

Table 3 – Overview of Bushland Tenure and Management within the BRM Plan Area

Source: City of Bunbury website (www.bunbury.wa.gov.au); City of Bunbury

Note – With the formation of the Kalgulup Regional Park, land is in the process of being transferred to the Conservation and Parks Commission, whereby DBCA are likely to have a larger vested interest in the management of the lands on which the Kalgulup Regional Park is situated.

3.3 Community Demographics and Values

The City of Bunbury is home to 34,768 residents⁷, plus a large number of persons who work in Bunbury from outlying communities, during the day. The Greater Bunbury region includes the City of Bunbury and the Shire's of Capel, Dardanup and Harvey, and has a combined population of approximately 80,000 residents.

The City of Bunbury will continue to grow, develop and improve thanks to these qualities and the massive potential for investment and growth in our region. With population growth, consideration will need to be given to the potential for the increase in bushfire risk, due to increased population in interface areas and the limited understanding of bushfire of new local residents.

General Snapshot⁷

Special groups in the community and the characteristics that make them vulnerable to bushfire.

- Persons with a profound or severe core activity limitation: 1575 (5%)⁷
 - Persons with a profound or mild core activity limitation: 3604 (11.5%)⁷
 - Persons with disability aged 15 years and over, who need assistance or have difficulty with household chores, meal preparation, or property maintenance (accommodation support), 2 648 (10.4%)⁷
 - Persons with disability aged 16 years and over who need assistance or have difficulty with private transport: 1 436 (5.7%)⁷
- Summarised:** Persons who have need for assistance with core activities: 2220 (6.7%)⁷

⁶ **Source:** City of Bunbury website (www.bunbury.wa.gov.au); City of Bunbury IntraMaps tool

⁷ **Source:** AUSTRALIAN BUREAU OF STATISTICS Statistical Data. (2023). www.abs.gov.au

Ethnic Diversity:

- Total born overseas: 6491 (19.7%)⁸
- LOTE (at home) 2853 (8.6%)⁸

Table 4 – Vulnerability Identified Within Bunbury⁸

The age distribution of the population, according to the Australian Bureau of Statistics (2023 Census), closely resembles the State average for the younger age groups. The City of Bunbury statistics for the senior age group bracket is slightly (>1.3%) higher than the state average. Having a slightly higher elderly average can cause vulnerability for fire management. Some of the elderly may have reduced capacity to defend property or to protect themselves during a fire event and have additional needs should an evacuation be required. As a result, additional consideration for this group is essential to ensure that their needs are addressed in fire management planning, communications during events, community education and mitigation works. This has been taken into consideration within the LEMC when it comes to planning around prevention, preparedness, response and recovery.

Generally speaking, the Bunbury community consider themselves to be urban dwellers and their risk of bushfire is not considered by them to be high. Therefore, it is not easy to engage with the community to improve their bushfire resilience. Risky behaviours are likely to be more common by Bunbury residents, compared with more rural areas due to the perception of low risk.

Through the BRM Plan, the City will continue efforts to support and promote existing bushfire preparation programs, while educating and providing valuable information to the community. The City

is engaged in using modern communication methods, such as the City web-site and social media in sharing emergency prevention, preparation, response and recovery information. The City's 'Safer Community Network' has been an active platform used within community, to engage with elements of community on an all-hazards, whole of government environment. Bushfire risk is one of the main focuses of this network and street coordinators were identified as conduits into identified 'at risk' communities.

3.4 Cultural Heritage

The City employee 'First Nations Engagement Officer' will be consulted with any mitigation planning to ensure that aboriginal cultural heritage is preserved and kept from harm, consistent with the intentions of the *Aboriginal Heritage Act (1974)*. This officer will also be the point of contact, to ensure consultation and engagement of any traditional owner's interests. The relatively new corporation in Bunbury called Gnaala Karla Booja, is the peak body for consultation on Native Title Settlement matters and should be consulted in matters related to the administration of Native Title Settlement actions or queries. The Wardandi Noongar people are the traditional owners of the land that Bunbury is built upon.

[After assessment survey online via Department of Planning, Lands and Heritage "Aboriginal Cultural Heritage Inquiry System map viewer" \(ACHIS\) the below has been identified in Bunbury:](#)

DPLH website – Maps attached - Aboriginal Cultural Heritage

- Registered Aboriginal Sites = Preston River, Ferguson River.
- Lodged (Places with information being verified) = Large Areas in Davenport, Pelican Point, Picton, Bunbury, Ocean Drive.
- Lodged (Places with information being verified) = Small areas in Carey Park, Withers.
- Historic Records = large areas in Davenport, Glen Iris, Picton.

[After assessment survey online via Department of Fire and Emergency Services "Bushfire Risk Management System" \(BRMS\) for European Heritage the below has been identified in Bunbury:](#)

BRMS – European Heritage

- Numerous small pockets of areas under Heritage Agreements (through Heritage Council WA) in Bunbury north-eastern (between Blair St and Holman)
- One area with a Protection Order (through Heritage Council WA)
- Numerous areas with Heritage Assessments (Bunbury northern between Ocean Drive and Blair St, Eeelup)
- Small pockets of heritage areas through Bunbury northern between Ocean Drive and Blair St, Estuary Drive.

The European Heritage is primarily traced to James Stirling. His "land" started on "Stirling St".

Pioneer Park on Wellington St is the former burial ground for over 200 European Settlers.

The Bunbury Regional Art Gallery on Wittenoom St is housed in a former convent while the Bunbury Museum and Heritage Centre on Arthur St is located in the Paisley building which was built in 1886 as a school.

Kings Cottage on Forrest Ave was built in 1880 is one of the earliest local homesteads and WA's second oldest church St Mark's church on Flynn St is also heritage listed.

The Rose Hotel and Prince of Wales Hotel have been fixtures in Bunbury since the 1800s too and are both heritage listed.

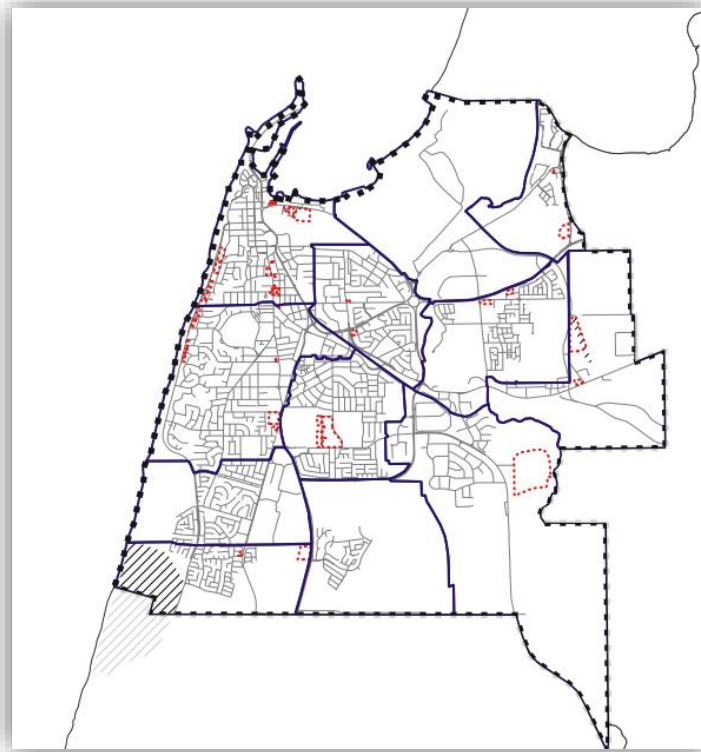


Figure 3 – A coarse image of Areas within Bunbury of Aboriginal Significance from Intramaps.

3.5 Economic Activities and Industry

Of the 14644 persons over 15 years of age that are employed, the top six industries that employ residents within the City of Bunbury, are health care and social assistance, retail trade, construction, education and accommodation and food services. [Table 5](#) (below) summarises the characteristics of employed persons in the City of Bunbury in 2021.⁹

⁸ **Source:** AUSTRALIAN BUREAU OF STATISTICS Statistical Data (2021)
[.www.abs.gov.au](http://www.abs.gov.au)

Industry	Proportion
Health care and social assistance	15.7%
Construction	10.7%
Retail trade	10.3%
Education and training	8.5%
Manufacturing	8.4%
Accommodation and food services	7.7%
Mining	6.2%
Professional, scientific & technical	4.9%
Other services	3.9%
Transport, postal, warehousing	4.0%
Unsure	3.7%
Not described	3.7%
Public administration and safety	3.6%
Administrative and support services	2.9%
Electricity, gas water and waste services	1.7%

Wholesale trade	1.8%
Financial, insurance services	1.4 %
Rental, real estate services	1.4%
Rental, hiring and real estate services	1.4%
Agriculture, forestry and fishing	1.3%
Arts and recreation services	1.0%
Information media and telecommunications	0.8%

Table 5 - Industry of Employment (Count of employed persons 15 years and older)¹⁰

In 2023, the City of Bunbury was estimated to have received 2,151,700 domestic and international visitors.¹¹ The peak season for visitors would be consistent with the summer months, specifically, the school holiday period. Though Bunbury hosts visitors throughout the year, in marginally less numbers than the summer. In 2016, it was estimated that the dollar value of visitors to the City, was approximately 266 million dollars per year. This translates to the employment of 1,182 people directly and a further 591 people indirectly.¹²

Tourists and people travelling through the City of Bunbury present a unique challenge in fire management as they have little knowledge of the local area, often do not understand fire risk and may not be linked with local communication to receive information. For example, it is likely that many are not aware of the Fire Danger Ratings and the implications of these in community warning messaging.

The implications of fire impacting Forrest Highway on the north-eastern boundary of Bunbury and the Bussell Highway on the southern boundary during a long weekend, will have a major impact to tourists and visitors due to road closures, these issues are addressed through the Local Emergency Management Arrangements.

A number of events are held each year in the City of Bunbury, with the two largest events occurring during the bushfire season Australia Day Fireworks, with approx. 40,000 visitors held in January, and “Groovin’ the Moo” music festival, with approx. 25,000 visitors held in late April/May. The City works directly with the event managers to ensure that bushfire safety is a consideration throughout the events ensuring that bans on campfires, evacuation plans and similar are in place.

Edith Cowan University has responsibility for nearly 40 hectares of bush, predominately woodland. This adjoins the proposed Kalgulup Regional Park, adjacent to the South-West Sports Centre, to the west. To the east, it adjoins Manea Park, which is approximately 550 hectares. Fires in these lands have threatened the two hospitals (including shutting down elective surgery), the University and Manea and South-West College operations. Major arterial roads (Bussell Highway and Robertson Road) have also been affected, as a result of fires in the past. Edith Cowan University have been proactive with engaging a contractor in 2015 to produce a bushfire risk management plan for the Bunbury campus. From that plan a range of mitigation works has been identified and conducted around the campus from mechanical works to mitigation burns.

Bunbury’s primary Industrial area is predominately situated at Halifax, in the City’s south-eastern quadrant. The industries are diverse, ranging from heavy industrial and general industries in mining and agricultural plus transport - logistical. The impact of fire upon this area is considered in the City’s bushfire mitigation planning, as well as through the application of the various planning regulations, as part of the development and building permit applications. Generally, most of the industrial land is within areas with

⁹ **Source:** AUSTRALIAN BUREAU OF STATISTICS Statistical Data- Employment. (2021).

¹⁰ **Source:** AUSTRALIAN BUREAU OF STATISTICS Statistical Data – Visitor Data. (2023).

¹¹ **Source:** Tourism Western Australia – Strategy and Research. City of Bunbury Visitor Factsheet

¹² **Source:** South-West Development Commission. SW Tourism Employment Fact Sheets

reasonable low fuel buffers, however, City messaging continues to include warnings about the potential for embers to cause damage.

Industries that are vital to the economic well-being of Greater Bunbury area include retail and service industries, building industry, timber production and tourism plus mining and mineral processing sector, which remains one of the main economic drivers for Bunbury (\$2 billion annual turnover). The mining and timber industries located within the industrial area of Bunbury are downstream processing plants or workshops. If the timber or mining sector within the Greater Bunbury Region are impacted by bushfire and production is affected or stopped, this will have a detrimental effect on the annual economic turnover for the City. The City of Bunbury has no direct control over mitigation works done to help stop the impact of bushfire on the timber and mining industries but through the Southwest Emergency Management Alliance, the City has input as to mitigation work that can be conducted to help reduce the risk of bushfire on these industries.

The Bunbury Port will continue to be the centre of economic activity for the Greater Bunbury region with the flow of goods through it. The proposed expansion of the port, as identified in the Bunbury Port Inner Harbour Structure Plan, will promote further economic growth for the region, and may in time be an economic stimulus for the corporate support and ancillary services associated with port-based industries locating to Bunbury city centre, further strengthening its role as a regional city¹⁴.

The Greater Bunbury region (which includes the shires of Harvey, Dardanup and Capel) has a diverse agricultural sector. The most important commodities in the region based on the gross value of agricultural production were milk (\$176 million), followed by vegetables (\$153 million) and avocados (\$115 million). These commodities together contributed 50 per cent of the total value of agricultural production in the region. In 2017–18 the most important vegetables in the region based on gross value of production were potatoes (\$39 million), followed by carrots (\$29 million) and onions (\$27 million).¹⁵

3.6 Environment and Bushfire Context

3.6.1 Topography and landscape features

Bunbury's predominate landforms include coastal dunes, low wetlands and plains, with an escarpment to the south-east, climbing into the College grove subdivision. The north and west is bounded by Koombana Bay and the Indian Ocean, respectively.

Five-Mile Brook meanders across and through the south of the urban areas and then flows into the Indian Ocean, from the northern beaches of South Bunbury. The Preston River flows from the south, along the eastern boundary of the City and then out through the Port Authority lowlands, into the southern end of the Leschenault Estuary. The Preston has remnant vegetation either side of the catchment and will be included into the Kalgulup Regional Park, once proclaimed. The Preston River and 5-Mile Brook both present access issues to responding fire brigade's, due limited access and steep slopes of up to 10° along the riverbank. Fires often spot across the watercourses where fire fighters cannot easily cross and may have to travel some distance to be able to get to the other side of the creek. This can often result in a minimum 15-minute delay in firefighting response allowing the fire to grow and develop in this time.

A range of sand dunes run along the coastal fringe, some reaching 40 metres in elevation, this provides severe limitations to vehicle access and will potentially hinder bushfire suppression activities due to these dunes. The undeveloped portions of this land are covered in coastal heath on the higher areas and a mix of Tuart and peppermint woodland species, in the valleys and depressions. Some of the lower areas in the dunal system are covered in coastal sword-edge communities, which are perennially green. Careful consideration is required when determining bushfire suppression strategies and bushfire mitigation works through-out these areas for both environmental factors (such as erosion, weed invasion, etc) and safety to emergency responders.

¹³ **Source:** *Tourism Western Australia – Insights & Planning. City of Bunbury Visitor Factsheet - May 2024*

Areas within the south, away from the dunal system, contain wetlands which are wet in winter and dry out to some extent, over summer. These areas extend to the base of the escarpment, at or about, the Bussell Highway area of College Grove. The predominant vegetation type then changes to banksia/peppermint/marri woodlands, as it climbs from the lowlands. Much of this land is acid-sulphate prone and that effects fire suppression options. Potential acid sulphate soils contain iron sulphides that have not been exposed to air.

These soils are relatively harmless when undisturbed but react when exposed to air, to form sulfuric acid.

When burnt this acidity releases elements such as metals and nutrients from the soil profile which can then be transported to waterways, wetlands and groundwater systems, often with harmful environmental and economic impacts. Areas less than 1 metre above the AHD, plus areas marked on the City's mapping as being ASP, need to be considered at risk. The riparian zones adjacent to rivers and wetlands have firefighting limitations due to the sensitivity of these environments and potential contamination of the waterways, firefighting foam application is prohibited in these areas.

The bulk of the built-up area sits on the relatively low-lying land, including the CBD. An exception is the already developed residential land on the dunal system, along the coast.

The area to the north-east of the City is made-up of low-lying grasslands that include a large expanse of open paddocks owned by the Southern Ports Authority. This area includes the Inner Harbour and the rail and storage infra-structure, to support the port operations. Fires in grasslands are potentially fast moving, as the open nature of the paddocks allow winds to move freely across the landscape, which results in fast moving fires and spreading of embers ahead of the main fire.

The Bunbury land area is primarily covered by residential dwellings and commercial premises, with areas of remnant vegetation and parkland cleared reserves. Residential areas adjoining coastal and Manea Park Reserves (i.e. College Grove) are at significant risk from fire. There is a 'special rural' subdivision, containing 2000m² blocks north of College Grove (College Grove Winthrop Zone 1 – subject to a 'Fire Management Plan', as a condition of the development) and some larger blocks in the Glen Iris area along Moorlands, Jeffery and Vittoria Roads. Bunbury's primary Industrial area is predominately situated at Halifax. This area is immediately adjacent to the north side of Manea Park and has at times, been at significant threat due to fires in this reserve.

3.6.2 Climate and Bushfire Season

The climate for the City of Bunbury, is described as a Mediterranean climate. Southwest Western Australia generally experiences a cool to mild growing season, in the months of August through to November of each year, followed by four months of summer drought conditions. This is when the potential for bushfire occurrence is at its peak. The Bureau of Meteorology (BoM) weather station used for the City of Bunbury (Station No. 9965) is located approximately 5km south of the city centre. The monthly mean climate statistics are show in [Table 4](#).

During the past 24 years there has been a decrease in the mean annual rainfall from 870mm to 712mm as shown in [Figure 4](#)¹⁶. This is considered to be consistent with climate change. The reduced rainfall results in an increase soil dryness which effects the fire intensity and spread of bushfires. For hazard management burning activities, this data is calculated into the burn prescription, using the (Keetch Byram Drought Index) KBDI. For permit issuing, officers consider risk and also the soil dryness and other weather factors, as part of the decision-making process. The drying climate has caused some practices to change, such as winter burning programs and more use of botanical or selected weed treatment.

¹⁴ [Source: Western Australian Planning Commission \(2011\). Draft Greater Bunbury Strategy \(section 4.6\).](#)

¹⁵ [Source: https://www.agriculture.gov.au/abares/research-topics/aboutmyregion/wa-bunbury#agriculturalsector](https://www.agriculture.gov.au/abares/research-topics/aboutmyregion/wa-bunbury#agriculturalsector)

The typical summer wind pattern is for east to south-easterly morning winds which swing to a typical afternoon south-westerly sea breeze, increasing in velocity. The sea-breeze may see gusts up to 50 km/h or greater, as shown in *Figure's 6 and 7* (below). Wind changes and gusts such as these during a bushfire can result in extremely hazardous conditions and very fast-moving fires for on ground fire fighters.

Annually, the Rangers and Emergency Management Team, in consultation with DFES, DBCA and the SW DEMC consider seasonal forecasts and prognoses as released from those agencies and the AFAC. These outlooks are then applied to the assumptions within the annual Risk Treatment Schedule, to ensure that treatments remain viable for and relevant to the forthcoming season.

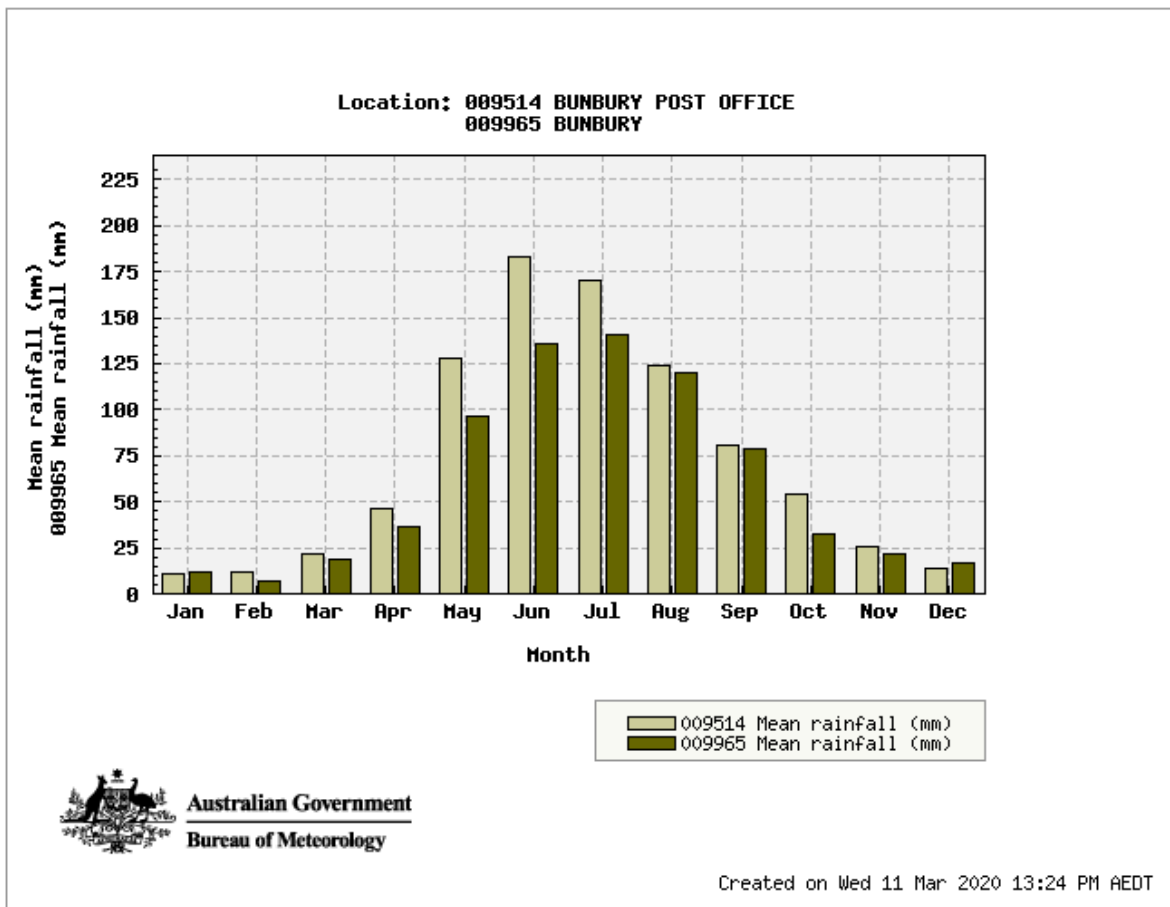


Figure 4 – Mean monthly rainfall chart – BoM¹⁶

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean rainfall (mm) for years 1877 to 1985	11.1	11.8	21.9	46.4	128.1	182.9	170.6	123.6	80.4	54.1	26.2	13.7	870.7	108
Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean rainfall (mm) for years 1995 to 2020	11.7	7.2	19.0	36.5	96.2	136.2	140.5	120.2	79.1	33.1	21.9	17.0	712.1	24

Figure 5 – Mean rainfall decline – BoM¹⁶

¹⁶Source: Bureau of Meteorology website – www.bom.gov.au

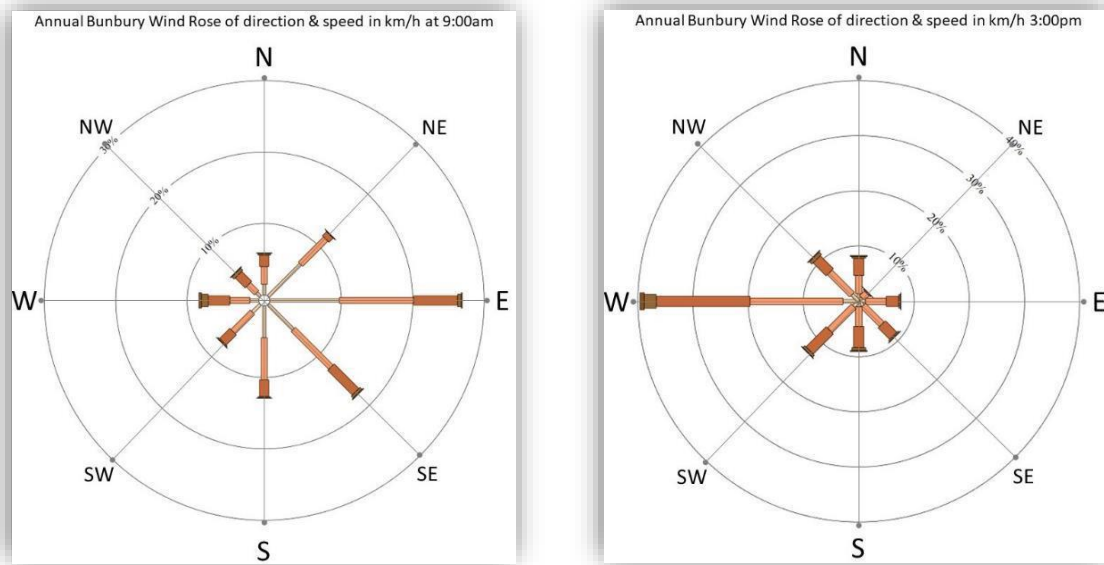


Figure 6 – Annual Bunbury Wind Rose of direction & speed in km/h at 9:00am

Figure 7 – Annual Bunbury Wind Rose of direction & speed in km/h at 3:00 pm

Climate data for Bunbury, Western Australia													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Highest Daily Temp °C	40.8	40.0	39.5	33.4	29.2	24.2	22.4	24.6	30.4	32.9	36.0	39.2	40.8
Mean Max Temp °C	29.8	30.0	27.7	24.2	21.0	18.5	17.3	17.7	18.6	21.1	24.5	27.3	23.1
Mean 9am Humidity %	54	56	61	71	80	83	85	82	74	67	60	55	69
Mean 3pm Humidity %	44	43	46	55	59	64	65	66	64	58	52	48	55
Mean Rain mm	12.1	6.9	19.0	36.5	96.2	136.2	140.5	120.2	79.1	33.1	21.9	17.7	726.1
Mean Number Rain Days	2.5	2.1	4.0	8.6	13.0	17.2	19.2	18.9	16.4	10.0	6.1	4.0	122.0
Max Wind Gust Km/h	76	72	67	85	91	111	93	94	87	85	89	74	111
Mean Wind Km/h	15.0	14.4	12.5	9.9	9.2	9.9	10.5	10.8	12.3	12.4	13.8	14.2	12.1

Table 6 – Monthly climate data for Bunbury

3.6.3 Vegetation and Fuel

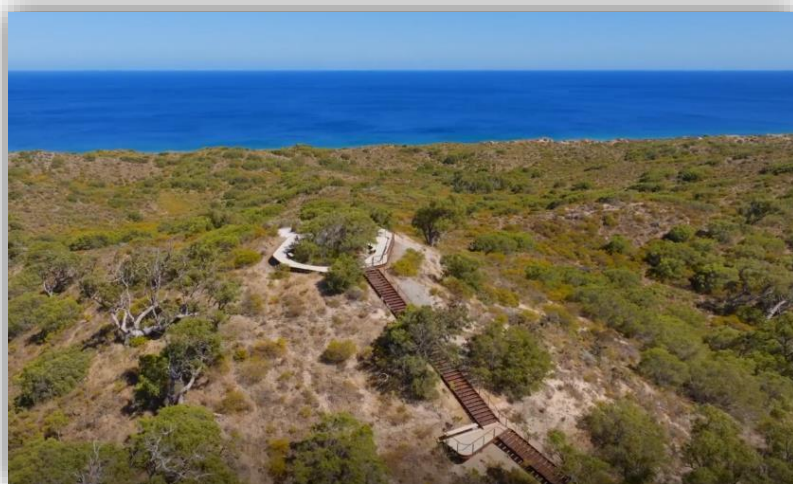
The vegetation within the City of Bunbury is a mix of tuart and mixed marri/jarraah forest, banksia and peppermint woodlands, coastal heath, grasslands and wetlands. The tuarts and the coastal heath are predominately on the western, coastal fringe, with the woodlands and wetlands spread throughout the remainder of the undeveloped areas of the City.

Predominate vegetation types provide the bushfire fuels and influence how fires behave. Understanding this, assists in the development of risk assessments through the evaluation of factors such as potential rates of spread, fire intensity and spotting potential. Understanding the vegetation types present, also allows for better assessment of the available mitigation strategies and their potential effectiveness. For example, in areas populated by Paper Bark and/or Tea Tree open woodland, fires are typically extremely fast-moving, wind driven fires. These fires can exhibit extreme intensity. The fire behaviour is typically described as ‘flashy’, due to its ephemeric behaviour. Broad vegetation types within the City of Bunbury are identified in [Table 7](#) (below).

There are a number of ‘pocket parks’ in amongst the suburban areas, but these are generally relatively small. Many, however, are contiguous with the wooded areas to the outside of the urban areas of the City, further increasing the RUI complexity and bushfire risk (see [Figure 11](#)). Generally, the major vegetation type with in these ‘pocket parks’ are Jarrah – Mari, plus areas of Paperbark – Tee Tree populations within the low-lying, wetter areas. Jarrah – Marri woodland, generally carry a fastmoving fire with moderate spotting. In extreme conditions, these fires can reach the canopy and become a crown fire, with enhanced spotting and faster rates of spread.

3.6.4 Maidens Reserve

The Maidens Reserve is located within the SW corner of the City of Bunbury. It is bounded by the ocean to the west and Ocean Drive in the east, with the Water Corporation and Department of Housing bush land in the south. It presents a direct urban interface to housing in the south and east. The area forms a large area of remnant vegetation, within an increasingly urbanised area. This reserve has a mixture of vegetation types, being coastal heath in the dunal areas near the coast ([Figure 8](#)), Tuart, Eucalypt and Banksia woodlands, in the eastern portion.



[Figure 8](#) – Shrublands – Coastal Heath (Maidens Reserve)

This area is of high conservation significance, in terms of its flora, as habitat for fauna, unusual landforms and cultural heritage significance. This reserve is habitat to several species that are on the critically endangered list, such as western ring-tailed possums, Carnaby’s Black cockatoo, phascogales and other native mammal species, along with an array of flora species. Fire can harm the nesting areas for these animals and exotic weeds may encroach into the landscape, after a fire.

Portions of this land have been purchased by the Conservation and Parks Commission, for eventual ceding to the Kalgulup Regional Park. Access in and through the area is provided by firebreaks of varying widths, being generally 3 metres, which are maintained as crushed limestone road base. These

are to improve trafficability, particularly on steep grades on dunal areas. Another function is to divide the reserve into several smaller, manageable compartments. Fires within Shrublands – Coastal Heath are often fast moving, wind driven fires. These fires are difficult to track and control with ground crews, due to the sandy conditions.

This reserve is an important coastal area with low coastal heath in the dunal areas near the coast and Tuart and Eucalypt Banksia woodlands, in the eastern portion. It is regularly used by bushwalkers and those gaining access through the Reserve to the beach. In addition, the Maidens along with Manea Park, Loughton Park, Hay Park, Tuart Brook Reserve and Shearwater Tuart Forest, will form part of the Kalgulup Regional Park, which covers 893ha of continuous public bushland reserve. This planned park is an initiative between the South-West Catchment Council and the City of Bunbury, with the aim to protect and enhance the environmental, cultural and social values of the area, by providing a continuous band of bushland around the City, with the provision of walk trails that allows interaction with the natural environment.

This reserve is an area of concern, as the fire risk to the private property west of Ocean Drive is significant, as is the likely impact of bushfires on the Reserve’s natural environment. Fires in the Maidens Reserve have been a consistent event over the past 10 years. Fire statistics indicate the main causes of fire to be from deliberate acts of arson. A Fire Management Plan is being developed by DBCA, as part of the Kalgulup Regional Park Reserve.

3.6.5 Manea Park

Manea Park reserve covers 206 hectares of natural bushland, situated on the southern boundary of the City, immediately south of the South West Institute of Technology (SWIT) (on Robertson Drive), Edith Cowan University (ECU) and the Health Campus, east of Bussell Highway, north of the Capel Shire boundary and west of South West Highway. Assets (other than those already mentioned) adjacent and within this reserve, include the College Grove subdivision, the Bunbury Regional Prison and the Regional Airstrip and associated infrastructure. The predominant vegetation is Jarrah, Marri and Banksia woodlands, see [Figure 9](#). Jarrah – Marri woodland, generally carry a fast-moving fire with moderate spotting. In extreme conditions, these fires can reach the canopy and become a crown fire.



Figure 9 – Manea Park Sample

A significant asset of the park is its species biodiversity, being a natural resource that provides a unique display of Western Australia’s natural heritage, within close proximity to an urban setting. This reserve is also habitat to several species that are on the critically endangered list, such as western ring-tailed possums, Carnaby’s Black cockatoo, phascogales and other native mammal species along with some

flora species. Fire can harm the nesting areas for these animals and weeds may encroach into the landscape after a fire. With the increasing pressure from urbanisation and other land uses along the Swan Coastal Plain, the importance of conserving of the natural resources within Manea Park, cannot be understated.

Dieback is prevalent throughout portions of the Park and active attempts to minimise the spread of this disease have been undertaken by DBCA and members of the 'Friends of Manea Park' group. To ensure that the soil-borne fungus is contained, vehicles and machinery must be free of soil before entering and again upon leaving these areas. Dieback hygiene procedures need to be followed in all works within these reserves. The use of fire-fighting foams (BFFF) and retardants should be avoided in and around water catchments, streams and wetlands, including the Hay Park Reserve off Bussell Highway. The Hay Park Reserve is a significant site for rare and endangered species, as is the Loughton Park Conservation Area. There are several areas of subterranean peat in the swamps, which pose significant challenges to fire fighters, in the suppression of fire. Re-ignition from subterranean fires re-emerging across fire lines has been a fire escape risk in previous events. The potential environmental risk of acid sulphate prone soils also exists. Within these low-lying areas of the reserve the vegetation is made up of paper bark - tea tree see [Figure 10](#).



[Figure 10](#) – Paper bark – Tea Tree & Heath Land

Manea Park has had significant multi-agency response fires, on an average of every 3 years. These fires pose a significant threat to several key institutions and residences, with evacuation being undertaken on at least one occasion. For the community of College Grove, the key source of risk is from ember attack, rather than from direct flame contact. The elements that have been identified as being at greatest risk appear on the City of Bunbury's risk register and treatments are planned to mitigate these. The park has an extensive firebreak network that divides the reserve into several compartments. These firebreaks are maintained on an annual basis along with planned construction and upgrades. Fire management guidance plans for the Kalgulup Regional Park will be developed by DBCA.

In addition, Manea Park, the Maidens, Loughton Park, Hay Park, Tuart Brook Reserve and along with Shearwater Tuart Forest, now form part of the Kalgulup Regional Park, which covers 893ha of continuous public bushland reserve. This park was an initiative between the South-West Catchment Council and the City of Bunbury, with the aim to protect and enhance the environmental, cultural and social values of the area, by providing a continuous band of bushland around the City, with the provision of walk trails that allows interaction with the natural environment.

3.6.6 Pocket Parks and Reserves

Throughout the urban area of Bunbury, there are a number of wooded parks. The specific fire implications are important to consider, as they greatly increase the rural-urban interface and therefore, the complexity of any firefighting activities. Many of these parks are contiguous with the new Kalgulup Regional Park, which essentially surrounds the City of Bunbury. This has profound implications for the management of any fire runs from any direction, but the north as it greatly increases the length of the rural-urban interface within the City.

Fifteen fragmented reserves that are managed by the City contain Threatened Ecological Communities (TECs) (see 3.6.7). These reserves were identified through Natural Area Initial Assessments in 2023/2024. Urban encroachment on these ecological communities creates multiple issues including increased fragmentation through clearing and development, increased bushfire risk, and breakdown of ecological linkages or corridors. These issues require ongoing management and maintenance to retain these important and threatened ecosystems.

Pocket parks provide valuable canopy coverage to meet the City's Greening Plan. The greening plan aims to reduce the Urban Island Heat Effect (UIHE), improve the natural aesthetic of the City landscape and benefits to community wellbeing. Although there is perceived risk in bushfire implications relating to pocket parks it is important to remember that living vegetation and canopy retention will assist reducing the severity of bushfire through mitigating the impact of climate change, reducing wind speeds and ambient temperature, and improving community wellbeing and mental health.

In addition, there are significant legacy housing developments that were developed and back directly into bushland. The added complexity would be their fencing, which would increase the difficulty of any offensive firefighting operations to protect those assets.

The parks that are not in a 'managed state' (parkland cleared, or fuel-load modified) and have assets around them that have been risk rated as high, very high, or extreme, will be singled out for treatment on the City's mitigation treatment schedule.

3.6.7 Threatened Ecological Communities

There are however, a couple of exceptions to the above strategy, such as Loughton Park (Melaleuca wetland) which is difficult to manage, due to a number of environmental constraints, as the area contains a number of Threatened Ecological Communities (TEC).

The City has responsibility for 18 wetlands, four TEC, four threatened flora species, and 18 fauna species that are rare, or considered likely to become extinct. These areas are part of the Southwest Eco-region, one of 34 global "hotspots" which are considered to be significant or highly threatened. This is Australia's only global biodiversity hotspot and is a significant part of the nation's and world's natural heritage. These reserves have a complex range of values. They are home to ecological and biodiversity values, are important for community aesthetics and sense of place, and also, containing important infrastructure. TECs require specific protection under federal law within the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).¹⁷

The City, through consultation with its Natural Environment groups, will develop reserve fire plans which will aim to balance the diverse values at these sites with their need for periodic fire (where relevant) to ensure that they are able to continue to support their diverse ecosystems and unique flora and fauna into the future.

¹⁷ [Source: Threatened Ecological Communities. Australian Government, DCCEEW, 2022](#)



Figure 11 – Areas surrounding the City as Kalgulup Regional Park

Vegetation Community ¹⁸	Area (ha)	% of Total CoB
Cleared	4639.8	70.6%
Bare areas or freshwater lakes	455.3	6.9%
Medium forest; Jarrah & Marri	278.0	4.2%
Medium woodland - Eucalyptus rudis & Melaleuca raphiophylla	87.4	1.3%
Medium woodland -Tuart	151.1	2.3%
Medium woodland - tuart & jarrah	282.7	4.3%
Mosaic - Medium forest - jarrah-marri / Low woodland; banksia/Low forest; Teatree (Melaleuca spp.)	624.3	9.5%
Shrublands; Teatree thicket & Coastal heath	51.5	0.8%
Total	6570	100%

Table 7 – Vegetation type coverage at Bunbury

¹⁸ **Source:** Vegetation of Western Australia Dataset provided by DFES. 2016

3.6.8 Bushfire Frequency and Causes of Ignition

The majority of ignitions would be due to human activity, unfortunately with arson figuring prominently see [Tables 8](#) and [9](#) below. Stolen cars being set alight has been a common source of fire ignitions in the past few years. To address this, the City has invested in fencing reserves to reduce access and encouraging active engagement of ‘friends of’ groups and the like in these areas, this has reduced the incidence of these fires.

A significant fire that threatened the South-West Sports Centre (January 2018) was caused by a discarded cigarette butt. Another significant fire in March of that year within the Shire of Dardanup (then crossing into the City of Bunbury), was also started by a discarded cigarette butt. This fire was fast moving as the area is predominantly open grasslands with strong to gusty south-east winds on the day. The fire burnt a total area of 247 ha and spread to the Vittoria Heights subdivision, threatening homes and causing damage to one house, due to ember attack on the evaporative air conditioning unit.

The large area of contiguous bushland to the south and east of the City, which is to be preserved as the Kalgulup Regional Park is a potential fire risk. Ensuring the management of fire breaks and access through the site will be important. The City will need to work with land managers to develop and maintain strategic fuel and fire break plan. This is especially important when you consider the complexities of the long and convoluted RUI along the periphery of these lands and the nearby, contiguous local parks.

Historical bushfire occurrence

Incidents within the City of Bunbury by Financial Year *current FY incomplete

Incident Type	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Called Off - No Attendance	6	2	7	6	1
False Alarm - System Initiated	197	158	175	139	80
False Call - Good Intent	53	47	50	57	31
False Call - Malicious	4	1	1	1	0
Fire - Bushfire (lge)	2	3	1	9	0
Fire - Bushfire (sml)	30	21	43	60	19
Fire - Other/Rubbish/Vehicle	35	39	60	59	39
Fire - Structure	25	14	20	26	10
General Service Calls	1	0	3	2	0
Hazardous Situation	24	9	26	30	10
Natural Hazard	20	21	44	258	18
Not Reported	0	0	0	0	2
Rescue & Medical	43	49	44	63	25
Road Crash & Rescue	29	42	45	49	24
Search	6	2	2	3	3

Table 8 – Summary of Ignitions, 2021 to 2024 ²⁰

The above *Table 8* is drawn from the 'DFES Local Government Report Package', produced on the 4th of December 2024, so the statistics for the 2024/25 FY are not yet complete. It also shows responses to other DFES functions such as natural hazards (storms), searches, road crash rescues and structural fires, which are irrelevant to this Plan.

Table 9 (below) demonstrates the continuing trend of fire cause being deliberate (45%), underdetermined (12%) and the remainder a mix of infrastructure failures, cigarette butts (difficult to prove) and escapes from previous fires.

There have been numerous 'legacy' challenges with fire containment strategies in past years. Numerous mineral earth breaks have been installed to halt and contain fire, which have led to ongoing restoration and weed management issues. This work has been long-running and consultation and planning needs to include consideration of these challenges, to reduce its impact in further years, including during fire response activities.

Ignition Cause	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Animal	0	0	2	0	0
Burn off fires	1	0	0	1	1
Campfires/bonfires/outdoor cooking	0	1	1	0	4
Children misadventure	1	0	0	1	0
Cigarette	0	0	8	7	0
Electrical distribution (excl. power lines)	2	1	1	0	0
Equipment - Mechanical or electrical fault	0	2	1	1	0
Fireworks/flares	0	0	0	1	0
Hot works (grinding, cutting, drilling etc..)	1	0	1	0	0
Human Error (Left on, knock over, unattended etc.)	0	1	0	1	0
Improper Fuelling/Cleaning/Storage/Use of material ignited	0	0	0	1	0
Other open flames or fire	4	3	2	0	2
Power lines	1	0	2	7	3
Reignition of previous fire	2	3	1	7	1
Sleeping/Alcohol/Drugs/Physical-Mental impairment	0	0	1	0	0
Suspicious/Deliberate	17	12	18	31	6
Undetermined	2	1	1	8	2
Unreported	1	0	3	1	0
Vehicles (incl. Farming Equipment/Activities)	0	0	1	1	0
Weather Conditions - Lightning	0	0	0	1	0
Weather Conditions (High winds, natural combustion etc. Excludes Lightning)	0	0	1	0	0

Table 9 – Causes of bushfires - Season 2018-2019 ²⁰
²⁰ **Source:** Department of Fire and Emergency Services. Risk, Capability and Analysis.

3.7 Current Bushfire Risk Management Controls

Historically within the City of Bunbury, the majority of fuel management work has been undertaken by:

- The City on the City reserves,
- DFES on UMR/UCL,
- Local Brigades on private land and
- City Parks and Reserves staff and contractors on City reserves.
- Natural area management (NAM) contractors and volunteers in Natural reserves
- Arboguy Arborist Contractors
- Department of Biodiversity, Conservation and Attractions in areas of Kalgulup Region (extensive weed control for fuel reduction yearly)

This plan aims to integrate future fuel management activities. The Southern WA fire season is typically from November through to April, with the City of Bunbury gazetted Restricted Burning Period and Prohibited Burning Period are as follows:²¹

- 15th November to 29th December: Restricted Period (permits required),
- 30th December to 28th March: Prohibited Period,
- 29th March to 10th May: Restricted Period (permits required),
- 11th May to 14th November: Unrestricted Period.

The above dates can be adjusted by the City of Bunbury to reflect the seasonal weather conditions.

3.7.1 Map of Bushfire Prone Areas

The City provides input into the Map of Bushfire Prone Areas, annually. Much of the City is designated to be Bushfire Prone (see [Figure 12](#)). The intent of the WA Government’s *Bushfire Prone Planning Policy* is to implement effective risk- based land use planning and development, to preserve life and reduce the impact of bushfire on property and infrastructure.²² The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas*, ensures that bushfire risk is given due consideration in all future planning and development decisions. As these policies do not apply retrospectively, the BRM Plan focuses on identifying existing bushfire risk and establishing an effective treatment plan, to manage unacceptable community risks, irrespective of these factors. The City issues Planning and Building approvals, in accordance with standards as set out in *Planning Policy 3.7, Planning in Bushfire Prone Areas* and the Building Commission.

All built assets that are within the FES Commissioner’s ‘Bush Fire Risk Areas’ have been assessed and placed upon the City’s Bushfire Risk Register. This is revisited annually and forms an integral part of the annual community engagement strategy and bushfire risk compliance process. An existing benchmark of a risk score of 250 is the delineator for treatment, which is addressed within existing resources, annually. The Bushfire Risk Register is a tool that also able to ‘point backward’ to identify bush blocks, as sources of risk, therefore demonstrating the land that requires treatment, irrespective of tenure/ownership.



[Figure 12](#) – Bushfire Prone Zone (Pink Shading)

²¹ [Source](#): City of Bunbury. *First and Final Fire Notice 2024/25*.

²² [Source](#): *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*

3.7.2 Fires Services

On the positive side, the City is ‘Gazetted’ (Fire Brigades Act (1942)) and therefore, well-resourced with two platoons of Career Fire and Rescue (FRS), plus a volunteer FRS Brigade, as well as the City’s Bush Fire Brigade. The urban nature of the City, coupled to the resources mentioned, means that observation and response times are reasonably quick. This also means that most fires are noted, reported and extinguished, before these fires develop into the ‘flaming stage’ and head-fires could reach their maximum rate of spread and intensity.

The City of Bunbury coordinates and manages one **Volunteer Bush Fire Brigade**, with approximately 40 registered volunteers. The brigade is equipped with:

- 1 x 3,000 litre 4-wheel drive (3.4) Fire appliance,
- 2 x 500 litre 4-wheel drive (LT) Light Tankers.

In addition, a **Volunteer Fire and Rescue Brigade** is located at Stokes way Davenport and is equipped with:

- 1 x 1,200 litre 2-wheel drive (CP) Country Pump appliance,
- 1 x 1,500 litre 4-wheel drive (HSR) Hazmat Structural Rescue fire appliance,
- 1 x 500 litre 4-wheel drive (LT) Light Tanker.

Bunbury also has 2 platoons of **career Fire and Rescue Service** firefighters, located at 262 Bussell Highway and is equipped with:

- 2 x 1,200 litre 2-wheel drive (UP) Urban Pumper fire appliances,
- 2 x 500 litre 4-wheel drive (LT) Light Tankers.

3.7.3 Current Mitigation Activities

DFES are also active within the City, delivering some mitigation focussed works across the land it has responsibility for (UCL/UMR) alongside its other bushfire responsibilities. DFES also has fuel age data for the land it treats, and this has been considered when preparing this BRM Plan. Local land-owners are subject to the relevant sections of the *Bush Fires Act (s33)* and compliance ensured through that legislation.

The City of Bunbury, under grant funding from Federal and State sources (specifically the Mitigation Activity Fund Grant Program “MAF GP” by DFES which the City has been historically awarded between \$170,000 to \$200,000 each year), have created a network of coastal reserve tracks with limestone in the Maidens. These have been maintained since, on an annual basis. Additionally, bush tracks in Manea Park have been built and maintained to offer better long-term access and safety for fire-fighters. The City of Bunbury is also working with other landholders including the Department of Housing, the WAPC and Water Corporation, to ensure that designated fire tracks remain accessible to fire-fighters.

3.7.4 Community Engagement Activities

The City of Bunbury has developed Emergency Management, Community Safety and Rangers webpages, which supports several local organisations, initiatives and projects <https://www.bunbury.wa.gov.au/live/community-safety-and-emergency-management> . The teams use Marketing and Communications to disseminate important fire information to the community (such as Facebook posts and media releases). The Emergency Management and Community Safety Team conduct programs, community engagement and public education (such as the Bushfire Ready programs, Monthly DFES Preparedness Topics, running programs about awareness in schools and at events, and visiting international students to the local stations) with local Career and Volunteer Fire Brigades. Seasonal campaigns are launched, and a Bushfire awareness and preparedness focus occurs throughout the summer months.

The City’s Rangers and Emergency Management section manages a fire compliance campaign leading up to and throughout summer, whereby rangers visit all properties that appear on the Fire Compliance Register as being at elevated risk and provide risk mitigation advice to the residents. This register is created from rates vacant properties and complaints also, refer to the ranger’s procedure. Specific flyers are also sent to each of these properties, which provide advice. This is supported by the annual mail-out of the City’s ‘Final Fire Notice’ which is also printed within the local press and posted on the City’s website.

Additionally, the City conducts public awareness campaigns supported by and in concert with the HMA messaging and includes signage around the City. A list of local government wide controls for reducing bushfire risk in the City of Bunbury is provided in [Appendix B](#).

Chapter 4 Asset Identification and Risk Assessment

Assets at risk from bushfire in City of Bunbury are recorded in the *Asset Risk Register* in the BRMS. Assets are divided into four categories: human settlement, economic, environment, and cultural. Each asset has been assigned a bushfire risk rating between low and extreme based on the risk assessment methodology described in the Guidelines and Handbook. Systemic risks are identified and assessed in this BRM Plan with treatments described for key risks.

4.1 Identifying and Assessing Systemic Risk

Systemic risk refers to the potential impacts of a bushfire on the interconnected systems and networks that sustain communities. Systemic risk recognises that a single bushfire event can set off a chain reaction, with impacts that extend beyond the fire's location. These may affect the social fabric, economy, and/or the environment of the district and can persist long after the fire has been extinguished.

Systemic risks considered relevant to BRM for the City of Bunbury, are provided in [Appendix A](#). These were developed through wide-ranging community consultation, to inform the latest version of the City of Bunbury's Local Emergency Management Arrangements (LEMA). This table is drawn from Annexure 2 (the Emergency Risk Management Study) of the LEMA. In this study, Bushfire was determined to be the third highest risk to the community of Bunbury. The analysis that was undertaken considered the systemic risk, including the domains of 'severity', 'extent' and 'duration', against community risk assumptions and tolerances. A 'Threat Plan' for the hazard of bushfire was subsequently developed and appears within Annexure 4 of the LEMA.

4.1.1 Assessment of Environmental Assets

Using available ecological information and fire history data, environmental assets were assessed to determine to what extent they would be at risk from bushfire. The outcomes from this analysis have been included within this BRM Plan. Environmental assets that would not be adversely impacted by bushfire have not been included and assessed in the BRM Plan.

Natural Area Initial Assessments (NAIA) conducted in 2023/2024 included desktop studies and field work to prioritise City of Bunbury Natural reserves on ecological value. 15 reserves have been identified as threatened ecological communities (TECs). Bushfire may have detrimental consequences on the ecological value of these fragmented reserves, therefore, these reserves have greater asset value and are prioritised higher for bushfire mitigation works.

Environmental assets that would not be adversely impacted by bushfire have not been included and assessed in the BRM Plan. However, further understanding of the links between environmental asset value and social asset value, needs to be undertaken to accurately assign asset value and subsequent risk.

4.1.2 City of Bunbury Asset Risk Summary

A risk profile for the local government is provided in the summary [Table 19](#) below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

		Risk Rating (%)				
Asset Category		Low	Medium	High	Very High	Extreme
	Human Settlement	3.1	28.8	8.2	5.9	30.1
	Economic	1.5	5.7	4.4	2.3	4.4
	Environmental	0.0	0.0	0.5	2.6	0.0
	Cultural	1.8	0.0	0.0	0.0	0.8

Table 19 – LG Asset Risk Summary

The Threat Plans (Bushfire) with the City’s LEMA, consider bushfire risk from a systemic perspective, in that the ‘tolerable consequence’ criteria consider the systemic community impacts to qualify risk assumptions.

Chapter 5 Risk Evaluation

5.1 Risk Acceptance Criteria

The acceptable level of risk for each asset category is shown in [Table 20](#). A risk that is assessed as exceeding these limits will be considered for treatment.

	Asset category			
	Human settlement	Economic	Environmental	Cultural
Acceptable risk level	<p>LOW</p> <p>Any risk associated with loss of human settlement that is considered low or medium is acceptable. Any risk that is high, very high or extreme is unacceptable)</p> <p>This is taking into consideration that the City and property owners, are to be complaint with bushfire compliance notices and requirements, each season (to reduce risk).</p> <p>Any risk to human life resulting from a bushfire, would be unacceptable.</p>	<p>MEDIUM</p> <p>Taking into consideration that DRFAWA has a minimum cost value of \$250,000, anything less than this would cost the city itself.</p> <p>Any economic loss of greater than \$75k, due to bushfire would be unacceptable.</p>	<p>HIGH</p> <p>Any locally permanent loss of species, nor TEC, resulting from Bushfire.</p> <p>Any loss of environmental amenity, that lasts longer than one season, is unacceptable.</p>	<p>MEDIUM</p> <p>Any loss of any Aboriginal artefacts, or sites, is unacceptable.</p> <p>Loss of any registered heritage asset is unacceptable.</p>

[Table 20](#) – Risk acceptance criteria for bushfire risk in the City of Bunbury.
Source – LEMA - ERM Study (2019)

City of Bunbury Policy calls for any risk that has been identified as reaching, or exceeding the threshold identified within the City’s Fire Order, to be visited by a Ranger and compliance ensured through the provisions of the Bush Fires Act and Regulations, annually. If the land identified as supplying the risk does not belong to the City (or under a management order from the State), this risk information is passed to the owner and the City works to ensure that the risk is reduced.

Risks below that threshold were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government-wide controls and monitored for any significant change in risk, (ie bushfire, or accumulation of fuel) at least annually.

In most circumstances, risk acceptability and treatment will be determined by the landowner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

City Rangers visit all properties that have previously been infringed for non-compliance to the City’s Bushfire Order, as well as vacant land, to ensure compliance to the minimum standard of fire

preparation. Additionally, properties that are observed to be non-compliant will also be visited by the City Rangers and infringements issued to encourage compliance. In the event of non-compliance the City will take measures under *section 33* of the *Bush Fires Act and Regulations*. Additionally, advice will be given to owners/occupiers on methods to improve their resilience to bushfire.

Secondly, the owners of the bushland that provides the source of the risk will be provided with the risk assessment outcomes for all built elements that are effected by that risk. This will essentially transfer the risk to that party. The City will then work with that entity/owner to provide advice and assistance wherever possible. For City managed/owned land, resources will be prioritised, to ensure that the risk is mitigated, as far as reasonably possible with whatever resources may be available. These resources will be targeted at the areas that present the highest risk.

5.2 Treatment priorities

The treatment priority for each asset is automatically assigned by BRMS, based on the asset’s risk rating. *Table 21* shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset. Treatment priority for systemic risk is calculated manually. The treatment priority assigned in BRMS will help inform decision making for risk acceptability and development of the Treatment Strategy and schedule.

		Consequence			
		Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
	Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
	Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
	Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

Table 21 – Treatment Priority for risks to assets

Systemic Risk Rating	Treatment Priority
Extreme	1
Very High	2
High	3
Medium	4
Low	5

Table 22 – Treatment priority for systemic risks

Risk Rating	Criteria for Acceptance of Risk	Course of Action
<p>Extreme Priorities 1A, 1B, & 1C)</p>	<p>Only acceptable with excellent controls.</p> <p>Urgent treatment action is required.</p> <p>Treatment plans to be explored and implemented.</p> <p>Highest level of authority notified.</p>	<ul style="list-style-type: none"> • Routine controls are not enough to adequately manage the risk. • Specific action is required in first 2 years of BRM plan. • Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure. • These assets will be to focus of strategic treatments at a landscape level. • Identification of partnerships with other agencies for strategic mitigations. • Communication with stakeholders will be a strong focus to managing extreme risks
<p>Very High (priorities 2A, 2B, & 2C)</p>	<p>Only acceptable with excellent controls.</p> <p>Treatment action is required.</p> <p>Senior City officers and Council notified.</p>	<ul style="list-style-type: none"> • Routine controls are not enough to adequately manage the risk. • Specific action is required in first 4 years of BRM plan. • Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure • These assets will be to focus of strategic treatments at a landscape level • Identification of partnerships with other agencies for Strategic mitigations. • Communication with stakeholders will be a strong focus to managing risks
<p>High (priorities 3A, 3B, 3C)</p>	<p>Only acceptable with adequate controls.</p> <p>Treatment action may be required.</p>	<ul style="list-style-type: none"> • Specific action is required in the 5 year life of BRM plan. • Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure • These assets will be to focus of strategic treatments at a landscape level • Identification of partnerships with other agencies for strategic mitigation.
<p>Medium (priorities 4A, 4B & 4C)</p>	<p>Acceptable with adequate controls.</p> <p>Treatment action is not required, but risk must be monitored regularly.</p>	<ul style="list-style-type: none"> • Specific action may not be required. • Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.
<p>Low</p>	<p>Risk acceptable with adequate controls, managed by routine procedures, or controls and subject to monitoring.</p> <p>Treatment is not required.</p>	<ul style="list-style-type: none"> • Need for specific action is unlikely. • Risk will be managed with routine controls and monitored as required.

Table 23 – Criteria for acceptance of Risk and Course of Action

Chapter 6 Risk Treatment

The purpose of any risk treatment is to reduce the likelihood of a bushfire occurring and/or the consequences of that fire. This would be aimed at reducing the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community, or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated.

Not all treatment strategies will be suitable, in every circumstance.

The City will address emerging risks, on a priority basis, this will generally mean that the highest risks will be treated first, as described in [Table 22](#). The City will also be involved in strategic projects and recurrent maintenance and on-going treatments.

6.1 City-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the City of Bunbury. These types of treatments are not linked to specific assets and are applied across all, or part of the local government as part of normal business, or due to legislative requirements.

The following controls are currently in place across the City of Bunbury:

- *Bush Fires Act 1954* Section 33 notices (First and Final Fire Notice), including applicable fuel management requirements, firebreak standards and annual enforcement programs,
- Declaration and observation of Prohibited and Restricted Burning Times. Additionally, there are opportunities and requirements for Total Fire, Vehicle Movement and Harvest Bans, for the local government,
- Public education campaigns and the use of DBCA/P&W and DFES state-wide programs, tailored to suit local needs,
- State-wide arson prevention programs, developed in conjunction with WA Police and DFES,
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards,
- Monitoring performance against the BRM Plan and reporting annually, to the local government council and OBRM.
- The Department of Fire and Emergency Services (DFES) is responsible for the management of fire prevention of Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) within gazetted town site boundaries under a memorandum of understanding with the Department of Planning, Lands and Heritage (DPLH),
- Department of Biodiversity, Conservation and Attractions Annual mitigation works programs (includes mechanical works and prescribed burns that may not directly influence level of risk to a specific asset or group of assets),
- Western Power Annual Vegetation Management and asset inspection activities in Extreme and High Bushfire Risk areas, completed by 30 November.
- All Fire Management Plans, including but not limited to, land developments and estates. Plans are available through the Planning department at the City,
- The City of Bunbury annual hazard reduction works program (includes, burning, spraying, slashing and pruning in and around, established Town sites and on strategic rural reserves),
- Priority is given to populated Town sites first (known works will be captured in the Bushfire Risk Management treatment schedule),

- Water Corporation Bushfire Risk Mitigation Program (Water Corporation sites due to be assessed within the City by Water Corp. staff. Only High to Extreme risk sites will be communicated to the BRM Plan/BRPC once completed), and:
- Community “Bushfire Ready” groups facilitated by local resident’s, in conjunction with DFES are being developed. Joint initiative: LG, DFES, and other community groups and associations. This includes the City’s Safer Community Network, which includes BRAG as one of its many community safety elements.

A multi-agency work plan has been developed which details work to be undertaken as a part of normal organisational business, to improve current controls, or to implement new controls to better manage bushfire risk, across the local government and all tenures.

Informal arrangements with these agencies have been in place for a number of years, but will be in place more formally, once tenure for the new Kalgulup Regional Park is formalised. With the transition of ownership of the Kalgulup Regional Park to the Conservation and Parks Commission some time into the future, much of the existing land treatments will be transferred to DBCA on their behalf.

6.2 Asset-Specific Treatment Strategies

The Treatment Strategy describes the overall approach to managing bushfire risk in the medium to long term in the City of Bunbury. The strategy is shaped by factors such as the distribution of risk in the landscape, the community's values and objectives, stakeholders' mitigation programs and constraints on treatment options. for bushfire risk management within the City of Bunbury.

The Treatment strategy helps guide the development of integrated annual treatment schedules.

Asset-specific treatments are implemented to protect an individual asset, or group of assets identified and assessed in the BRM Plan, as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment that reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods,
- **Ignition management** – Treatment that aims to reduce potential human and infrastructure sources of ignition in the landscape,
- **Preparedness** - Treatments that aim to improve fire response capacity, such as access and water supply arrangements,
- **Planning** - Treatments that focus on developing plans that would improve the ability of firefighters and the community, to respond to bushfire,
- **Community Engagement** - Treatments that seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk. Bushfire is a key focus of the City’s ‘Safer Community Network’ program. This includes Area and Street Representatives who work in an all-hazards environment, but include seasonally applicable campaigns, such as that for the bushfire season, and
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to assist to manage the risk. Generally, asset-specific treatment is not required, or not possible in these circumstances.

The City of Bunbury occupies a relatively small geographic area and as such, has little by way of diversity to consider. However, there is a mix of the amount of bushland which may be adjacent to built assets. Additionally, there is a relatively large periphery of contiguous bushland abutting the community. This needs to be considered as offensive fire-fighting operations would be complex during a significant running fire event.

There is also (arguably) a common belief that the residents are 'urban' and the threat of bushfire is not relative to them. This complacency requires a concerted expectation management campaign to achieve 'buy-in' to the 'shared responsibility notion' that is required to assist in creating a safer community.

With the creation of the Kalgulup Regional Park, the desire to create 'green' landscapes and a focus on habitat, may lead to the diminishment of existing controls (strategic fire-breaks and the like), increasing the risk to community.

It is also important to synergise with City and other agency efforts, such as weed mitigation programs to reduce the threat of fire, which would ultimately reduce a reliance on mechanical fuel management options into the future.

6.3 Treatment Schedule

The Treatment Schedule is a list of bushfire risk treatments recorded within the DFES Bushfire Risk Management System (BRMS). The City of Bunbury will be focusing on developing a program of works that covers activities to be undertaken within the 2025-2030 period, after the approval of this BRM Plan. The Treatment Schedule will evolve and develop throughout the life of this BRM Plan.

The City of Bunbury Treatment Schedule is a live document managed on BRMS. It is developed with regard to the outcome of the risk assessment process and Treatment Strategy. The Treatment Schedule was developed in broad consultation with landowners and other stakeholders. This allows the City to apply for Mitigation Activity Fund (MAF) Grant Program. The City have been historically awarded between \$170,000 to \$200,000 a year for mitigation activities and treatments. The City will continue to apply for future rounds.

Land managers are responsible for implementing treatments on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licenses to undertake an activity. Where agreed, another agency may manage any treatment on behalf of a landowner. However, the onus is still on the landowner to ensure that any treatments detailed in this BRM Plan's Treatment Schedule, are completed.

The Risk Treatment Schedule will be developed in broad consultation with impacted landowners and other stakeholders. Every effort will be made to finalise the Treatment Schedule within six months of this BRM Plan being endorsed by Council. It is expected that the Treatment Schedule will be a dynamic document and will be amended to account for changing circumstances, including changes to assets and/or risk ratings. The BRM Plan will be reviewed at least annually (September) and amended as required, to take into account differing risk elements, such as unforeseen fuel loadings, land development, etc.

Land-owners are ultimately responsible for treatments that may be required to be implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licenses to undertake an activity. Where agreed, another agency may manage any treatment on behalf of a landowner. However, the expectation for action remains with the landowner to ensure that risk reduction treatments are undertaken.

It is important to note that some treatments, particularly those aimed at reducing the vegetation volatility, will be likely to require ongoing management and will likely need to be repeated periodically, in order to maintain the lower risk, post the initial treatment. This planned maintenance regime will be included in the Treatment Schedule, wherever possible.

Presentation of the risk score assessments and the elements that constitute that risk, will be provided to the tenure holder along with the owner of the at-risk asset, as a risk transfer exercise.

Chapter 7 Monitoring and Review

Monitoring and review processes are in place, to ensure that the BRM Plan remains current and valid. These processes are detailed below, to ensure outcomes are achieved in accordance with the *Communication Strategy* and the *Treatment Schedule*.

7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities, or legislation,
- Changes to the bushfire risk profile of the area, or
- Following a major fire event.

7.2 Monitoring

The City of Bunbury will monitor the BRM Plan and BRMS data, to identify any need for change. The Plan and BRMS data will be reviewed at least every two years, to ensure it continues to reflect the local context, assets at risk, level of risk and treatment priorities.

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments that have been implemented. New assets will be added to the *Asset Risk Register*, when they are identified.

The City of Bunbury has determined that assets rated:

- **‘Extreme’** risk will be reassessed due to an unplanned fire event, biennially and at the completion of a treatment, as part of the post treatment evaluation,
- **‘Very High’** will be reassessed due to an unplanned fire event, biennially where possible and at the completion of a treatment, as part of the post treatment evaluation,
- **‘High’** will be reassessed due to an unplanned fire event, at least once during the life of the plan, or at the completion of a treatment, as part of the post treatment evaluation,
- **‘Low’** and **‘Medium’** risk should be reassessed during the development of any future plans.

The plan will be monitored by a member of the City’s Rangers and Emergency Management department, as designated by the Chief Executive Officer.

Post-treatment Risk Assessment, using the Bushfire Risk Management System, will involve a reassessment of that risk, at the completion of any scheduled treatment/s. This is to confirm that the treatment objectives have been achieved. This could include evaluation of the initial treatment, or ongoing treatments included in a treatment management plan, noting that treatments may need to be repeated periodically, in order to maintain risk reduction gains. The post-treatment risk assessment may identify that further treatments are required to reduce an asset’s risk rating to an acceptable level. The post-treatment assessment uses the same methodology as the original assessment. All inputs to the re-assessment should be reviewed and updated to reflect any change (e.g. changes to the asset or surrounding area).

Risk Re-assessment seeks to determine if any factors have changed (e.g. increases in fuel age, developments), that may impact upon the asset’s risk rating. Risk re-assessments may be undertaken at any time, using a ‘desk-top’ assessment to review data and spatial information using

the BRMS. Ideally, risk re-assessment for 'extreme' and 'very high' risk assets would include a site visit.

7.3 Reporting

The City of Bunbury CEO, or their delegate, will provide to OBRM the outcomes of biennial reviews of the BRM Plan. This is required to maintain OBRM endorsement of the Plan.

The City of Bunbury will contribute information about their BRM Program to the annual OBRM Fuel Management Activity Report.

The City of Bunbury will submit an annual report to OBRM, summarising progress made towards implementation of the BRM Plan, against the risk treatment schedule.

By the end of September each year, the risk scores for each assessed asset will be adjusted to take into account any treatment options executed in the preceding year. Additionally, accrued fuel ages will be recalculated, to adjust risk scores.

The Bushfire Risk Register will then be re-populated and any property or asset at risk score of 250 or greater, will be programmed for a visit from the City of Bunbury Rangers, where asset specific risk management advice will be provided to the resident/owner. Notices on treatment options will be posted to each absentee owner, in addition.

Owners of reserves which present risk, will also be advised of the risk that that land presents to community.

Consideration shall be given to publicly reporting the mitigation activities completed by the City via the City's website, newsletter or other appropriate means of communication. For example, this could be reporting on compliance to the City's annual indicative burn program.

7.4 Privacy Issues and Release of Information

Information captured through the Bushfire Risk Management System (BRMS) includes data considered 'personal' in nature including the names and addresses of landholders. There is therefore, the potential for the data collected through the BRMS to be used for purposes other than bushfire risk mitigation (i.e. Insurance companies using this information to set insurance premiums). It has been determined, in consultation with the Bunbury City Council, that BRMS reports produced for the public domain, are not to include information considered personal in nature.

The Chief Executive Officer is to be consulted, prior to any Bushfire Risk Management data being released to the public domain.

In order to actively encourage and support the implementation, monitoring and review of agreed actions, the City of Bunbury, as a matter of course, will provide reports to key stakeholders that detail the assets and treatments that the stakeholders (landowners) have responsibility for.

Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential, commercial, and industrial areas; agriculture and primary industry; areas of environmental significance and cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
Asset Risk Register	A component within the Bushfire Risk Management System (BRMS) used to record the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
Bushfire Management Plan	A document that sets out short, medium and long term bushfire risk management strategies for the life of a development.
Bushfire Risk Management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire Hazard	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
Bushfire Risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Consequence	The outcome or impact of a bushfire event.
Draft Bushfire Risk Management Plan	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.
Emergency Risk Management Plan	A document (developed under State Emergency Management Policy 2.9) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help inform the on-going development of Local Emergency Management Arrangements (LEMA) and State Hazard Plans.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location.
Geographic Information System (GIS) Map	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.

Land-owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, it is the probability of a bushfire igniting, spreading and impacting on an asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Planning Area	A geographic area determined by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority
Recovery Cost	The capacity of an asset to recover from the impacts of a bushfire.
Responsible Person	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
Risk acceptance	The informed decision to not reduce a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria to determine whether a risk is acceptable.
Risk identification	The process of recognising, identifying and describing risks.
Risk Manager	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
Risk Register	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm-land and native vegetation or cultivated crops.
Rural-Urban Interface (RUI)	The line or area where structures and other human development adjoin or overlap with undeveloped bush land.
Slope	The angle of the ground's surface measured from the horizontal.
Systemic risk	The impacts of bushfire on the interconnected systems and networks that support community function. It is a product of the disruption caused by fire to normal life and its effects may be felt far from the direct impacts of the fire in both time and space.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a prescribed burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and

	measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

Common abbreviations

APZ	Asset Protection Zone
BFAC	Bush Fire Advisory Committee (of Council) (not applicable in Bunbury)
BMB	Bushfire Management Branch (of DFES-OBRM)
BRM	Bushfire Risk Management
BRMP	Bushfire Risk Management Planning
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
CaLD	Culturally and linguistically diverse (community)
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan (land development)
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System/Service
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management (DFES)
PWS	Parks and Wildlife Service (or DBCA)
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
WAPC	Western Australian Planning Commission

Appendices Table

Appendix A	Systemic risk Register
Appendix B	Local government wide controls
Appendix C	BRMP - Communication Plan
Appendix D	Annual review checklist
Appendix E	MAF Eligible Tenure Maps (City North & City South)
Appendix F	MAF Treatment Plans 2024/25 FY

Appendix A – Systemic Risk Considerations

The City of Bunbury understands that the inter-relationship between the arrival of a hazard and the impacts/consequences of that hazard's impact upon the community, will be very complex and almost impossible to forecast and prepare for. Additionally, the City considers an 'All Hazards' focus, tending to concentrate upon the management of the consequences to an event, rather than considering hazards in isolation.

Through the development of the City's Local Emergency Management Arrangements (LEMA), specifically the '*Threat Plans*' (*annexure 4* - including one specifically for bushfire) this analysis was done, considering the community vulnerabilities to that hazard and articulated the determined thresholds that were considered to be the 'tolerance' levels, of the general community to bushfire.

The City's Rangers and Emergency Management Department are across the BRMS and this BRMP, there are opportunities to ensure that the identified vulnerabilities are considered in the annual risk treatment plans. In addition, the quarterly meetings with City of Bunbury department heads, consider the forthcoming mitigation treatments to ensure synergies are maximized, but equally, any systemic risks are discussed and managed.

The table A1 (below) is drawn from the City's current *LEMA, Annexure 2 – Emergency Risk Management Study* where community consultation was taken to consider the systemic risk, acceptance tolerance thresholds and the established Risk Evaluation Criteria for consequences to fire and other hazards.

ERM Workshop Statements - Bushfire		Low	Med	High	V High	Ext
1	There is a risk that a bushfire will cause loss of life or serious injury.			4		
2	There is a risk that a bushfire will cause substantial property damage to 5 homes or more.		1	3		
3	There is a risk that a bushfire will cause possible evacuation at the Bunbury Health campus.	1	1	2		
4	There is a risk that a bushfire will cause property damage to infrastructure services, for periods greater than 24 hours.		2	2		
5	There is a risk that a bushfire will cause property damage to commercial industry, leading to closure of business (20%) for periods of 12 hours or greater.	1	2	1		
6	There is a risk that a bushfire will cause medium term (25 years), or permanent, effect on the environment.		3	1		
7	There is a risk that a bushfire will cause permanent property damage to community infrastructure and community lifestyles.	1	3			
Totals		3	12	13	0	0

Table A1 – Systemic Risk from Bushfire

The numerics in *Table A1* relate to the score ratings that was established during the consultation phase of the ERM Study. Each of the four workshops scores were tallied and entered into the table, demonstrating the group's considerations for each of the consequence criteria.

Source – City of Bunbury LEMA – Annex 2

Appendix B – Local government wide controls

The City of Bunbury has bushfire risk controls tailored to the specific property area and purpose. Properties of 2024m² are treated differently to smaller lots of land. Additionally, plantations have different requirements demanded by the City's annual '**Fire Control Notice**'. This permits the City to apply differing controls to manage specific risks.

There are also controls on burning, BBQs, pizza ovens and other activities that may present fire risk to the community.

The following table provides suggested considerations in the determination of the annual risk treatment program activities as a due diligence tool.

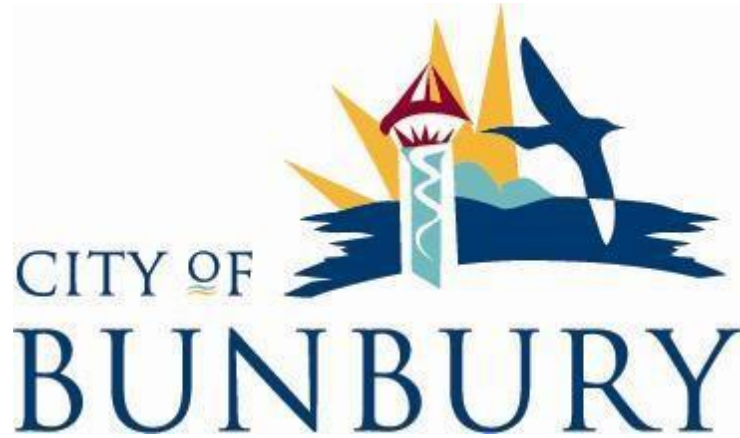
Local Government-Wide Controls, Multi-Agency Treatment Work Plan

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
01	City of Bunbury First and Final Fire Notice (<i>Bush Fires Act 1954</i>)	Annual Fire Prevention Order	Local Government	FCO's, brigades and land-owners/occupiers	1 - Firebreak Order reviewed annually and adopted by Council. Its purpose is to ensure land-owners understand and comply with firebreak specifications, as well as appropriately reducing fuel load and risk on their properties. Notice reviewed annually. Rangers inspect compliance to the notice conditions and fines apply if non-compliant. 2 - Bi-annual review of Council Policy and Corporate Guidelines for Bushfire Mitigation and Compliance.
02	City of Bunbury Prohibited and Restricted burning times (<i>Bush Fires Act 1954</i>)	Annual Fire Prevention Order	Local Government	Chief and Deputy FCO, Rangers and the public.	Prohibited and Restricted burn times are designed to reduce the risk of fires occurring during the high fire danger period. Extensions to R/PBT can be extended as required, on the advice of the Chief and Deputy FCO's.
03	City of Bunbury mitigation works	The City's Operations / Works / Parks & Environment team has annual works programs to reduce fuel load and remove hazards.	Local Government	Public (reporting hazards and concern of risk) City Parks and Gardens staff City Rangers	City Operations / Works / Parks & Environment teams target work on strategic risk areas, with particular attention paid to past fire incidents, or areas identified to be presenting a risk to community assets. Work includes, slashing, spraying, mulching, pruning and other mechanical treatments.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
04	DFES UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by DoL and managed by DFES, under a MOU	DFES (South West office)	DBCA, LG, Local brigades	Annual budgeting has been completed to include mitigating risk on UCL/UMR. South West BRMO's have these plans included in their scope of work.
05	City of Bunbury, Draft Burn Program (annual indicative plans)	Local Government is working on an annual burn plan for City-owned, or vested reserves.	Local Government	DFES, DBCA, Local brigades, Public	The City's Operations / Works / Parks & Environment teams are tasked with Bushfire Mitigation on City reserves. Annual burn plans are being produced. The BRM Plan will prioritise the reserves for hazard reduction burns and or other treatments. BRMS will be recording information.
06	Department of Biodiversity, Conservation and Attractions (DBCA) Master Burn Plans	DBCA have a 6 season burn program, that is published on their website. Yearly plans are available.	DBCA	Local brigades, DFES, LG	The plans can be accessed via the DBCA website, by sharing shape files (GIS) and are communicated at various BFAC, ROAC and other various meetings.
07	Department of Biodiversity, Conservation and Attractions mitigation works	DBCA conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	DBCA	DFES, LG	No formal plan exists, ?? however works are completed as required, upon request or when identified.
08	Water Corporation Bushfire Risk Management Program	Bushfire Risk Management Plan. A Bushfire Risk Management Project is under way for the Water Corp.	Water Corporation	DFES, LG	A plan is currently being developed. High risk areas are identified, and treatments planned then completed. Treatments and risk assessments are available through Water Corp BRM PLAN department. Some high-risk areas have been identified in the City to date.
09	Western Power annual asset inspection and vegetation management program	Western Power Bushfire Plan	Western Power	DFES, LG, DBCA	Annual vegetation management and asset inspections are completed to ensure risk is managed. Full asset inspections are completed every 4 years.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
10	Land sub-division & building (WAPC)	Requirement for estate, sub-division, and other Fire Management Plans	Local Government	Local Brigades, contractors and FCO's	Land developers are required to develop and implement a Fire Management Plan, to ensure risk is managed and other controls implemented and monitored.
11	Planning in Bushfire Prone Areas	Planning in bushfire prone areas. E.g. State Planning Policy 3.7 and standards.	WAPC	LG, DFES, DBCA, land-owners	Foundation for land use planning. Directs how land use should address bushfire risk management in WA. It aims to preserve life and reduce impact on property and infrastructure. The City aligns its policy and standards with SPP 3.7. BAL assessments are required.
12	Pine Plantation Fire Management Plans	The Forest Product Commission (FPC) has implemented fire management plans for their plantations.	FPC	DBCA, LG, DFES	Minimum requirements and controls have been committed to within the Plan. These are communicated to/with LG and firebreak orders are complied with, for minimum standards of plantation design.
13	State-wide arson prevention programs	Education and awareness campaigns exist across the state for arson.	WA Police	DFES, LG	Participation as required. The City participates in campaigns for arson prevention and community support with arson reporting.
14	Bushfire Ready activities and street meets, as part of the City's Safer Community Network program.	Public preparedness and education campaign. Actively included within the City's Safer Community Network program	DFES	LG, local brigade, DFES	Bushfire ready facilitators are within the City. Working together with DFES and LG community engagement teams, to better prepare the community for bushfire and other community safety events. Street meets and phone trees have been implemented as a result, as well as safe winter burn demonstrations and workshops being actively supported.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
15	Individual asset fire risk assessment program and resultant risk register	A 13 factor risk assessment tool has been developed and is used to determine a qualitative/quantitative risk score for individual assets within the City. This populates a bushfire risk register, whereby risk can be compared and rated for treatment priorities. A risk score of 250 is currently seen as being unreasonable and flagged for treatment.	City of Bunbury	Asset owner, City Rangers, Land-owners presenting risk	Owners who have a risk score of greater than 250 are visited and provided with the assessment details and suggestions to mitigate their risk exposure. Landowners presenting risk are advised of the risk presented and encouraged to mitigate.



The City of Bunbury
Bushfire Risk Management Planning

Communications Strategy

Appendix C – Communication Plan

This Communication Plan supports the development, implementation and review of the City of Bunbury Bushfire Risk Management (BRM) Plan. It should document the:

- Communication objectives.
- Roles and responsibilities.
- Key stakeholders are engaged in the development of the BRM Plan and Treatment Schedule.
- The implementation and review of the BRM Plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.

C1 **Communication objectives**

The communication objectives for the development, implementation and review of the BRM Plan for the City of Bunbury are as follows:

- Key stakeholders understand the purpose of the BRM Plan and their role in the BRM planning process.
- Stakeholders who are essential to the BRM planning process, or can supply required information, are identified and engaged in a timely and effective manner.
- Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
- Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government.
- The community and other stakeholders engage with the BRM planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

C2 **Roles and responsibilities**

The City of Bunbury is responsible for the development, implementation and review of the Communication Plan. Key stakeholders support the local government by participating in the Communication Planning as appropriate. An overview of communication roles and responsibilities follows:

- The City of Bunbury CEO is responsible for requesting OBRM endorse the BRM Plan.
- The City of Bunbury Corporate Communications Officer, is responsible for the communication of the BRM Plan to the community.
- The Team Leader Rangers and Emergency Services, for the City of Bunbury is responsible for communication between the City and the Department of Fire and Emergency Services.

C3 Key Stakeholders for Communication

The following table identifies key stakeholders in BRM planning process, its implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
DBCA	Significant management responsibilities of the Kalgulup Regional Park (once transferred to Conservation Commission)	DBCA considerations included within the BRMP. Interim arrangements included pending land transfer.	Involve.
City of Bunbury	BRMP owner + management of lands under its jurisdiction + bushfire risk auditing and enforcement, with private land-owners.	Commitment and awareness, management of risk assessments and prioritization of mitigation against risk.	Involve
City of Bunbury – relevant department heads	To discuss the draft BRMP, looking to synergies and input to improve Plan efficacy. Quarterly, meet to consider forthcoming works, to manage any contingent, systemic risks.	Ensuring environmental, compliance, built and other City functions are considered in Plan and ultimately, in risk identification and treatment.	Involve, consult.

[Table C1 – Stakeholder engagement program](#)

C4 Engagement log

This Engagement log captures key interactions with stakeholders that occurred during the development of the BRM Plan and associated Treatment Schedule, or review of the BRM Plan. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

C5 Communications Network

Stakeholder	Role or Interest	Level of Impact	Level of Engagement
City of Bunbury	Significant Role in plan development, implementation and review. Significant interest as a land manager	High	Inform, consult, involve, collaborate and empower.
	Meet quarterly, to consider systemic risks w/- forthcoming MAF works.	High	Regular engagement & consultation.
DFES	Significant Role in plan development, implementation and review. Support role in treatment Implementation.	High	Regular engagement & consultation.
	CFRS – Reserve Response Plan development & maintenance	High	Regular engagement, Consultation and kept informed.
	OBRM – Review & endorse Plan	High	Regular engagement, Consultation and kept informed.
DBCA	Treatment plans, Land Management, Asset & risk Identification	High	Regular engagement, Consultation and kept informed.
Local community and private landowners.	Role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult & involve.
Chief Bush Fire Control Officer.	Role in plan development, implementation & review.	High	Inform, consult & involve.
Dept. Planning, Lands & Heritage.	Treatment plans, Land Management, Asset Identification.	High	Regular engagement, Consultation and kept informed.
Main Roads.	Treatment plans, Land Management, Asset Identification.	High	Regular engagement, Consultation and kept informed.
Dept of Environment, Water & Regulation.	Treatment plans, Land Management, Asset Identification.	High	Regular engagement, Consultation and kept informed.
Aqwest	Treatment plans, Land Management, Asset Identification.	High	Regular engagement, Consultation and kept informed.
Leschenault Catchment & Biosecurity Group.	Role in Plan development, implementation & review.	Medium	Inform, consult & involve.
Friends of groups: <ul style="list-style-type: none"> • Big Swamp, • Irwin St, 	Role in Plan development, implementation & review.	Medium	Inform, consult & involve.

<ul style="list-style-type: none"> • K/Chauhan, • Manea Park. 			
CoB LEMC	Role in Plan development, implementation & review.	Medium	Inform, consult & involve.
Bushfire Brigade & Emergency Service Volunteers	Role in Plan development, implementation & review.	Medium	Inform, consult & involve.
Traditional Owners	Role in Plan development, implementation & review.	Medium	Inform, consult, involve, collaborate & empower.

Table C2 – Responsible stakeholders

C6 Communications Timetable

Comms Timing	Stakeholders	Comms Objectives	Comms Method	Key Message, or Purpose	Responsibility	ID Risks to Communicate	RM Strategy	Monitor & Eval'n Method
Development of the BRMP & Treatment Schedule								
Life of Plan	CoB CEO, ELT & Staff	All (1-5)	eMails, Meetings, City Website	Informed, consulted, accountable or responsible. Review and input into Plan.	BRPC, or Team Leader Rangers & EM	Time constraints, No clear message, Incorrect audience.	Sub-delegate responsibility/s, Inject reporting rhythms within work plans.	Feedback positive, Plan milestone targets met, Mitigation effort meets expectation.
Quarterly	LEMC	1-3 + 5	eMails, F2F meetings, Presentation.	Confirm project objectives, Seek input into treatment plans/activities, Project updates provided & minuted.	Team Lead Ranger & EM	Lower LEMC delegate interest, Time constraints, Gaps in SME LEMC membership.	Ensure quarterly over-sight report into LEMC agenda.	Feedback from LEMC members & agencies.
Development of the BRMP Update								
Quarterly, + as required.	CBFCO, FCO's, BFB Capt, FRS	All (1-5)	Meetings attended with interested	Engagement & participation in BRMP activities,	BRPC, or BRMO.	Time constraints, No active plan,	Careful & collaborative planning,	Feedback received,

	platoons + VFRS Capt.		parties, as required.	ID & share information, Development of treatment options.		Weather & human resource constraints.	Encouragement to participation.	Support for BRMP initiatives.
Bi-annually	DBCA	1-3 + 5	eMails, F2F meetings, Site meetings, Telephone.	Confirmation of Environmental assets Identification of DBCA burn plans. Confirming project objectives, seeking input into treatment plans and providing project updates. Development of treatment options.	BRPC, or BRMO.	Resource constraints could limit their ability to participate. Willingness to release 'confidential' data re environmental assets.	Clarify misunderstandings & intentions of plan. Provide undertakings re the release of confidential data. Restrict release of information & document in plan.	Level of actual engagement, Success in protecting environmental assets.

Table C3 – Communications timetable

C7 Communications Activities Log

Activity Date	Stakeholder	Purpose of Engagement	Topics Discussed	Engagement Method	Lesson Learned, Issues Identified.	Follow-up
17 October '24	DBCA - Kalgulup RP Manager, Environmental Officer, Regional Fire Coordinator	Consultation, involvement in redevelopment of plan, proofing of assumptions.	BRMP and DBCA commitment, intelligence and improved understandings of synergies/collaboration.	Face-to-face meeting. Receipt of written feedback & comment.	Currency of details, including tenure transfer status.	

4 December '24	City of Bunbury	Seek SME input & commitment to draft renewal plan.		Face-to-face meeting. SME feedback to facilitator for inclusion in final draft.		

Table C4 – Communications activity log

Development of the Treatment Schedule

D1 Review of the BRM Plan

The City of Bunbury will review this BRMP annually, by May 30. As required by the office of Bushfire Risk Management (OBRM), a report of the Plan currency and progress of the treatment options will be prepared and submitted bi-annually, on every second May, beginning in 2026.

The report will focus on the following elements of the Plan:

A Correspondence

The City of Bunbury CEO will remain responsible to ensure that this requirement is met and will write a covering letter for each report.

B BRMP Report

- | | |
|------------------------------|---|
| Chapter 1 | That the BRMP objectives remain relevant, or alternatives are recommended, |
| Chapter 3 | That the content of the context statement/s, continues to reflect current factors effecting the bushfire hazard and risk to the community of the City, economy and its environment. |
| Chapters 4, 5 & 7 | That the figures and tables within the BRMP have been updated to accurately reflect current data with the Bushfire Risk Management System (BRMS). |
| Chapter 6 | That any articulated treatment strategies remain reflective of community values and strategic priorities. |
| Appendix B | That the stated local government-wide controls include current treatment programs with the City of Bunbury. |
| Appendix C | That the communications Plan has been updated to include planned stakeholder engagement and communication activities for the next planning and reporting period. |

C Bushfire Risk Management System (BRMS)

- | | |
|-----------|--|
| C1 | That all bushfire risk related assets identified within the City of Bunbury, have been mapped and a risk assessment is included for each, within the BRMS. |
| C2 | That all such assets have had a risk re-assessment completed within the past two years. |
| C3 | That the treatment schedule includes any planned treatments for at least, the next two years. |



BRMS LG Eligible MAF Parcels - City of Bunbury North



Figure E1 – MAF applicable lands City - North



BRMS LG Eligible MAF Parcels - City of Bunbury South

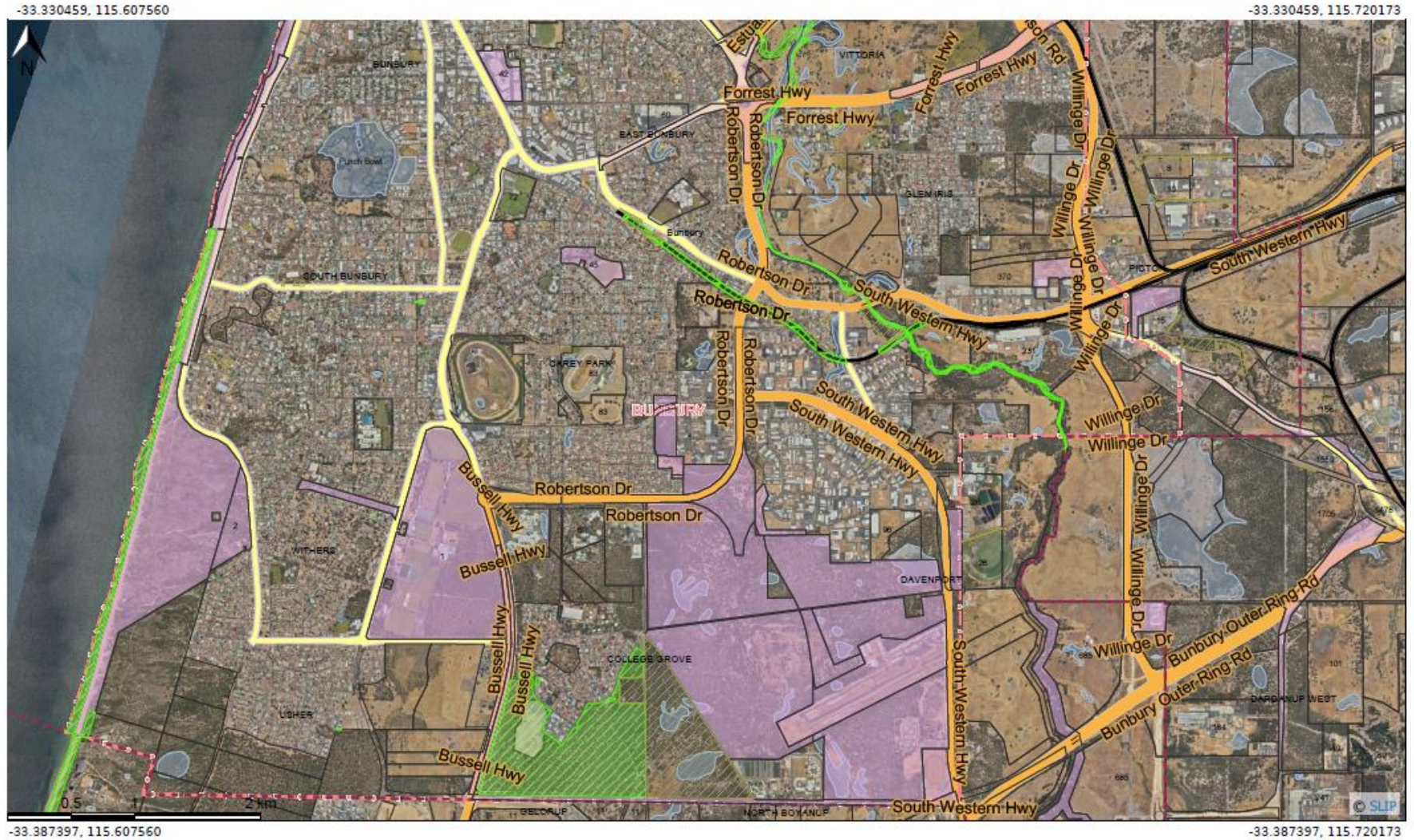


Figure E2 – MAF applicable lands City - South

**MITIGATION ACTIVITY FUND (MAF) GRANTS PROGRAM
GRANT AGREEMENT 2024/25 ROUND 1**

Treatment ID	Treatment Type	Treatment Objective	Primary Asset #	Primary Asset Name
28034	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY284	BUNBRY0284	Ashford Place (17-29), South Bunbury
28088	Mechanical Works	Create an APZ by slashing, mulching and removal of grassy weeds & woody weeds to help reduce fuel loading. Asset ID - BUNBRY284	BUNBRY0284	Ashford Place (17-29), South Bunbury
28093	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY284	BUNBRY0284	Ashford Place (17-29), South Bunbury
28094	Mechanical Works	Create an APZ by slashing, mulching and removal of grassy weeds & woody weeds to help reduce fuel loading. Asset ID - BUNBRY284	BUNBRY0284	Ashford Place (17-29), South Bunbury
28096	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY037	BUNBRY0037	Bunbury Hockey Stadium, Withers
28099	Fire Access Road / Track(s)	Create a Hazard Separation Zone by maintaining existing mineral earth fire access track / break to 4m wide & 4m high. Asset ID - BUNBRY146	BUNBRY0146	Jacksonia Street (2-14), Glen Iris
28100	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY146	BUNBRY0146	Jacksonia Street (2-14), Glen Iris
28101	Fire Access Road / Track(s)	Create an Asset Protection Zone by upgrading existing mineral earth fire access tracks 4m wide & 4m high, by minor pruning and removal of excess/dead fuels. Asset ID - BUNBRY228	BUNBRY0228	Mindalong Close(50-60), South Bunbury
28102	Chemical Works	Create a Hazard Separation Zone by spraying invasive weeds to help reduce fuel loading. Asset ID - BUNBRY238	BUNBRY0238	Elanora Retirement Community, South Bunbury

Treatment ID	Treatment Type	Treatment Objective	Primary Asset #	Primary Asset Name
28103	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY238	BUNBRY0238	Elanora Retirement Community, South Bunbury
28104	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY237	BUNBRY0237	Kalari Rise (16-38), South Bunbury
28105	Mechanical Works	Create an APZ by slashing, mulching and removal of grassy weeds & woody weeds to help reduce fuel loading. Asset ID - BUNBRY237	BUNBRY0237	Kalari Rise (16-38), South Bunbury
28106	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY241	BUNBRY0241	Yabini Court (3-9), South Bunbury
28107	Mechanical Works	Create an APZ by slashing, mulching and removal of grassy weeds & woody weeds to help reduce fuel loading. Asset ID - BUNBRY241	BUNBRY0241	Yabini Court (3-9), South Bunbury
28109	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY034	BUNBRY0034	Hay Park Community Hall, Withers
28110	Chemical Works	Create a Hazard Separation Zone by spraying invasive weeds to help reduce fuel loading. Asset ID - BUNBRY034	BUNBRY0034	Hay Park Community Hall, Withers
28112	Fire Access Road / Track(s)	Create an Asset Protection Zone by upgrading or repairing fire access track using limestone to 4m wide & 4m high. Asset ID - BUNBRY305	BUNBRY0305	Macnish Close (1-7), Bunbury
28113	Fire Access Road / Track(s)	Create a Asset Protection Zone by upgrading or repairing fire access track using limestone to 4m wide & 4m high. Asset ID - BUNBRY297	BUNBRY0297	Irwin Street Water Treatment Plant, Bunbury
28114	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY307	BUNBRY0307	Picton Crescent (38-40), Bunbury

Treatment ID	Treatment Type	Treatment Objective	Primary Asset #	Primary Asset Name
28116	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY306	BUNBRY0306	Swansen Place (5-11), Bunbury
28117	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY306	BUNBRY0306	Swansen Place (5-11), Bunbury
28118	Chemical Works	Create a Hazard Separation Zone by spraying invasive weeds to help reduce fuel loading. Asset ID - BUNBRY307	BUNBRY0307	Picton Crescent (38-40), Bunbury
28119	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY302	BUNBRY0302	Wattle Hill Lodge Aged Care, Bunbury
28120	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY302	BUNBRY0302	Wattle Hill Lodge Aged Care, Bunbury
28122	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY305	BUNBRY0305	Macnish Close (1-7), Bunbury
28123	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY305	BUNBRY0305	Macnish Close (1-7), Bunbury
28129	Fire Access Road / Track(s)	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds along fire access track. Asset ID - BUNBRY033	BUNBRY0033	Westwood Street (59-120), Withers
28132	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY033	BUNBRY0033	Westwood Street (59-120), Withers
28133	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset BUNBRY0196.	BUNBRY0196	Godwin Street (1-11), Carey Park
28134	Fire Access Road / Track(s)	Create an APZ by slashing of weeds to reduce fuel loading	BUNBRY0202	Palmer Crescent (8-22), Davenport

Treatment ID	Treatment Type	Treatment Objective	Primary Asset #	Primary Asset Name
		and weed control. Asset ID - BUNBRY202		
28135	Fire Access Road / Track(s)	Create an APZ by slashing weeds to reduce fuel loading and weed control. Asset ID - BUNBRY201	BUNBRY0201	Palmer Crescent (15-24), Davenport
28136	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY273	BUNBRY0273	Gardner Place (1-4), South Bunbury
28139	Mechanical Works	Create / maintain an APZ by light pruning / slashing / mulching dead vegetation and weed species to reduce fuel loading. Asset ID - BUNBRY036	BUNBRY0036	South West Sports Centre, Withers
28140	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY036	BUNBRY0036	South West Sports Centre, Withers
28141	Chemical Works	Create an APZ by spraying invasive weed & woody weeds to help reduce fuel loading. Asset ID - BUNBRY003	BUNBRY0003	Bunbury Regional Prison
28142	Mechanical Works	Create an APZ by slashing, mulching and removal of grassy weeds & woody weeds to help reduce fuel loading. Asset ID - BUNBRY003	BUNBRY0003	Bunbury Regional Prison
28143	Mechanical Works	Create an APZ by slashing, mulching and removal of invasive tree species and weeds to help reduce fuel loading. Asset ID - BUNBRY003	BUNBRY0003	Bunbury Regional Prison
28145	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY208	BUNBRY0208	Doolan Street (18-34), Carey Park
28146	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY206	BUNBRY0206	Milligan House Child Care Centre, Carey Park
28147	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce	BUNBRY0210	Charterhouse Street (13-16), Carey Park

Treatment ID	Treatment Type	Treatment Objective	Primary Asset #	Primary Asset Name
		fuel loading. Asset ID - BUNBRY210		
28148	Mechanical Works	Create an APZ by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID - BUNBRY0053	BUNBRY0053	6-8 Possum Way, College Grove
28157	Mechanical Works	Create a Hazard Separation Zone by slashing of grassy weeds and woody weeds to reduce fuel loading. Asset ID BUNBRY0287.	BUNBRY0287	Stanbury Crescent (24), South Bunbury
28160	Mechanical Works	Create an APZ by slashing, mulching and removal of grassy weeds & woody weeds to help reduce fuel loading. Asset ID BUNBRY0130	BUNBRY0130	South Western Highway (180-194), Glen Iris
28220	Mechanical Works	Create a Hazard Separation Zone by light pruning / slashing / mulching dead vegetation and weeds to reduce fuel loading. Asset ID BUNBRY0090	BUNBRY0090	Bunbury Regional Airport, Davenport

Local Government-Wide Controls, Multi-Agency Treatment Work Plan

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
01	City of Bunbury First and Final Fire Notice (<i>Bush Fires Act 1954</i>)	Annual Fire Prevention Order	Local Government	FCO's, brigades and land owners/occupiers	1 - Firebreak Order reviewed annually and adopted by Council. Its purpose is to ensure land owners understand and comply with firebreak specifications, as well as appropriately reducing fuel load and risk on their properties. Notice reviewed annually. Rangers inspect compliance to the notice conditions and fines apply if non-compliant. 2 - Bi-annual review of Council Policy and Corporate Guidelines for Bushfire Mitigation and Compliance.
02	City of Bunbury Prohibited and Restricted burning times (<i>Bush Fires Act 1954</i>)	Annual Fire Prevention Order	Local Government	Chief and Deputy FCO, Rangers and the public.	Prohibited and Restricted burn times are designed to reduce the risk of fires occurring during the high fire danger period. Extensions to R/PBT can be extended as required, on the advice of the Chief and Deputy FCO's.
03	City of Bunbury mitigation works	The City's Operations / Works / Parks & Environment team has annual works programs to reduce fuel load and remove hazards.	Local Government	Public (reporting hazards and concern of risk) City Parks and Gardens staff City Rangers	City Operations / Works / Parks & Environment teams target work on strategic risk areas, with particular attention paid to past fire incidents, or areas identified to be presenting a risk to community assets. Work includes, slashing, spraying, mulching, pruning and other mechanical treatments.
04	DFES UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by DoL and managed by DFES under a MOU	DFES (South West office)	DBCA, LG, Local brigades	Annual budgeting has been completed to include mitigating risk on UCL/UMR. South West BRMO's have these plans included in their scope of work.
05	City of Bunbury, Draft Burn	Local Government is working on an annual burn	Local Government	DFES, DBCA, Local brigades, Public	The City's Operations / Works / Parks & Environment teams are tasked with Bushfire Mitigation on City reserves. Annual burn plans

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
	Program (annual indicative plans)	plan for City-owned, or vested reserves.			are being produced. The BRM Plan will prioritise the reserves for hazard reduction burns and or other treatments. BRMS will be recording information.
06	Department of Biodiversity, Conservation and Attractions (DBCA) Master Burn Plans	DBCA have a 6 season burn program, that is published on their website. Yearly plans are available.	DBCA	Local brigades, DFES, LG	The plans can be accessed via the DBCA website, by sharing shape files (GIS) and are communicated at various BFAC, ROAC and other various meetings.
07	Department of Biodiversity, Conservation and Attractions mitigation works	DBCA conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	DBCA	DFES, LG	No formal plan exists, ?? however works are completed as required, upon request or when identified.
08	Water Corporation Bushfire Risk Management Program	Bushfire Risk Management Plan. A Bushfire Risk Management Project is under way for the Water Corp.	Water Corporation	DFES, LG	A plan is currently being developed. High risk areas are identified, and treatments planned then completed. Treatments and risk assessments are available through Water Corp BRM PLAN department. Some high-risk areas have been identified in the City to date.
09	Western Power annual asset inspection and vegetation management program	Western Power Bushfire Plan	Western Power	DFES, LG, DBCA	Annual vegetation management and asset inspections are completed to ensure risk is managed. Full asset inspections are completed every 4 years.
10	Land sub-division & building (WAPC)	Requirement for estate, sub-division, and other Fire Management Plans	Local Government	Local Brigades, contractors and FCO's	Land developers are required to develop and implement a Fire Management Plan, to ensure risk is managed and other controls implemented and monitored.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
11	Planning in Bushfire Prone Areas	Planning in bushfire prone areas. E.g. State Planning Policy 3.7 and standards.	WAPC	LG, DFES, DBCA, land owners	Foundation for land use planning. Directs how land use should address bushfire risk management in WA. It aims to preserve life and reduce impact on property and infrastructure. The City aligns its policy and standards with SPP 3.7. BAL assessments are required.
12	Pine Plantation Fire Management Plans	The Forest Product Commission (FPC) has implemented fire management plans for their plantations.	FPC	DBCA, LG, DFES	Minimum requirements and controls have been committed to within the Plan. These are communicated to/with LG and firebreak orders are complied with, for minimum standards of plantation design.
13	State-wide arson prevention programs	Education and awareness campaigns exist across the state for arson.	WA Police	DFES, LG	Participation as required. The City participates in campaigns for arson prevention and community support with arson reporting.
14	Bushfire Ready activities and street meets, as part of the City's Safer Community Network program.	Public preparedness and education campaign. Actively included within the City's Safer Community Network program	DFES	LG, local brigade, DFES	Bushfire ready facilitators are within the City. Working together with DFES and LG community engagement teams, to better prepare the community for bushfire and other community safety events. Street meets and phone trees have been implemented as a result, as well as safe winter burn demonstrations and workshops being actively supported.
15	Individual asset fire risk assessment program and resultant risk register	A 13 factor risk assessment toll has been developed and is used to determine a qualitative/quantitative risk score for individual assets within the City. This	City of Bunbury	Asset owner, City Rangers, Land owners presenting risk	Owners who have a risk score of greater than 250 are visited and provided with the assessment details and suggestions to mitigate their risk exposure. Landowners presenting risk are advised of the risk presented and encouraged to mitigate.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
		populates a bushfire risk register, whereby risk can be compared and rated for treatment priorities. A risk score of 250 is currently seen as being unreasonable and flagged for treatment.			

10.5 Director Infrastructure

Nil

11. Applications for Leave of Absence

11.1 Cr Quain

Cr Quain requests a leave of absence from all Council-related business from 10 to 18 February 2025 inclusive.

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

Executive Recommendation

Pursuant to Section 2.25 of the *Local Government Act 1995*, Cr Quain is granted a leave of absence from all Council-related business from 10 to 18 February 2025 inclusive.

12. Motions on Notice

Nil

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

Nil

13.2 Questions from Members

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

15. Meeting Closed to Public

15.1 Matters for which the Meeting may be Closed

Nil

15.2 Public Reading of Resolutions that may be made Public

Nil

16. Closure