



City of Bunbury Council

Minutes

4 February 2025



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

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Table of Contents

Item No	Subject	Page
1.	Declaration of Opening / Announcements of Visitors	6
2.	Disclaimer.....	6
3.	Announcements from the Presiding Member	6
4.	Attendance	7
4.1	Apologies.....	7
4.2	Approved Leave of Absence.....	7
5.	Declaration of Interest.....	8
6.	Public Question Time.....	9
6.1	Public Question Time	9
6.2	Responses to Public Questions Taken ‘On Notice’.....	9
7.	Confirmation of Previous Minutes and other Meetings under Clause 19.1	10
7.1	Minutes	10
7.1.1	Minutes – Ordinary Council Meeting	10
7.1.2	Minutes – Council Advisory Committees	11
7.1.3	Minutes – Annual General Meeting of Electors	12
8.	Petitions, Presentations, Deputations and Delegations	13
8.1	Petitions	13
8.2	Presentations	13
8.3	Deputations.....	13
8.4	Council Delegates’ Reports	13
8.5	Conference Delegates’ Reports.....	13
9.	Method of Dealing with Agenda Business.....	14
10.	Reports.....	15
10.1	City of Bunbury Draft Bush Fire Brigades Amendment Local Law 2024 (listed as 10.3.1 in the agenda)	15
10.2	CEO Key Performance Indicator 10: Performance – Financial Sustainability Options (listed as 10.3.3 in the agenda).....	18
10.3	Financial Management Report for the Period Ending 30 November 2024 (listed as 10.3.4 in the agenda)	20
10.4	Schedule of Accounts Paid for the period 1 November 2024 to 30 November 2024 (listed as 10.3.5 in the agenda)	26
10.5	Schedule of Accounts Paid for the period 1 December 2024 to 31 December 2024 (listed as 10.3.7 in the agenda)	27
10.6	2025 City of Bunbury Council and Mayoral Election (listed as 10.3.2 in the agenda)	28
10.7	Financial Management Report for the Period Ending 31 December 2024 (listed as 10.3.6 in the agenda)	31
10.8	Local Emergency Management Arrangements 2025-2030 (listed as 10.4.1 in the agenda).....	37

Table of Contents

Item No	Subject	Page
11.	Applications for Leave of Absence	43
	11.1 Cr Quain	43
	11.2 Cr Steck	44
	11.3 Cr Steele	45
12.	Motions on Notice.....	46
13.	Questions from Members	46
	13.1 Response to Previous Questions from Members taken on Notice	46
	13.2 Questions from Members	46
14.	New Business of an Urgent Nature Introduced by Decision of the Meeting.....	46
15.	Meeting Closed to Public	46
	15.1 Matters for which the Meeting may be Closed	46
	15.2 Public Reading of Resolutions that may be made Public	46
16.	Closure.....	46

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’).

1. Declaration of Opening / Announcements of Visitors

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

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

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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

Nil

4. Attendance

Council Members:	
Presiding Member:	Mayor J de San Miguel
Members:	Deputy Mayor T Smith
	Councillor B Andrew
	Councillor M Kozisek
	Councillor K Turner
	Councillor T Brown
	Councillor M Quain
	Councillor K Steele
	Councillor G Ghasseb
	Councillor P Ramesh
Executive Leadership Team (Non-Voting)	
Chief Executive Officer	Mr A Ferris
A/Director Infrastructure	Ms A Clemens
Director Sustainable Development	Mr A McRobert
Director Corporate and Community	Ms K Strachan
City of Bunbury Officers (Non-Voting)	
Manager Governance and Integrated Planning	Mr G Golinski
Manager Finance	Mr D Ransom
Governance Officer	Mr L Murphy
Senior Corporate Communications Officer	Ms K Fielding
Others (Non-Voting)	
Members of the Public	5

4.1 Apologies

Nil

4.2 Approved Leave of Absence

Councillor Steck was granted an approved leave of absence for 4 February 2025 at item 11.2.

5. Declaration of Interest

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

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

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

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

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

Nil

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

Nil

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

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Kozisek and seconded by Cr Steele.

The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 001/25

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

CARRIED

9 votes "for" / 1 vote "against"

Mayor Miguel and Councillors Andrew, Brown, Kozisek, Quain, Ramesh, Smith, Steele and Turner voted for.

Councillor Ghasseb voted against.

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

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Steele.

The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 002/25

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

CARRIED UNANIMOUSLY
10 votes "for" / Nil votes "against"

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

8.4 Council Delegates' Reports

Nil

8.5 Conference Delegates' Reports

Nil

9. Method of Dealing with Agenda Business

Standing Order 5.5 permits the Council to adopt the recommendations “by exception” (en-bloc).

Pursuant to Standing Order 5.5, the Council “*adopted by exception*” (i.e. without discussion) those employee recommendations listed for 10.3.1, 10.3.3, 10.3.4, 10.3.5 and 10.3.7.

Items 10.3.2, 10.3.6 and 10.4.1 were discussed and voted on separately.

All items have been renumbered in the order they were considered with the items voted “*by exception*” listed first.

The items “*adopted by exception*” were moved by Cr Quain and seconded by Cr Brown.

10. Reports

10.1 City of Bunbury Draft Bush Fire Brigades Amendment Local Law 2024 (listed as 10.3.1 in the agenda)

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.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Brown.

The Mayor put the motion to the vote, and it was adopted (en-bloc) to become the Council's decision on the matter.

Council Decision 003/25

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.

CARRIED UNANIMOUSLY
10 votes “for” / Nil votes “against”

10.2 CEO Key Performance Indicator 10: Performance – Financial Sustainability Options (listed as 10.3.3 in the agenda)

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.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Brown.

The Mayor put the motion to the vote, and it was adopted (en-bloc) to become the Council’s decision on the matter.

Council Decision 004/25

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.

CARRIED UNANIMOUSLY
10 votes “for” / Nil votes “against”

10.3 Financial Management Report for the Period Ending 30 November 2024 (listed as 10.3.4 in the agenda)

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="" type="checkbox"/> Information Purposes <input 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.

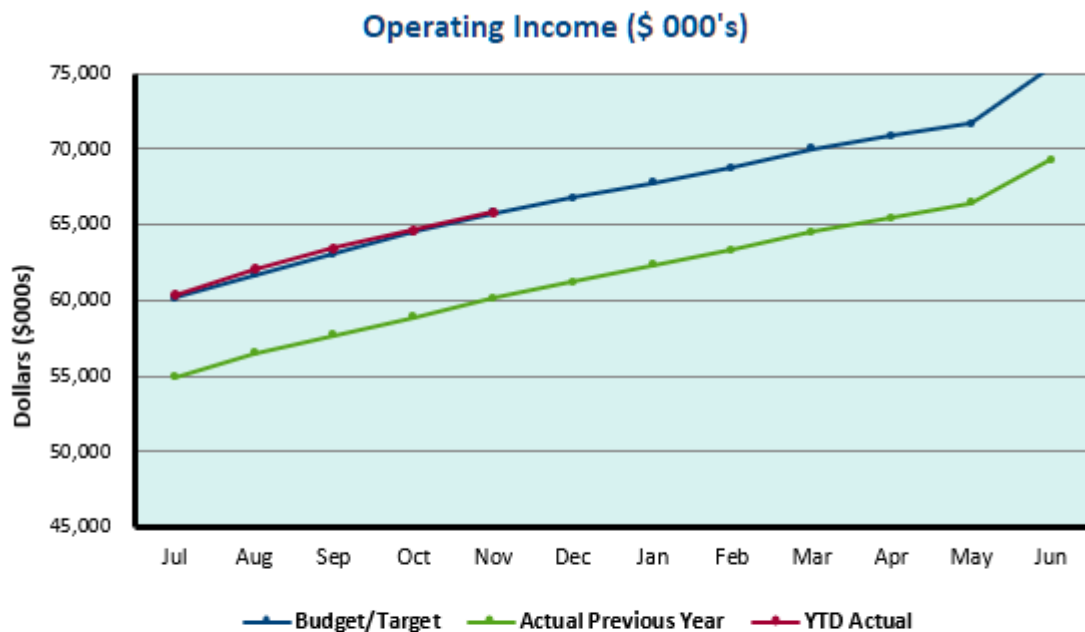
Legislative Compliance

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

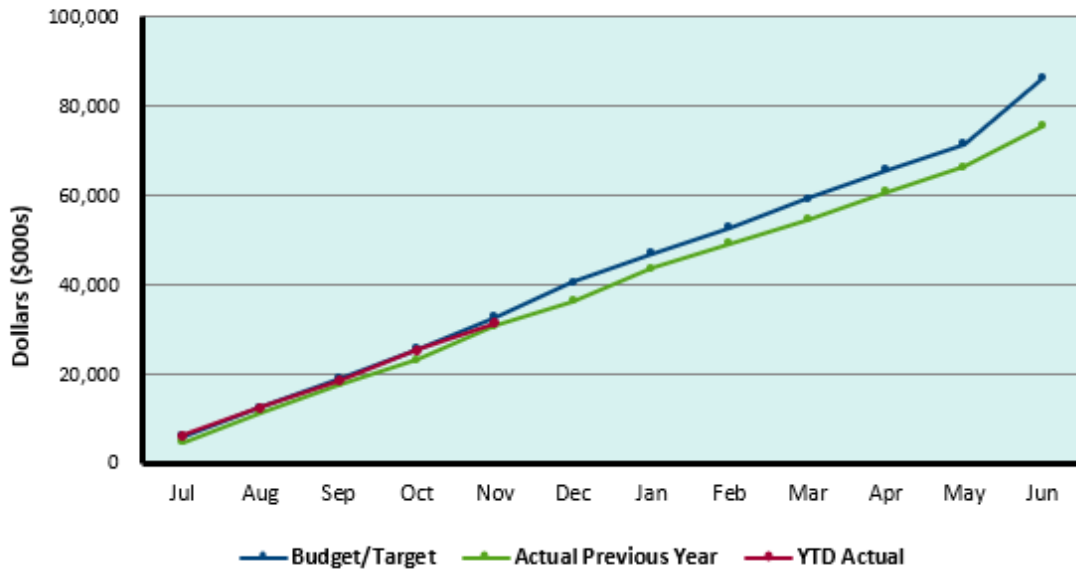
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



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

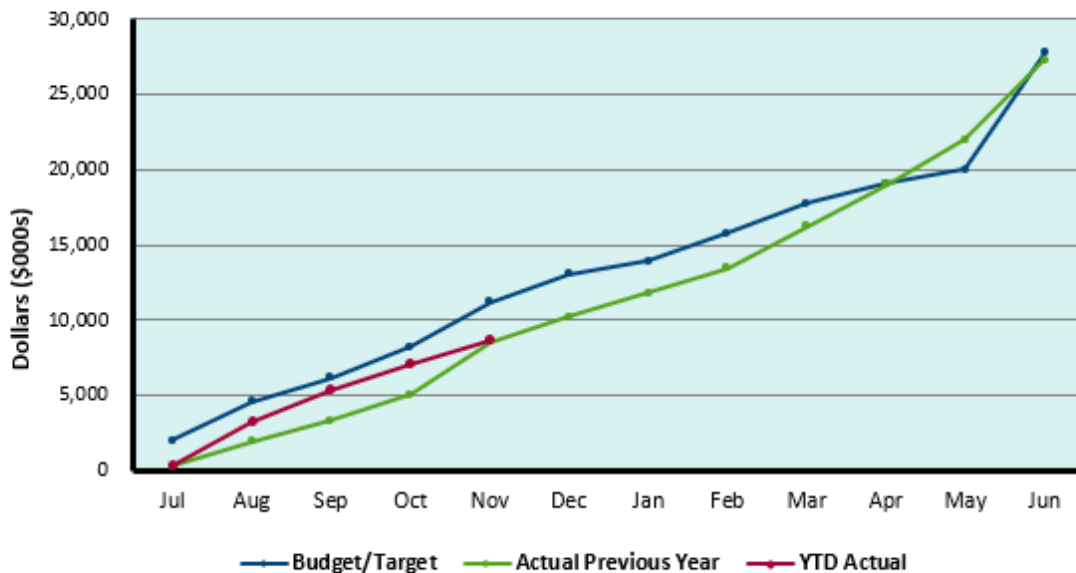
Actual operating income of \$65.86M is \$69K more than the year-to-date budgeted income of \$65.79M.

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	
<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: 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	\$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.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Brown.

The Mayor put the motion to the vote, and it was adopted (en-bloc) to become the Council’s decision on the matter.

Council Decision 005/25

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

CARRIED UNANIMOUSLY
10 votes “for” / Nil votes “against”

10.4 Schedule of Accounts Paid for the period 1 November 2024 to 30 November 2024 (listed as 10.3.5 in the agenda)

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

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Brown.

The Mayor put the motion to the vote, and it was adopted (en-bloc) to become the Council's decision on the matter.

Council Decision 006/25

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

CARRIED UNANIMOUSLY
10 votes "for" / Nil votes

10.5 Schedule of Accounts Paid for the period 1 December 2024 to 31 December 2024 (listed as 10.3.7 in the agenda)

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

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Brown.

The Mayor put the motion to the vote, and it was adopted (en-bloc) to become the Council's decision on the matter.

Council Decision 007/25

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

CARRIED UNANIMOUSLY
10 votes "for" / Nil votes

10.6 2025 City of Bunbury Council and Mayoral Election (listed as 10.3.2 in the agenda)

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.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Steele.

The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 008/25

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.***

CARRIED BY ABSOLUTE MAJORITY
10 votes "for" / Nil votes

10.7 Financial Management Report for the Period Ending 31 December 2024 (listed as 10.3.6 in the agenda)

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="" type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.3.6-A: Statement of Comprehensive Income Appendix 10.3.6-B: Statement of Financial Activity Appendix 10.3.6-C: Statement of Net Current Assets Appendix 10.3.6-D: Statement of Financial Position Appendix 10.3.6-E: Capital Projects Expenditure Summary Appendix 10.3.6-F: Operating Projects Expenditure Summary Appendix 10.3.6-G: Monthly Financial Health 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 10.3.6-A)
 Actual Financial Performance to 31 December 2024 (refer explanations within the report)
 - Actual operating income of \$67.22M is \$641K more than the year-to-date budgeted income of \$66.58M.
 - Actual operating expenditure of \$39.04M is \$1.79M under the year-to-date budgeted expenditure of \$40.83M.
 - Actual operating surplus of \$30.61M is \$2.49M more than the year-to-date budgeted operating surplus of \$28.12M.

2. Statement of Financial Activity (**attached** at Appendix 10.3.6-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 10.3.6-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 \$65.36M includes:		
- Cash and Investments	\$46.58M	\$23.56M
- Rates Receivable	\$17.18M	\$2.21M
- Other Current Assets	\$1.61M	\$6.67M
* Current Liabilities of \$14.14M includes:		
- Trade and Other Payables	\$5.91M	\$10.82M
- Annual Leave and LSL Provisions	\$5.33M	\$5.61M

- | | | |
|--|-----------|-----------|
| * 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.

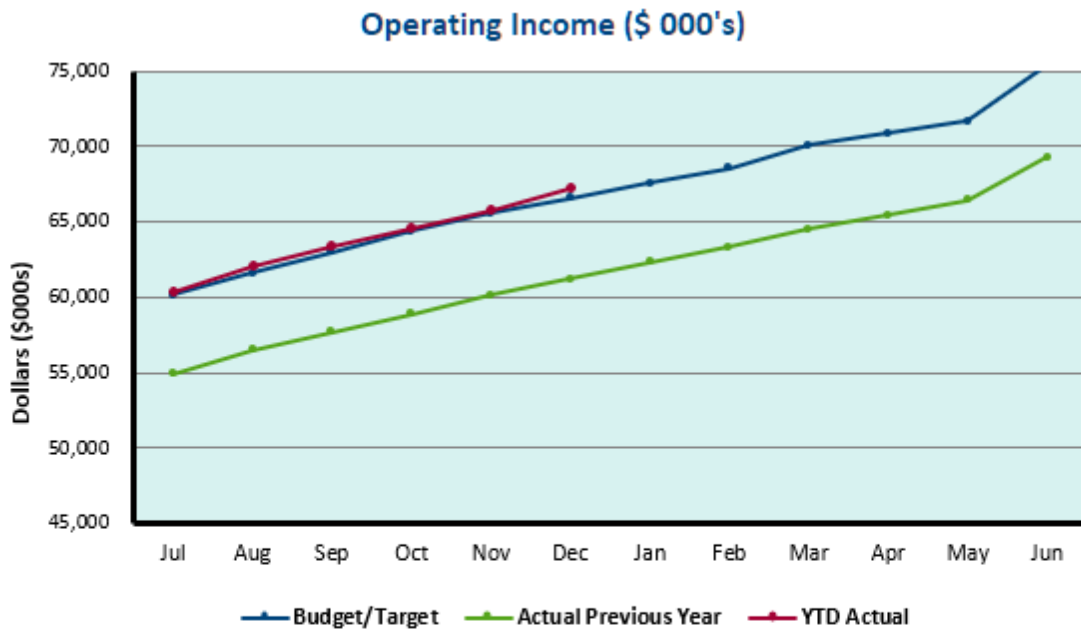
Legislative Compliance

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

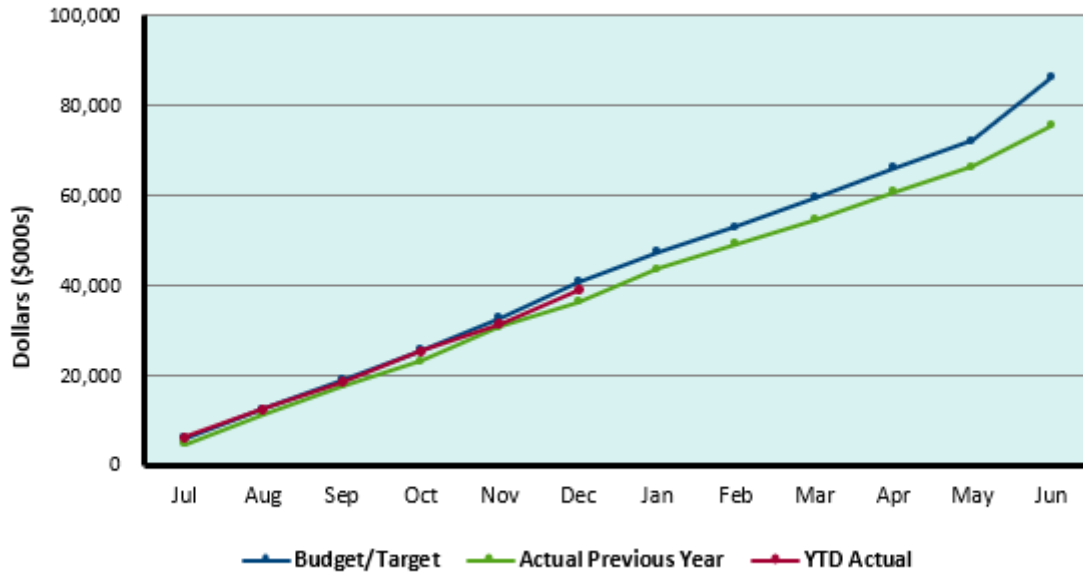
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



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

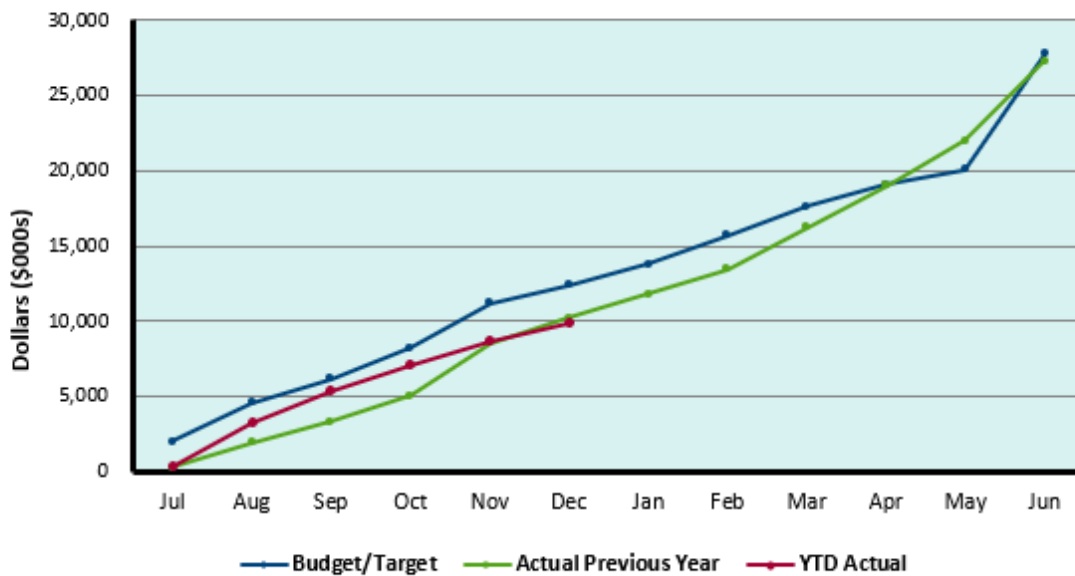
Actual operating income of \$67.22M is \$641K more than the year-to-date budgeted income of \$66.58M

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	
<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: 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	\$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.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Steele and seconded by Cr Kozisek.

The Mayor put the motion to the vote, and it was adopted to become the Council’s decision on the matter.

Council Decision 009/25

The Financial Management Report for the period ending 31 December 2024 be received.

CARRIED UNANIMOUSLY
10 votes “for” / Nil votes “against”

10.8 Local Emergency Management Arrangements 2025-2030 (listed as 10.4.1 in the agenda)

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.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Quain and seconded by Cr Steele.

The Mayor put the motion to the vote, and it was adopted to become the Council’s decision on the matter.

Council Decision 010/25

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

CARRIED BY ABSOLUTE MAJORITY

9 votes “for” / 1 vote “against”

Mayor Miguel and Councillors Andrew, Brown, Kozisek, Quain, Ramesh, Smith, Steele and Turner voted for.

Councillor Ghasseb voted against.

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.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Andrew and seconded by Cr Steele.

The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 011/25

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.

CARRIED UNANIMOUSLY
10 votes "for" / Nil votes "against"

11.2 Cr Steck

Cr Steck requests a leave of absence from all Council-related business for 4 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 Steck is granted a leave of absence from all Council-related business for 4 February 2025 inclusive.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Steele and seconded by Cr Kozisek.

The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 012/25

Pursuant to Section 2.25 of the Local Government Act 1995, Cr Steck is granted a leave of absence from all Council-related business for 4 February 2025 inclusive.

CARRIED UNANIMOUSLY
10 votes "for" / Nil votes "against"

11.3 Cr Steele

Cr Steele requests a leave of absence from all Council-related business from 24 February to 10 March 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 Steele is granted a leave of absence from all Council-related business from 24 February to 10 March 2025 inclusive.

Outcome of Meeting 4 February 2025

The recommendation (as written) was moved by Cr Kozisek and seconded by Cr Ramesh.

The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 013/25

Pursuant to Section 2.25 of the Local Government Act 1995, Cr Steele is granted a leave of absence from all Council-related business from 24 February to 10 March 2025 inclusive.

CARRIED UNANIMOUSLY

10 votes "for" / Nil votes "against"

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

Nil

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

Nil

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

The Mayor declared the meeting closed at 5:36pm.

Confirmed this day, 25 February 2025 to be a true and correct record of proceedings of the City of Bunbury Council Meeting held 4 February 2025



Jaysen de San Miguel
Mayor
