

City of Bunbury Council Notice of Agenda Briefing

The next Agenda Briefing of the City of Bunbury Council will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on Tuesday 18 February 2025 at 5.30pm.

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

ORDER OF BUSINESS

1. Attendance and apologies

Cr Quain is on an approved leave of absence from 10 to 18 February 2025.

2. Announcements by the Chair/Presiding Member
3. Disclosures of Interest
4. Review of items listed under sections 10 - 15 of the Draft Agenda for the Ordinary Council Meeting of 28 February 2025 (***attached***)
 - 4.1 Questions from Elected Members
5. Closure of Agenda Briefing



CITY OF BUNBURY

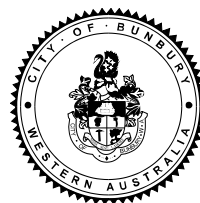
4 Stephen Street
Bunbury WA 6230
Western Australia

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City of Bunbury Council

Notice of Meeting and Agenda 25 February 2025



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

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Bunbury WA 6231

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Acknowledgement of Country

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

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

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

WE ARE OPEN

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

WE ARE BRAVE

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

Nature of Council’s Role in Decision Making

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

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

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

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

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

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

DRAFT
For review at the Council
Briefing Session
18 February 2025

City of Bunbury Council Notice of Meeting

The next Ordinary Meeting of the City of Bunbury Council will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on Tuesday, 25 February 2025 at 5.30pm.



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

Agenda

25 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 Ghaseb
Councillor Parthasarathy Ramesh
Councillor Michelle Steck
Councillor Cheryl Kozisek
Councillor Marina Quain
Councillor Karen Steele
Councillor Karen Turner
Councillor Todd Brown

1. Declaration of Opening / Announcements of Visitors

2. Disclaimer

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

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

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

Copyright

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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

4. Attendance

4.1 Apologies

4.2 Approved Leave of Absence

Cr Steele is on an approved leave of absence from 24 February to 10 March 2025.

DRAFT
For review at the Council
Briefing Session
18 February 2025

5. Declaration of Interest

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

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

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

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

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

DRAFT
For review at the Council
Briefing Session
18 February 2025



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'

Nil

DRAFT
For review at the Council
Briefing Session
18 February 2025

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

7.1 Minutes

7.1.1 Minutes – Ordinary Council Meeting

The minutes of the Ordinary meeting of the City of Bunbury Council held 4 February 2025 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 4 February 2025 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

7.1.2 Minutes – Council Advisory Committees

Applicant/Proponent:	Internal Report		
Author:	Various		
Executive:	Alan Ferris, Chief Executive Officer		
Authority/Discretion:	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Executive/Strategic	<input checked="" type="checkbox"/> Information Purposes	
	<input type="checkbox"/> Legislative		
Attachments:	Appendix 7.1.2-A: PRDC Minutes 29 January 2025		

Summary

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

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

Council Committee Recommendation

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

- Policy Review and Development Committee 29 January 2025



Policy Review and Development Committee

Minutes

29 January 2025

Committee Terms of Reference

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

City of Bunbury
4 Stephen Street
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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

As Cr Quain was an apology for this meeting, Cr Kozisek was chosen by the committee to be the Presiding Member for this meeting.

The Presiding Member declared the meeting open at 10.00am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Cr Karen Steele	City of Bunbury
Cr Ben Andrew (Deputy)	City of Bunbury
Cr Cheryl Kozisek (Presiding Member)	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Ms Odetta Robertson	A/Director Corporate and Community

Support Staff:

Name	Title
Mr Greg Golinski	Manager Governance and Integrated Planning
Mr Liam Murphy	Governance Officer
Ms Barbara Macaulay	Manager Planning and Building
Mr Kelvin Storey	Principal Strategic Planning Officer
Ms Alice Baldock	Team Leader City Planning
Ms Gemma Stewart	Senior Lands Officer

4.1 Apologies

Cr Quain was an apology for the meeting.

Cr Ghasseb was absent from the meeting.

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

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

Cr Andrew declared a financial interest in item *8.1 Proposed Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay* as he is providing management services for an accommodation provider.

6. Confirmation of Minutes

Committee Decision: Moved Cr Steele Seconded Cr Smith

The minutes of the Policy Review and Development Committee Meeting held on 30 October 2024 are confirmed as a true and accurate record.

CARRIED

7. Method of Dealing with Agenda Business

It was agreed that item *8.6 Amendment of Local Planning Policy 3.4 Outbuildings and Minor Structures* would be considered following *8.1 Proposed Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay*. All other items were considered in the order which they appeared on the agenda.

8. Reports

8.1 Proposed Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay

File Ref:	COB/6761
Applicant/Proponent:	Internal
Responsible Officer:	Kelvin Storey, Principal Strategic Planning Officer
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 8.1-A: Draft Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay Appendix 8.1-B: Operational Management Plan template Appendix 8.1-C Scheme Amendment No.14 report (draft)

Summary

The City is required to undertake an amendment to Local Planning Scheme No. 8 in response to legislative changes introduced by the State that primarily deal with the use and development of premises for short-term rental accommodation (STRA). A draft scheme amendment report (Scheme Amendment No.14) has been prepared by officers and is scheduled to be presented for the purpose of initiation and public advertising at an upcoming Ordinary Meeting of Council.

Draft Local Planning Policy 2.2: Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay (LPP2.2) has been prepared in conjunction with the proposed amendment to the local planning scheme and is intended to guide and support subsequent decision-making. Subject to approval, the proposed scheme amendment, which requires consent from the Minister for Planning, and supporting draft local planning policy are intended to be publicly advertised concurrently and then returned to Council for their reconsideration.

Executive Recommendation

Subject to Council resolving to adopt Scheme Amendment No.14 for the purpose of public advertising, the Policy Review and Development Committee recommends that Council resolves in accordance with the provisions of Schedule 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to proceed to:

1. Advertise draft Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay for public comment for a period of not less than 42 days.

2. Recommend in keeping with the draft Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay that Council establish a discretionary cap that is to apply to the number of unhosted STRA approved within a Residential Zone that is situated outside of the designated Core Tourism Area, and propose that this be set at an initial figure (cap) of 110.
3. Following completion of the public comment period, that Council receive a further report detailing the outcomes of the advertising period, including any submissions received, for consideration.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Place
Aspiration: An integrated, vibrant and well planned City
Outcome 7: A community with high quality urban design and housing diversity
Objective 7.1: Promote responsible planning and development

Pillar: Prosperity
Aspiration: A strong and diversified economy
Outcome 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

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

Regional Impact Statement

The proposed local planning policy is expected to have negligible regional impact.

Background

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provides the legislative basis for preparing a local planning policy. The primary aim of this local planning policy is to guide and support the future assessment of ‘unhosted short-term rental accommodation’ (unhosted STRA) which, following changes to State planning legislation, is required to be introduced as a new land use classification by way of an amendment to the local planning scheme. In this regard, Scheme Amendment No.14 has been drafted and that report will be presented to Council shortly to seek its adoption for the purpose of public advertising.

The draft local planning policy is attached as Appendix 8.1-A, and the draft scheme amendment report is attached (for information purposes only) as Appendix 8.1-C.

Council Policy Compliance

Not applicable.

Legislative Compliance

Schedule 2, Clause 4 of the Regulations set out the procedural requirements for preparing a local planning policy. The City is required to advertise the proposed policy in accordance with clause 87 of the Regulations for a minimum of 21 days. In this instance as it is intended to publicly advertise the draft local planning policy concurrently with draft Scheme Amendment No.14, the advertising period will be extended to be a minimum of 42 days, in keeping with the statutory advertising period for 'standard' scheme amendments.

Any submissions received are to be reviewed before resolving to proceed with the policy (with or without modification) or not to proceed with the policy. Notwithstanding, the adoption of the policy will be held in abeyance until such time the scheme amendment has been finalised noting that changes to the scheme amendment prior to its Gazettal may result in consequential modifications being necessary to the policy document.

The recommendation of the Policy Review and Development Committee (PRDC) will be included in the agenda item presented to Council for determination.

Officer Comments

To remain consistent with recent changes in State planning legislation that includes the introduction of new deemed land use classes, the City is required to undertake corresponding modifications to its local planning scheme. The City's amendment as drafted necessarily captures the new land use classification of 'Unhosted Short-Term Rental Accommodation' to which the following meaning(s) apply within the Regulations:

short-term rental accommodation

- (a) means a dwelling provided, on a commercial basis, for occupation under a short term rental arrangement; but
- (b) does not include a dwelling that is, or is part of, any of the following —
 - (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);
 - (ii) a caravan park;
 - (iii) a lodging house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);
 - (iv) a park home park;
 - (v) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);
 - (vi) workforce accommodation;

short-term rental arrangement means an arrangement under which –

- (a) a dwelling, or part of a dwelling, is provided for occupation by a person; and
- (b) the person occupies the dwelling, or part of the dwelling, for a period or periods not exceeding a total of 3 months in any 12-month period.

unhosted short term accommodation means short-term rental accommodation that –

- (a) is not hosted short-term accommodation; and

- (b) accommodates a maximum of 12 people per night.

Advice provided within the WAPC Position Statement: Planning for Tourism and Short-term Rental Accommodation (November 2023) guides the introduction of unhosted STRA by local government. This encourages the adoption of a local planning policy to support discretionary decision making and identifies consideration be given to:

- locational factors which may assist in determining appropriate locations for unhosted forms of STRA within residential areas, and
- impact on local housing market, where this has been identified as an issue in the local planning strategy.

The City's local planning policy has been specifically tailored to meet the perceived need as relevant to the City of Bunbury and is consistent with strategic direction provided by the City's Local Planning Strategy 2018. Key elements of the proposed policy (in guiding discretionary decision making) extend to:

Location:

Acknowledging and broadly prioritising the recognised Core Tourism Area (CTA) as the being the most suitable and supportive location for unhosted STRA.

Residential amenity:

Standards are employed to ensure that development of unhosted STRA respects the character and amenity of the locality, and that its use and management reasonably meets the expectations of guests and neighbouring residents. These include adherence to an Operational Management Plan (OMP), occupancy controls and on-site considerations (such as bin storage location and screening). The OMP template is attached as Appendix 8.1-B.

Housing supply:

Incorporates measures (a discretionary cap) that provides the ability to limit undesirable outcomes should the roll-out unhosted STRA be seen to negatively impact the local long term rental housing market.

Acknowledging the extremely low long term vacancy rental rate that Bunbury has endured over the course of the last year, the discretionary cap referred to above is intended to apply to areas of Residential Zone located outside the CTA. The discretionary cap will act as a safety-net that is able to be adjusted (up or down) having regard to housing demand and supply conditions at a given time. Information included within Appendix 3 of the draft local planning policy (and the Scheme Amendment No. 14 Report) provides further background rationale for adopting a cap.

Unhosted STRA in locations subject to the cap would be granted development approval on a time limited basis. Renewal (without incurring a fee) then ensures only operating premises will be counted and that the cap does not become unnecessarily clogged with premises no longer offering such accommodation.

Desktop analysis conducted by the City (accessing information held on short stay booking platforms conducted during July 2024) identified a total of approximately 94 unhosted STRA operating within the City of Bunbury, of which 29 were located outside the CTA.

Further information gathered from registration data available from State Department of Energy Mines Industry Regulation and Safety (DEMIRS) indicates 59 properties currently

registered as unhosted STRA, of which 37 are located within the CTA, 2 are located within a Tourism zone, and a 20 located within a Residential zone that lies outside the CTA.

In setting a figure to represent the discretionary cap, an initial ceiling of 110 (representing approximately 1% of all private dwellings within the area subject to the cap) comfortably captures those identified as currently operating/registered, while also providing for a generous increase in number over time. Council will set the figure for the cap by way of a Resolution, and will have the ability to apply discretion on individual applications should the threshold of the cap be reached. Council will also have opportunity to adjust the figure used for the cap (up or down) if desired.

In this regard the City will be further informed by outcomes from detailed research and investigation to be undertaken on behalf of the City by Edith Cowan University during the first half of 2025. Undertaking an analysis of local housing need and supply is consistent with advice from the WAPC and moreover offers the City the opportunity to adopt and continue to operate a tailor made strategic approach relevant to the City of Bunbury.

“If land and housing supply pressures are evident or predicted in a local government area, the tourism component of the local planning strategy should be informed by an accommodation demand/supply study and analysis that forecasts future tourism growth, including likely demand for tourist and short term-rental accommodation and long-term (permanent and rental) housing supply. The detail of the accommodation demand/supply analysis should reflect the extent and importance of local tourism and land use/land supply pressures in the locality.”
(extract from WAPC Planning for Tourism and Short-term Rental Accommodation Guidelines 2023)

It is proposed that if the local planning policy is adopted, it is reviewed after a period of 12 months in the light of experience and findings during the first year of operation so that its provisions (and discretionary cap) can be reconsidered. At this point the local planning policy will be returned to PRDC and Council.

LPP 2.2 is also intended to supersede existing local planning policies that have previously offered guidance for short term rental accommodation uses. It is expected that the following will be revoked upon the Gazettal of the scheme amendment and subsequent adoption of the new policy:

- LPP 2.4: Bed & Breakfast Accommodation
- LPP 2.8: Unrestricted Residential Accommodation
- LPP 2.9: Unrestricted Residential Occupation

Analysis of Financial and Budget Implications

No financial or budget implications.

Community Consultation

Should Council resolve to proceed with advertising the draft policy, public advertising will be undertaken concurrently with the scheme amendment proposal for a period of not less than 42 days.

Relevant stakeholders (including government bodies, service/utility providers and agencies representing short-term rental accommodation operators) will be advised of the proposals and invited to comment.

Councillor/Officer Consultation

The draft policy has been the subject of collaboration and development involving representatives from the City's Planning, Building Services and Environmental Health teams.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The recommendation of the Policy Review and Development Committee will be included in the agenda item presented to Council.

Pending Council endorsement, the draft local planning policy will be advertised in conjunction with the proposed Scheme Amendment No. 14 and accordance with the Regulations. Submissions on each of the proposals will be returned to Council for further consideration prior to adoption and prior to recommendation of the scheme amendment to the Minister for Planning.

Outcome of Meeting 29 January 2025

Cr Andrew left the meeting at 10:00am as he declared a financial interest in this item.

The Principal Strategic Planning Officer provided an overview of the policy.

Cr Smith moved, and Cr Steele seconded the executive recommendation. The Presiding Member put the motion to the vote, and it was carried unanimously.

Subject to Council resolving to adopt Scheme Amendment No.14 for the purpose of public advertising, the Policy Review and Development Committee recommends that Council resolves in accordance with the provisions of Schedule 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 to proceed to:

- 1. Advertise draft Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay for public comment for a period of not less than 42 days.***
- 2. Recommend in keeping with the draft Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay that Council establish a discretionary cap that is to apply to the number of unhosted STRA approved within a Residential Zone that is situated outside of the designated Core Tourism Area, and propose that this be set at an initial figure (cap) of 110.***
- 3. Following completion of the public comment period, that Council receive a further report detailing the outcomes of the advertising period, including any submissions received, for consideration.***

Cr Andrew rejoined the meeting at 10:17am.

8.2 Amendment of Local Planning Policy 3.4 Outbuildings and Minor Structures (listed as 8.6 in the agenda)

File Ref:	COB/4290
Applicant/Proponent:	Internal
Responsible Officer:	Alice Baldock, Team Leader City Planning
Responsible Manager:	Barbara Macaulay, Manager Planning & Building
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.6-A - Local Planning Policy No. 3.4 Outbuildings and Minor Structures

Summary

The City’s Planning Department continues its staged review of the City’s Local Planning Policies (LPPs). The objective of the review process is to provide for a more streamlined and navigable planning framework, eliminating inconsistency of development standards and improving planning outcomes and decision-making.

The State government released the 2024 Residential Design Codes Volume 1 (R-Codes) in April 2024 which contained a series of amendments to the former State Planning Policy 7.3 Residential Design Codes 2021. The revised R-Codes has resulted in some inconsistencies with the City’s Local Planning Policy 3.4 Outbuildings and Minor Structures. As such the policy is being amended to reflect consistency for with the revised R-Codes.

The amendments are considered minor in nature and therefore are not considered to require advertising pursuant to Schedule 2, Part 3, Clause 5(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Executive Recommendation

That the Policy Review and Development Committee recommends that Council resolves to:

1. In accordance with the *Planning and Development Act 2005* (as amended), amend Local Planning Policy 3.4 Outbuildings and Minor Structures (as contained in Appendix 8.6-A) in accordance with Part 2, Schedule 2, Clause 5(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Publish a notice of the amendment in a newspaper circulating in the Scheme area.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned City
Outcome 7	A community with high-quality urban design and housing diversity
Objective 7.1	Promote responsible planning and development

Regional Impact Statement

The Local Planning Policy review will not have any regional impact.

Background

The City's Local Planning Policy 3.4 - Outbuildings and Minor Structures (LPP3.4) was adopted in December 2021, as part of the review of the Local Planning Policy framework. The policy provides a clear framework for the assessment of outbuildings, carports and patios, varying the deemed-to-comply provisions of the Residential Design Codes Volume 1 (R-Codes).

The State government released the 2024 R-Codes in April 2024 which contained a series of amendments to the former State Planning Policy 7.3 Residential Design Codes 2021. The key change to the revised R-Codes is that it is now split into two different parts (Part B and Part C), which provide different development standards based on the type of development and density coding of the lot.

The review of LPP3.4 aligns to the State Government's Planning Reform priorities for reduction of red tape, simplification and streamlining of planning processes, and improved navigability of the planning framework.

Council Policy Compliance

Not applicable.

Legislative Compliance

Part 2, Schedule 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) sets out the procedural requirements for amending a Local Planning Policy.

Officer Comments

LPP3.4 modifies deemed-to-comply requirements of the R-Codes in respect of building height, lot boundary setbacks and size of outbuildings, patios and carports. The proposed amendments to the policy are considered minor, including updated provisions, clause references and exemptions aligning with the updated R-Codes which came into effect in April 2024.

The differing development standards across Part B and Part C of the R-Codes (particularly relating to outbuildings, patios and carports) and clause references have resulted in some inconsistencies with the City's LPP3.4. As such the policy is being amended to reflect consistency for with the revised R-Codes. The key changes are summarised below:

- Updating of terms referenced in policy to be consistent with R-Codes changes.
- Simplification of clause references in Table 1a and Table 1b.
- Amendment of Table 2, specifically increasing the maximum wall height and floor area of outbuildings for lots less than 500m², to be consistent with the R-Codes Part C requirements (maximum wall height of 3m and floor area of 60m²).

- Addition of relevant R-Codes assessment clauses when considering variations under the policy.
- Updated definitions to reflect consistency with the R-Codes.

A full copy of the tracked changes to the policy can be found in Appendix 8.6-A.

Analysis of Financial and Budget Implications

No financial or budget implications.

Community Consultation

Pursuant to Schedule 2, Part 3, Clause 5(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local government may make an amendment to a local planning policy without advertising if the amendment is considered minor. Given the administrative nature of the amendment, it was considered minor and therefore was not advertised.

A notice of the amendment will be published in a newspaper circulating the Scheme area.

Councillor/Officer Consultation

The amendment of the Policy has been referred to the City of Bunbury's City Planning and Building team for professional advice prior to the finalisation of this report.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The recommendation of the Policy Review and Development Committee will be included in the agenda item presented to Council.

Where Council determines to adopt a local planning policy, a notice will be published, and a copy of the policy made available in accordance with clause 89 of the Regulations. A policy has effect on publication of the notice.

Outcome of Meeting 29 January 2025

The Team Leader City planning provided an overview of the amendments to the Policy.

Cr Steele moved, and Cr Andrew seconded the executive recommendation. The Presiding Member put the motion to the vote, and it was carried unanimously.

That the Policy Review and Development Committee recommends that Council resolves to:

- 1. In accordance with the Planning and Development Act 2005 (as amended), amend Local Planning Policy 3.4 Outbuildings and Minor Structures (as***

contained in Appendix 8.6-A) in accordance with Part 2, Schedule 2, Clause 5(2) of the Planning and Development (Local Planning Schemes) Regulations 2015.

- 2. *Publish a notice of the amendment in a newspaper circulating in the Scheme area.***

8.3 Review of Council Policy: Commercial Leases and Licenses (listed as 8.2 in the agenda)

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Gemma Stewart, Senior Lands Officer
Responsible Manager:	Felicity Anderson, Manager Economic Development
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information <input type="checkbox"/> Legislative Purposes
Attachments:	Appendix 8.2-A: Council Policy: Commercial Leases and Licences

Summary

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

This item was deferred at the PRDC meeting held 30 October 2024 and is now presented for consideration.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Commercial Leases and Licenses attached at appendix 8.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

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

Background

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

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

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

The Commercial Leases and Licenses Council Policy was presented to the PRDC meeting held 30 October where the committee resolved to defer the review of the policy until this meeting. The reason that the policy was deferred was for officers to consider if it was possible to include additional clauses within the to ensure that City leases remain current, all lessees have current insurance, and that all City properties receive property inspections.

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

A report detailing the outcomes of the Lease Management Internal Audit was presented to and noted by Council at the Ordinary Council meeting held 26 November 2024 (Council Decision 249/24). It was noted within this report that as part of the 2025/26 Services Facilities Plan process, additional FTE resources will be investigated to facilitate property inspections.

Analysis of Financial and Budget Implications

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

Community Consultation

Nil

Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

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

Outcome of Meeting 29 January 2025

Cr Steele moved, and Cr Andrew seconded the executive recommendation. The Presiding Member put the motion to the vote, and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Commercial Leases and Licenses attached at appendix 8.2-A.

8.4 Review of Council Policy: Elected Member Entitlements (listed as 8.3 in the agenda)

File Ref:	COB/6306
Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance & Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.3-A: Revised Council Policy Elected Member Entitlements

Summary

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

Executive Recommendation

That the Policy Review and Development Committee recommend that Council:

1. Adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 8.3-A.
2. Agree that the provision of ICT hardware as per clause 2.1 of the policy will take effect from 1 July 2025.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Regional Impact Statement

This policy only applies within the City of Bunbury.

Background

The policy was last reviewed in December 2022. At the Policy Review and Development Committee (PRDC) meeting held on 30 October 2024, the policy was deferred for further refinement to be presented back to the PRDC on 29 January 2025.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Local Government Act 1995

Western Australia Salaries and Allowances Act 1975

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

Officer Comments

Following general discussion in relation to this matter at previous meetings of the Policy Review and Development Committee, as well as at Council, and strategic workshops, Officers have made proposed updates to the policy reflecting the sentiment of these discussions (see tracked changes at Appendix 8.3-A).

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

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

Outcome of Meeting 29 January 2025

Cr Kozisek moved, and Cr Smith seconded the executive recommendation.

During discussion an amendment to the policy was suggested to a sentence under section 2.1 of the policy as follows:

*...the City will provide each Elected Member appropriate IT hardware (laptop, tablet, or similar) for the duration of their elected term, **unless requested otherwise.***

The Presiding Member put the motion to the vote, and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council:

- 1. Adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 8.3-A.***
- 2. Agree that the provision of ICT hardware as per clause 2.1 of the policy will take effect from 1 July 2025.***

8.5 Review of Council Policy: Elected Member Requests (listed as 8.4 in the agenda)

File Ref:	COB/306
Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance & Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 8.4-A: Council Policy Elected Member Requests

Summary

The purpose of this report is for the Policy Review and Development Committee to review existing Council Policy Elected Member Requests.

A copy of the current policy is contained at Appendix 8.4-A

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Elected Member Requests, with no changes recommended.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

This Policy applies only to the City of Bunbury.

Background

The purpose of the Elected Member Requests Policy is to ensure that the City has a streamlined process in which it responds to requests made by elected members in a timely and professional manner.

The existing policy was last reviewed in October 2022 and is now due for review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Not applicable.

Officer Comments

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

As part of the Local Government Reforms, it is anticipated that regulations will outline a communication agreement required between Council Members and the CEO, which may have impacts on this policy. The Policy will be presented to the committee for review should any changes be required as a result of the reforms.

Analysis of Financial and Budget Implications

Nil as there are no changes proposed to the policy.

Community Consultation

Nil

Elected Member/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.

Outcome of Meeting 29 January 2025

Cr Andrew, moved, and Cr Smith seconded the executive recommendation.

During discussion, Cr Andrew suggested a second point to the recommendation, which formed part of the substantive motions as follows:

2. *Request the CEO hold a strategic workshop in relation to this topic, within the next three months.*

The Presiding Member put the motion to the vote, and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council:

- 1. That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy Elected Member Requests, with no changes recommended.***
- 2. Request the CEO hold a strategic workshop in relation to this topic, within the next three months.***

8.6 Review of Council Policy: Temporary Appointment of CEO (listed as 8.5 in the agenda)

File Ref:	COB/5458
Applicant/Proponent:	Internal
Responsible Officer:	Greg Golinski, Manager Governance & Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Strategy and Organisational 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 8.5-A: Temporary Appointment of CEO Policy

Summary

This report is presented to the Policy Review and Development Committee to facilitate a review of Council’s existing policy regarding the temporary appointment of a Chief Executive Officer for the City of Bunbury (Acting CEO).

A copy of the current policy is **attached** at Appendix 8.5-A

Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of Council Policy Temporary Appointment of CEO, with no changes recommended.

Voting Requirement: Absolute Majority

Strategic Relevance

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

Regional Impact Statement

This Policy applies only to the City of Bunbury

Background

Section 5.36 of the *Local Government Act 1995* (the Act) requires a local government to employ a CEO and such other persons as the Council believes are necessary to enable the functions of the local government and the functions of the Council to be performed.

Section 5.39 (1a) of the Act states that an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting.

The introduced section of 5.39C of the Act requires that a local government must prepare and adopt by an absolute majority a policy that sets out the process to be followed by the local government in relation to the employment of a person in the position of CEO for a term not exceeding 1 year.

This policy was last reviewed by Council in March 2023 and is presented to the Policy Review and Development Committee for its biennial review.

Council Policy Compliance

This report facilitates a review of existing Council Policy: Temporary Appointment of CEO.

Legislative Compliance

Sections 5.36, 5.39 and 5.39C of the *Local Government Act 1995* apply.

Officer Comments

Officers have reviewed the existing policy in the context of the relevant legislation and suggest that the policy remains appropriate in its current form.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

This report is presented to the Policy Review and Development Committee for consideration and recommendation to Council.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Once adopted by Council, any amendments to the Policy become effective immediately.

Outcome of Meeting 29 January 2025

Cr Andrew moved, and Cr Kozisek seconded the executive recommendation. The Presiding Member put the motion to the vote, and it was carried unanimously.

That the Policy Review and Development Committee recommend that Council note the review of Council Policy Temporary Appointment of CEO, with no changes recommended.

9. Questions from Members

9.1 Response to Previous Questions from Members taken on Notice

At the Policy Review and Development Committee Meeting held on 30 October 2024, Cr Quain asked the following questions which were taken on notice and are now presented below with a response.

Question 1

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

Response

The City of Bunbury Health local laws 2001 states that soap or other hand cleaning substances and hand drying facilities are not required in unattended public toilets.

These local laws are due to be reviewed in 2025/26 and community and stakeholder engagement will occur as part of this process.

Question 2

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

Response

There is no Council Policy which relates to the provision of hot water in public ablutions as this is an operational matter. The provision of hot water is considered on a case-by-case basis as facilities are constructed or upgraded.

9.2 Questions from Members

Nil

11. Date of Next Meeting

The next PRDC meeting is scheduled for Wednesday, 26 March 2025.

10. Urgent Business

Nil

12. Close of Meeting

The Presiding Member closed the meeting at 10:40am.

Confirmed on 26 March 2025 as a true and accurate record of proceedings of the Policy Review and Development Committee meeting held on 29 January 2025.

**Cr Marina Quain
Presiding Member**

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

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

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

8.2 Presentations

8.3 Deputations

8.4 Council Delegates' Reports

8.5 Conference Delegates' Reports

9. Method of Dealing with Agenda Business

DRAFT
For review at the Council
Briefing Session
18 February 2025

10. Reports

10.1 Recommendations from Advisory Committees

10.1.1 Amendment of Local Planning Policy 3.4 Outbuildings and Minor Structures

File Ref:	COB/4290		
Applicant/Proponent:	Policy Review and Development Committee		
Responsible Officer:	Alice Baldock, Team Leader City Planning		
Responsible Manager:	Barbara Macaulay, Manager Planning & Building		
Executive:	Andrew McRobert, Director Sustainable Development		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	
	<input type="checkbox"/> Legislative		
Attachments:	Appendix 10.1.1-A - Local Planning Policy No. 3.4 Outbuildings and Minor Structures		

Summary

The City’s Planning Department continues its staged review of the City’s Local Planning Policies (LPPs). The objective of the review process is to provide for a more streamlined and navigable planning framework, eliminating inconsistency of development standards and improving planning outcomes and decision-making.

The State government released the 2024 Residential Design Codes Volume 1 (R-Codes) in April 2024 which contained a series of amendments to the former State Planning Policy 7.3 Residential Design Codes 2021. The revised R-Codes has resulted in some inconsistencies with the City’s Local Planning Policy 3.4 Outbuildings and Minor Structures. As such the policy is being amended to reflect consistency for with the revised R-Codes.

The amendments are considered minor in nature and therefore are not considered to require advertising pursuant to Schedule 2, Part 3, Clause 5(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Committee & Executive Recommendation

That Council resolves to:

1. In accordance with the *Planning and Development Act 2005* (as amended), amend Local Planning Policy 3.4 Outbuildings and Minor Structures (as contained in Appendix 10.1.1-A) in accordance with Part 2, Schedule 2, Clause 5(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Publish a notice of the amendment in a newspaper circulating in the Scheme area.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned City
Outcome 7	A community with high-quality urban design and housing diversity
Objective 7.1	Promote responsible planning and development

Regional Impact Statement

The Local Planning Policy review will not have any regional impact.

Background

The City's Local Planning Policy 3.4 - Outbuildings and Minor Structures (LPP3.4) was adopted in December 2021, as part of the review of the Local Planning Policy framework. The policy provides a clear framework for the assessment of outbuildings, carports and patios, varying the deemed-to-comply provisions of the Residential Design Codes Volume 1 (R-Codes).

The State government released the 2024 R-Codes in April 2024 which contained a series of amendments to the former State Planning Policy 7.3 Residential Design Codes 2021. The key change to the revised R-Codes is that it is now split into two different parts (Part B and Part C), which provide different development standards based on the type of development and density coding of the lot.

The review of LPP3.4 aligns to the State Government's Planning Reform priorities for reduction of red tape, simplification and streamlining of planning processes, and improved navigability of the planning framework.

Council Policy Compliance

Not applicable.

Legislative Compliance

Part 2, Schedule 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) sets out the procedural requirements for amending a Local Planning Policy.

Officer Comments

LPP3.4 modifies deemed-to-comply requirements of the R-Codes in respect of building height, lot boundary setbacks and size of outbuildings, patios and carports. The proposed amendments to the policy are considered minor, including updated provisions, clause references and exemptions aligning with the updated R-Codes which came into effect in April 2024.

The differing development standards across Part B and Part C of the R-Codes (particularly relating to outbuildings, patios and carports) and clause references have resulted in some inconsistencies with the City's LPP3.4. As such the policy is being amended to reflect consistency for with the revised R-Codes. The key changes are summarised below:

- Updating of terms referenced in policy to be consistent with R-Codes changes.
- Simplification of clause references in Table 1a and Table 1b.
- Amendment of Table 2, specifically increasing the maximum wall height and floor area of outbuildings for lots less than 500m², to be consistent with the R-Codes Part C requirements (maximum wall height of 3m and floor area of 60m²).
- Addition of relevant R-Codes assessment clauses when considering variations under the policy.
- Updated definitions to reflect consistency with the R-Codes.

A full copy of the tracked changes to the policy can be found in Appendix 10.1.1-A.

Analysis of Financial and Budget Implications

No financial or budget implications.

Community Consultation

Pursuant to Schedule 2, Part 3, Clause 5(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local government may make an amendment to a local planning policy without advertising if the amendment is considered minor. Given the administrative nature of the amendment, it was considered minor and therefore was not advertised.

A notice of the amendment will be published in a newspaper circulating the Scheme area.

Councillor/Officer Consultation

The amendment of the Policy has been referred to the City of Bunbury's City Planning and Building team for professional advice prior to the finalisation of this report.

Applicant Consultation

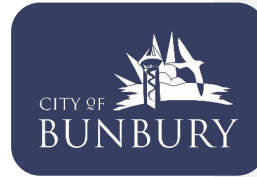
Not applicable.

Timeline: Council Decision Implementation

Where Council determines to adopt a local planning policy, a notice will be published, and a copy of the policy made available in accordance with clause 89 of the Regulations. A policy has effect on publication of the notice.

For review at the Council
Briefing Session
18 February 2025

Local Planning Policy 3.4 Outbuildings and Minor Structures



1.0 Citation

This Local Planning Policy is prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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2.0 Introduction

This policy provides guidance and development standards in relation to outbuildings and minor structures (carport/patio) on matters of design, scale, and amenity. The provisions of this policy vary the deemed-to-comply requirements of [State Planning Policy 7.3](#) – the Residential Design Codes Volume 1 (R-Codes) in relation to building height, size and setbacks for outbuildings and other minor structures.

3.0 Objectives

- a. To provide a consistent approach to the planning assessment of development applications for outbuildings and minor structures.
- b. To set out the desired built form, including siting, design and appearance of outbuildings and minor structures.
- c. To ensure outbuildings and minor structures do not detract from the streetscape or amenity of neighbouring properties.
- d. To ensure outbuildings and minor structures are commensurate in scale, bulk, and height to dwelling and lot size, and meet community expectations regarding building appearance and use.

4.0 Applications subject of this Policy

- 4.1 This policy applies to all outbuildings and minor structures where the R-Codes apply.
- 4.2 Where a proposal relates to a heritage-protected place, the standards and requirements of the City's local planning policies relevant to heritage conservation shall prevail over any inconsistency.

5.0 Exemptions from Development Approval

- 5.1 Except for properties located in a heritage-protected place, a development that complies with the deemed-to-comply requirements of the R-Codes, as modified by this policy, does not require development approval.

6.0 Policy Provisions

Minor Structures (Carports/Patios)

6.1 Minor structures that are compliant with Table 1a or Table 1b below do not require development approval. Any variations are to be considered under Section 7 of this Policy.

Table 1a: Development Standards for Minor Structure (Carport)

Column A	Column B
Maximum Height	Development Standards
1. Maximum wall/pole height of 3.0m. 2. Maximum roof height of 4.2m.	<p>a. primary street and secondary street setbacks comply R-Codes.</p> <p>b. comply with the open space <u>and site cover</u> requirements of <u>Table 1</u> of the R-Codes.</p> <p>c. lot boundary setbacks may be reduced to nil to the posts where the carport is:</p> <ul style="list-style-type: none"> (i) not more than 10m in length and 3m in height (<u>pole/wall</u>) (ii) located behind the <u>primary</u> street setback, and (iii) eaves, gutters and roofs setback at least 450mm from the lot boundary <p>Notes: ¹ As per <u>Part B clause 5.2.1</u> and <u>Part C 3.3 C3.3.5/3.6 C3.6.6</u> of the R-Codes, the <u>primary street</u> setback of carports may be reduced by up to 50% <u>of the primary street setback</u> where the width of the carport is no more than 60% of the frontage, the roof pitch, colours and materials are compatible with the dwelling, <u>the carport is setback 1.0m from the side lot boundary, and the structure provides an unobstructed view to the dwelling.</u></p>

Table 1b: Development Standards for Minor Structure (Patio)

Column A	Column B
Maximum Height	Development Standards
1. Maximum wall/pole height of 3.0m. 2. Maximum roof height of 4.2m	<p>a. primary and secondary street setbacks comply with <u>3.3 C3.3.1 and 3.3 C3.3.2</u> clause 5.1.2 and 5.1.3 of the R-Codes.</p> <p>b. comply with the open space <u>and site cover</u> requirements of <u>Table 1</u> of the R-Codes.</p> <p>c. At least two thirds of the required outdoor living area <u>or primary garden area</u> without permanent roof cover.</p> <p>d. lot boundary setback may be reduced to nil to the posts where the patio is:</p> <ul style="list-style-type: none"> (i) not more than 10m in length and 3m in height (<u>pole/wall</u>) (ii) located behind the <u>primary</u> street setback, and (iii) eaves, gutters and roofs setback at least 450mm from the lot boundary

Outbuildings

6.2 Outbuildings that are compliant with Table 2: Maximum Height and Area of Outbuildings, do not require development approval. Any variations are to be considered under Section 7 of this

Local Planning Policy: Outbuildings and Minor Structures

Policy.

Table 2: Maximum Height and Area of Outbuildings

Column A	Column B	Column C	Column D	Column E
Lot Size	Maximum Wall Height (m)	Max Ridge Height (m)	Maximum Collective Area of Outbuildings (m ²)	Development Standards
< 300m ²	3.0-7	4.2	6035	Outbuildings
301m ² – 400m ²	3.0-7	4.2	6045	a. are not attached to a dwelling. b. are non-habitable.
401m ² – 500m ²	3.0	4.2	6055	c. are not located within the primary or secondary street setback area.
501m ² – 600m ²	3.0	4.2	65	d. do not reduce the amount of <u>site cover, open space, primary garden area, soft landscaping, minimum tree</u> or outdoor living area required in the site cover or primary garden area 3.1 C3.1.1 and 1.1 C1.1.1 under the R-Codes <u>Table 1</u> of the R-Codes.
601m ² – 700m ²	3.0	4.5	70	e. Lot boundary setbacks in accordance with <u>Table 2a</u> of the R-Codes.
701m ² – 800m ²	3.0	4.5	75	e.f. <u>Notwithstanding Column B, where an outbuilding is designed to be compatible with the colour and materials of the dwelling on the same site, the wall height may be increased to 3.5m.</u>
> 801m ²	3.0	4.5	80	

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Note: Building and Environmental Health Advice

A Building Permit may be required prior to the construction of an outbuilding or minor structure. Applicants are advised to contact the City of Bunbury’s Building Department to discuss the requirements of the Building Code of Australia (BCA).

Buildings are to be setback from onsite wastewater management systems in accordance with Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.

Restriction of Use

6.3 The erection of a minor structure or outbuilding on vacant land in residential areas is not permitted.

6.4 Outbuildings and minor structures shall be used for purposes incidental to the use of the dwelling for residential purposes.

7.0 Variations of Development Requirements

7.1 In exercising any discretion, the Local Government is to ensure that the variation meets the objectives of the Local Planning Policy and the relevant Design Principles of the following R-Codes clauses:

- a. ~~Clause 5.1.2~~ Street setback
- b. ~~Clause 5.1.3~~ Lot boundary setback
- c. ~~Clause 5.1.4~~ Open space/site cover
- d. ~~Clause 5.2.1~~ Setback of garages and carports
- e. ~~Clause 5.3.1~~ Outdoor living areas/private open space
- f. Solar access and natural ventilation
- ~~e.g.~~ Solar access for adjoining sites
- h. ~~Clause 5.4.3~~ Outbuildings

7.2 Where advertising is required to be undertaken or is deemed to be required due to impacts on residential amenity and streetscape, advertising will be undertaken in accordance with Part 4 of the R-Codes.

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8 Meaning of Terms

Attached to the dwelling	Means a building that is designed to be integrated with the existing dwelling. Compliance with the definition will be at the discretion of the City having regard to the extent of any physical attachment, functional relationship, and design. Design is to be complementary and compatible to the existing dwelling (i.e., similar roof pitch, and colours and materials to match existing dwelling).
Minor Structure	<p>Carport</p> <p>As defined by the R-Codes. A roofed structure designed to accommodate one or more motor vehicles unenclosed except for the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable</p> <p>Patio</p> <p>As defined by the R-Codes. An unenclosed structure covered in water impermeable material which may or may not be attached to the dwelling.</p>
Heritage Place	Means a place that is on the heritage list or located in a heritage area.
R-Codes	State Planning Policy 7.3 Residential Design Codes Volume 1.
Outbuilding	As defined by the R-Codes: An enclosed non-habitable structure that is detached from any dwelling.
Walls up to the boundary (nil setback)	For the purposes of this policy, shall be any wall, column, or post within 1.0m of a side or rear boundary.
Responsible Department	City Growth <u>Planning and Building</u>
LPP Category	Development and Engineering

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Local Planning Policy: Outbuildings and Minor Structures

Adoption Date (original)	18 August 2009, Reviewed 7 June 2011
Adoption Date (amended)	14 December 2021
<u>Adoption Date (amended)</u>	<u>28 February 2025</u>
Review Date	<u>February 2030</u>
Superseded Policy	5.7

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10.1.2 Review of Council Policy: Commercial Leases and Licences

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Gemma Stewart, Senior Lands Officer
Responsible Manager:	Felicity Anderson, Manager Economic Development
Executive:	Andrew McRobert, Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.2-A: Council Policy: Commercial Leases and Licences

Summary

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

Committee & Executive Recommendation

That Council adopt the revised Council Policy Commercial Leases and Licences attached at appendix 10.1.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

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

Background

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

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

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

N/A

Officer Comments

The Commercial Leases and Licenses Council Policy was presented to the PRDC meeting held 30 October where the committee resolved to defer the review of the policy until this meeting. The reason that the policy was deferred was for officers to consider if it was possible to include additional clauses within the to ensure that City leases remain current, all lessees have current insurance, and that all City properties receive property inspections.

A copy of the revised policy with tracked changes is presented at appendix 10.1.2-A.

A report detailing the outcomes of the Lease Management Internal Audit was presented to and noted by Council at the Ordinary Council meeting held 26 November 2024 (Council Decision 249/24). It was noted within this report that as part of the 2025/26 Services Facilities Plan process, additional FTE resources will be investigated to facilitate property inspections.

Analysis of Financial and Budget Implications

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

Community Consultation

Nil

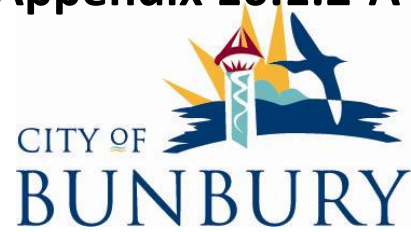
Elected Member/Officer Consultation

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

Timeline: Council Decision Implementation

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

DRAFT
For review at the Council
Briefing Session
18 February 2025



COMMERCIAL LEASES AND LICENCES COUNCIL POLICY

POLICY STATEMENT

The City of Bunbury owns various freehold Properties and manages Crown land by way of Management Order and may elect to enter into Leases or Licences to third parties. The City of Bunbury seeks to ensure that all Lessees and Licensees have an understanding of the City's Policy in relation to such Leases and Licences.

This Policy is developed in accordance with the *Local Government Act 1995* and all applicable laws and regulations.

POLICY SCOPE

To provide principles to ensure that all requests to Lease or Licence City of Bunbury owned, managed or controlled Property, including Crown Land are dealt with in a fair, equitable, and where possible, consistent manner.

To ensure compliance with s3.58 of the *Local Government Act 1995* and any other relevant laws, and consistency with the City of Bunbury policies.

POLICY DETAILS

DEFINITIONS

Term	Meaning
City	The City of Bunbury.
Crown Land	Land owned by the Crown and vested in the City of Bunbury through the granting of a Management Order by the relevant State department.
CT (Retail Shops) Act	Commercial Tenancy (Retail Shops) Agreements Act 1985.
Lease	A legally binding agreement by which one party (Lessor) in consideration of rent, grants exclusive use and possession of real Property to a third party for a specified purpose and term.
Licence	Permits a person to occupy Property on particular conditions but does not permit exclusive possession.
Management Order	An authorisation provided by the Crown giving the City of Bunbury both the power and authority to manage a parcel of land on behalf of the Crown.
Policy	This City of Bunbury Council Policy titled "Commercial Leases and Licences Policy".
Property	The Property that is subject to or intended to be subject to a Lease or Licence.
Retail Shop Lease	A legally binding agreement granted in accordance with the CT (Retail Shops) Act.

TERM

The maximum tenure of a Lease or Licence granted by the City on Crown Land will be in accordance with the terms of the relevant Management Order.

The maximum tenure of a Lease or Licence granted by the City on freehold land will be at the discretion of the City.

COMMERCIAL LEASES

Rent for Commercial Leases or Licences will be determined by Market Valuation.

The cost of obtaining a market valuation (provided by a licensed Property Valuer) for the initial Lease or Licence rental assessment and during the term of the Lease or Licence will be paid by the Lessee at the discretion of the City.

Rent reviews will be conducted on the anniversary date of the Lease or License by a Market Valuation at intervals as specified in the Lease or Licence and by the Consumer Price Indexation, All Groups (Perth) for the previous quarter for intervening years.

The Lessee or Directors may be required to provide a personal guarantee if the Lease is through a company or trust.

The Lessee may be required to provide a bank guarantee or security bond at the discretion of the City (unless otherwise prohibited by the CT (Retail Shops) Act).

[The Lessee is required to maintain and provide the City with a Certificate of Currency demonstrating General Liability coverage of at least \\$20 million.](#)

CT (RETAIL SHOPS) ACT LEASES

If the CT (Retail Shops) Act applies, Leases will be prepared in accordance with the CT Act.

Subject to the CT (Retail Shops) Act, a minimum term of 5 years will be granted. The term can be a combination of initial term and options totalling 5 years.

EXPIRY OF TERM AND EXPRESSIONS OF INTEREST

Unless prohibited by the CT (Retail Shops) Act, at least 6 months prior to the expiry of a Lease term (in circumstances where there are no further options available under the Lease or Licence), the City will at the City's discretion, determine whether the City will enter into a further new Lease or Licence.

In circumstances where the Lease or Licence term has expired and the City has indicated that no further Lease or Licence will be entered into, the City will conduct an Expression of Interest (EOI) process to determine a suitable Lessee or Licensee for the City Property.

The decision to conduct an EOI process in respect of City Property will be at the discretion of the City. [At the completion of the EOI process the City will enter into a new agreement with the preferred proposed Lessee.](#)

PLANNING, CONSENT AND APPROVALS

Where the City manages Crown Land, the grant of the Lease or Licence and each renewal, if any, will be conditional on Minister for Lands approval.

COSTS

Lessee or Licensee must pay the City for all reasonable costs associated with the development and implementation of the Lease or Licence (unless prohibited by the C T (Retail Shops) Act). These costs may include legal fees, document preparation fees and advertising (in accordance with the City's Fees and Charges), valuation/surveyor fees and Landgate registration fees.

REGISTRATION

Crown Land

The City requires registration of Leases over Crown Land –

- a) where a Lease is required to be registered pursuant to the terms of a Management Order in respect of the Crown Land; or
- b) in circumstances where the term of the Lease over Crown Land is greater than 12 months.

Freehold

The City requires that all Leases with a term of greater than 5 years must be registered with Landgate.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Land Administration Act 1997*
- *Commercial Tenancy (Retail Shops) Agreements Act 1985*

Document Control					
Document Responsibilities:					
Owner:	Director Strategy & Organisational Performance	Owner Business Unit:	Property and Procurement		
Reviewer:	Manager Finance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 12/15 20 January 2015	Review Frequency:	biennial	Next Due:	2024
Review Version	Decision Reference:	Synopsis:			
DOC/455614[v3]	Council Decision 290/22 20 December 2022	Policy reviewed with significant changes including name change to <i>Commercial Leases and Licences Council Policy</i> from <i>Commercial Leases Council Policy</i> .			
DOC/455614[v2]	Council Decision 114/21 29 June 2021	Policy Reviewed with no changes			
DOC/455614[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework. Convert CG to Management Policies			
DOC/455614[v1]		Converted from Mydocs to CM9			
CP-027048 v 2.0	Res 052/19 19 March 2019	Minor changes			
CP-027048 v 1.0	Res 104/17 21 March 2017				
Date Printed	6 February 2025 17 December 2024 2024 16 December 2024				

10.1.3 Review of Council Policy: Elected Member Entitlements

File Ref:	COB/6306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Greg Golinski, Manager Governance & Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.3-A: Revised Council Policy Elected Member Entitlements

Summary

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

Committee & Executive Recommendation

That Council:

1. Adopt the revised Council Policy: Elected Member Entitlements as presented at Appendix 10.1.3-A.
2. Agree that the provision of ICT hardware as per clause 2.1 of the policy will take effect from 1 July 2025.

Voting Requirement: Simple Majority Vote

Strategic Relevance

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

Regional Impact Statement

This policy only applies within the City of Bunbury.

Background

The policy was last reviewed in December 2022. At the Policy Review and Development Committee (PRDC) meeting held on 30 October 2024, the policy was deferred for further refinement to be presented back to the PRDC on 29 January 2025.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Local Government Act 1995

Western Australia Salaries and Allowances Act 1975

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

Officer Comments

Following general discussion in relation to this matter at previous meetings of the Policy Review and Development Committee, as well as at Council, and strategic workshops, Officers have made proposed updates to the policy reflecting the sentiment of these discussions (see tracked changes at Appendix 10.1.3-A).

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

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



ELECTED MEMBER ENTITLEMENTS COUNCIL POLICY

POLICY STATEMENT

To outline the support that will be provided to Elected Members through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the *Local Government Act 1995* while performing the official duties of office.

POLICY SCOPE

This policy applies to Elected Members.

POLICY DETAILS

1. Allowances

1.1 Mayoral Allowance

[Local Government Act 1995 s.5.98(5)]

As a policy position, the Mayor shall be entitled to an annual local government allowance that is the maximum (100%) of the minimum/maximum range as determined annually by the Salaries and Allowances Tribunal. The exact quantum of the Mayoral Allowance is determined annually by Council when adopting the annual budget within the prescribed range.

1.2 Deputy Mayor Allowance

[Local Government Act 1995 s.5.98A]

The Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance.

1.3 Meeting Attendance Allowance

[Local Government Act 1995 s.5.98(1)(b)]

The Mayor and Elected Members shall be entitled to an annual Meeting Attendance Allowance within the applicable band range as determined by the Salaries and Allowances Tribunal.

As a policy position, Councillors shall be entitled to an annual Meeting Attendance Allowance that is the maximum (100%) of the minimum/maximum range as determined annually by the Salaries and Allowances Tribunal.

As a policy position, the Mayor shall be entitled to an annual Meeting Attendance Allowance that is the maximum (100%) of the minimum/maximum range as determined annually by the Salaries and Allowances Tribunal.

The exact quantum of the Meeting Attendance Allowance is determined annually by Council when adopting the annual budget within the prescribed range.

1.4 ICT Expenses Allowance

[Local Government Act 1995 s.5.99A and Local Government (Administration) Regulations 1996 Reg.31 and 32]

Elected Members shall be entitled to an annual Information Communication and Technology (ICT) allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the *Local Government (Administration) Regulations 1996*.

~~Consistent with the definition of ICT Expenses by the Salaries and Allowances Tribunal, the ICT allowance is intended to cover costs associated with the provision of:~~

- ~~— Rental charges for one facsimile and one telephone as prescribed by Regulation 31(1)(a) of the *Local Government Administration Regulations 1996*;~~
- ~~— Other expenses that relate to ICT (Regulation 32(1)) including, telephone call charges, cost of rental/purchase of a laptop/tablet/mobile device and associated security licencing, internet service provider charges, any related plans or contracts, plus any consumables.~~

2. Information and Communication Technologies (ICT)

2.1 Electronic Device

The City of Bunbury recognises the benefits of digital communications and information sharing. The City's preferred technology for disseminating and managing Council documentation is via an online format, ~~for which the City will provide each Elected Member appropriate IT hardware (laptop, tablet or similar) for the duration of their elected term, unless requested otherwise.~~ At the request of individual Elected Members, hard copy material can also be made available.

~~Notwithstanding the end-of-useful-life purchasing arrangements detailed within this clause, the hardware will at all times remain property of the City and be subject to the City's existing ICT policies. Where possible, once the issued hardware reaches the end of its useful life as determined by the relevant asset replacement plan or the Manager Information Services, the first right of refusal regarding the purchase of the hardware at its current market value as determined by the Manager Information Services will be with the Elected Member.~~ At the request of individual Elected Members, hard copy material can also be made available.

~~Each Elected Member is responsible for sourcing a suitable device/s as soon as possible following election to Council (see 1.4 ICT Expenses Allowance). In non-election years, the ICT Allowance will be paid in June of that financial year. In an ordinary election year, retiring and newly Elected Members will receive the annual ICT Allowance on a pro-rata basis, which will be paid as soon as practicable following the election to assist newly Elected Members in purchasing hardware. Continuing Elected Members will be paid their allowance in June as in non-election years.~~

~~At the Elected Members request, the City can provide advice regarding the various devices available on the market and their compatibility with City systems, including threat and vulnerability scanning.~~

The hardware provided to Elected Members will include City will install requisite any relevant software (including City of Bunbury email), on individual devices at the earliest opportunity post election, which will facilitate Elected Members being able to access relevant information and

discharge the duties of an Elected Member of Council. ~~The software and applications installed on the electronic device by the City are required to remain on the device in usable condition and be readily accessible at all times.~~ From time to time the City may contact Elected Members regarding upgrades or additional software applications, ~~and as such where~~ Elected Members ~~are requested will be required~~ to provide their device to the City for periodic updates and synchronising.

~~It is suggested that electronic devices be replaced every 2 years, to enable City systems to advance at the same or a similar rate as technology.~~

2.2 Business Cards

The City will provide each Elected Member with a quantity of 500 printed business cards for relevant City business use within each term of office. The business card format will be in accordance with the City's Style Guide.

2.3 Letterhead

An electronic letterhead template will be provided to each Elected Member for relevant City business use within each term of office.

3. Reimbursable Expenses

3.1 Travel Expenses

[Local Government Act 1995 s.5.98(2)(b) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b) and (c)]

Elected Members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- a. Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by Council, the Mayor or the Chief Executive Officer.
- b. Committees to which the Councillor is appointed a delegate or deputy by Council.
- c. Meetings, training and functions scheduled by the Chief Executive Officer or Directors.
- d. Conferences, community organisations, industry groups and local government associations to which the Elected Member has been appointed by Council as its delegate or a deputy to the delegate.
- e. Functions and presentations attended in the role as an Elected Member or whilst deputising for the Mayor, that are supported by a copy of the relevant invitation or request for attendance.
- f. Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the Mayor or the Mayor's nominated deputy as a representative of the City.
- g. Any other occasion in the performance of an act under the express authority of Council.

- h. Site inspections in connection with matters listed on any Council Agenda paper (Members to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form).
- i. In response to a request to meet with a ratepayer/elector but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).
- j. Completing the compulsory training for Council Members pursuant to section 5.126(1) of the *Local Government Act 1995*.

Reimbursement will be in accordance with the requirements outlined in annexure D.

3.2 Intrastate or Interstate Travel and Accommodation

[Local Government Act 1995 s.5.98(2)(a) and (3) and Local Government (Administration) Regulations 1996 Reg.32(1)]

- a. The cost of accommodation for Elected Members and staff when staying on Council business either:
 - i. overnight in a hotel or motel; or
 - ii. at a place other than a hotel or motel;
 shall be reimbursed to the maximum amount stated in the Public Service Allowance Schedule I – Travelling, Transfer and Relieving Allowance (shown at Annexure C).
- b. All costs are to be fully substantiated by receipts and invoices; or if staying in accommodation other than a hotel or motel, a signed statutory declaration with certification from the owners of the premises shall be provided.
- c. All costs for breakfast, lunch, dinner and other incidental costs shall be paid in accordance with the rates stated in Annexure C.
- d. In addition to the rates contained in Annexure C, Elected Members and staff members shall be reimbursed reasonable incidental expenses such as train, bus and taxi fares, official telephone calls and IT expenses and laundry and dry cleaning expenses, on production of receipts.
- e. Where an Elected Member or staff member is accompanied at an event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, lunch and dinner, registration and/or participation in any event programs, are to be borne by the Elected Member or staff member or accompanying person and not by the City. The cost for an accompanying person attending any official event dinner where partners would normally be expected to attend shall be met by the City.
- f. An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at the time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.
- g. Expenses will generally be reimbursed from the time an Elected Member or staff member leaves home to attend an event to the time the Elected Member or staff member returns home. Should a person extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the person could have returned following the event, reimbursements will be paid:
 - i. for the days of the event only (including travel periods); and
 - ii. for the cost of travel to and from the airport to the accommodation to be used for the event.

3.3 Child Care Costs

[Local Government Act 1995 s.5.98(2)(a) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)]

Elected Members shall be entitled to reimbursement of the lesser amount of actual child care costs or the amount prescribed by the Salaries and Allowances Tribunal for care of children, of which they are parent or legal guardian, whilst attending a Council meeting or a meeting of a committee of which he or she is a member, or completing the compulsory training for council members pursuant to section 5.126(1) of the Act.

Any reimbursement of costs under the terms of this Policy shall be made within 30 days of being invoiced for such expenditure.

4. OTHER SUPPORT / SUPPLIES

4.1 Insurance

The City will insure or provide insurance cover for Elected Members for:

- a. Personal accident whilst engaged in the performance of the official duties of their office, with the cover being limited to non-Medicare medical expenses as defined within the Insurance Policy.
- b. Spouses/partners of Elected Members are entitled to the same level of cover when attending meetings, conferences or functions with the express approval of the Chief Executive Officer.
- c. Professional indemnity for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the City or otherwise in bad faith.
- d. Public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of insurance.

4.2 City Vehicle provided to the Mayor

Private use of the Mayoral Vehicle will be in accordance with the *Council Policy: Private use of Mayor Vehicle*.

4.3 Name badges

The City will provide each Elected Member with a name badge to be worn at official functions and meetings

4.4 Car Parking

The City will provide each Elected Member with an annual car parking permit which enables free car parking whilst on Council-related business within the specified areas of the permit.

4.5 Clothing

The City will provide each Elected Member with an embroidered City of Bunbury blazer upon request. A maximum of two blazers per member per elected term will be made available.

The City will provide each Elected Member with two polo shirts upon request. Options available will be in accordance with the City's nominated colours/style. The City's logo with the word MAYOR or COUNCILLOR underneath the logo will be embroidered on the shirts. A maximum of two polo shirts per member per elected term will be made available.

4.6 General

The Mayor shall, in carrying out the duties and responsibilities of that Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

1. Access to the Marion Hudson room lounge and refreshments;
2. Suitable contemporary office accommodation within the Administration Building; and
3. Administrative assistance associated with any Council functions, meetings, publications and the like, that relate to the discharge of the duties of the Officer of Mayor.

The Deputy Mayor and Elected Members shall, in carrying out the duties and responsibilities of their Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

1. Access to the Marion Hudson room lounge and refreshments;
2. Access to suitably equipped shared office accommodation, reading room, meeting and conference rooms within the Administration Building with photocopying, printing, facsimile, internet and telephone facilities via the Executive Assistant to the Mayor; and
3. Some administrative support as resources allow, including limited word processing, photocopying, and postage, that relate to the discharge of the duties of the Officer of Deputy Mayor or Councillor.

All equipment, facilities and support listed above are provided to the Mayor, Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

COMPLIANCE REQUIREMENTS

LEGISLATION

- [Local Government Act 1995](#)
- [Local Government \(Administration\) Regulations 1996](#)
- [Salaries and Allowances Act 1975](#)
- [Salaries and Allowances Tribunal Determination on Local Government Elected Council Members](#)

INDUSTRY

ORGANISATIONAL

- *Council Policy: Private Use of Mayoral Vehicle*




Private Use of
Mayoral Vehicle Cou

- [Annexure A: Accommodation and Incidental Allowances Claim Form](#)
- [Annexure B: Private Vehicle Allowance Claim Form](#)
- [Annexure C: City of Bunbury Travelling Allowance Schedule](#)
- [Annexure D: City of Bunbury Motor Vehicle Allowance Schedule for Elected Members](#)

Document Control			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Governance
Reviewer:	Manager Governance	Decision Maker:	Council
Document Management:			
Adoption Details	Res 363/17 3 October 2017	Review Frequency:	biennial
		Next Due:	2026
Review Version	Decision Reference:	Synopsis:	
DOC/442460[v7]	Council Decision 281/22 20 December 2022	Reviewed and amended – minor changes to ensure consistency with amended legislation.	
DOC/442460[v6]	Council Decision 087/22 17 May 2022	Reviewed and amended – updated policy to clarify definition of ICT allowance and process of Elected Members setting up an ICT device.	
DOC/442460[v5]	Council Decision 045/22 22 February 2022	Reviewed and amended – updated policy position relating to Elected Member payments as a percentage. Increase from 50% to 100%.	
DOC/442460[v4]	Council Decision 261/20 8 December 2020	Reviewed and amended – clarification of personal accident insurance coverage in point 4.1(a)	
DOC/442460[v3]	Council Decision 220/20 29 September 2020	Reviewed and amended – inclusion of a policy position relating to Elected Member payments as a percentage	
DOC/442460[v2]	Council Decision 005/20 21 January 2020	Reviewed and amended – updating technical requirements for electronic devices and clarifying the process for payment of annual ICT Allowance.	
DOC/442460[v1]		Converted from Mydocs to CM9	
CP-039952	Res 305-18 16 October 2018	Review and amended	
Date Printed	6/02/2025 14/03/2025 12/09/2024		

Annexure A

 <p>CITY OF BUNBURY</p>	<p>Accommodation and Incidental Allowances Claim Form</p>
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DEPARTMENT EMPLOYEE NAME

GL NUMBER ADDRESS.....

CLAIM PARTICULARS – Please ensure receipts or invoices are attached

I hereby make claim for expenses incurred whilst attending the following event:

Conference/Seminar Name:

Name of Town/City and State in which event was held:

Type of Accommodation Claimed: [] Hotel [] Private Accommodation

Hotel Name:

Period Claimed: (from) to

Total Number of Days Claimed

Number of Days @ (daily rate) \$..... **Sub-total** \$.....

Other Incidental Expenses:

Type Amount \$.....

Type Amount \$.....

TOTAL THIS CLAIM \$.....

If claiming for travelling expenses, complete the section below:

Date	Departure Place	Time	Arrival Place	Time

I HEREBY CERTIFY THAT THE EXPENSES CLAIMED WERE INCURRED ON OFFICIAL COUNCIL BUSINESS AND COMPLY WITH COUNCIL POLICY AND ALL COSTS ARE SUBSTANTIATED WITH RECEIPTS AND/OR INVOICES.

SIGNATURE OF APPLICANT: **DATE:**

OFFICE USE ONLY:

SIGNATURE OF AUTHORISING OFFICER:



Private Vehicle Allowance Claim Form

I _____ hereby claim payment for use of my private vehicle on Council business and declare this claim to be true and correct.

Make of Vehicle _____
 Registration Number _____
 Engine Capacity (CC) _____

DATE	TRIP, JOB OR INSPECTION	KILOMETRES

TOTAL KMS _____
 RATE PER KM _____
 AMOUNT CLAIMED \$ _____

SIGNATURE _____
 AUTHORISED – MANAGER _____

Annexure C

City of Bunbury Travelling Allowance Schedule

(An extract from the Public Service Award 1992 Schedule 1 – Travelling, Transfer and Relieving Allowance)

ALLOWANCE TO MEET INCIDENTAL EXPENSES (Must be substantiated with receipts)

- (1) WA – South of 26° South Latitude \$14.55 per day (Maximum)
- (2) WA – North of 26° South Latitude \$21.70 per day (Maximum)
- (3) Interstate \$21.70 per day (Maximum)

ACCOMMODATION INVOLVING AN OVERNIGHT STAY IN A HOTEL OR MOTEL INCLUDING THE COST OF ALL MEALS (Must be substantiated with receipts or invoice)

- (4) WA Metropolitan Hotel or Motel \$305.45 per day (Maximum)
- (5) Locality South of 26° South Latitude \$208.55 per day (Maximum)
- (6) Locality North of 26° South Latitude \$ Variable Rate (Refer CEO)
- (7) Interstate – Capital City:
 - Sydney \$304.90 per day (Maximum)
 - Melbourne \$288.55 per day (Maximum)
 - Other Capitals \$270.10 per day (Maximum)
- (8) Interstate Other than Capital City \$208.55 per day (Maximum)

ACCOMMODATION INVOLVING OVERNIGHT STAY AT OTHER THAN HOTEL OR MOTEL INCLUDING THE COST OF ALL MEALS

- (9) WA South of 26° South Latitude \$93.65 per day (Maximum)
- (10) WA North of 26° South Latitude \$128.25 per day (Maximum)
- (11) Interstate \$128.25 per day (Maximum)

TRAVEL NOT INVOLVING AN OVERNIGHT STAY (All expenses must be substantiated with receipts)

Location	Breakfast	Lunch	Dinner
WA – South of 26° South Latitude	\$16.30 (Maximum)	\$16.30 (Maximum)	\$46.50 (Maximum)
WA – North of 26° South Latitude	\$21.20 (Maximum)	\$33.20 (Maximum)	\$52.20 (Maximum)
Interstate	\$21.20 (Maximum)	\$33.20 (Maximum)	\$52.20 (Maximum)

**Current as at 28 August 2017*

ANNEXURE D

Extent of expenses to be reimbursed

The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:

- a. if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- b. if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - i. for the person to travel from the person's place of residence or work to the meeting and back; or
 - ii. if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.

Travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

Section 30.6 of the Local Government Officers' (Western Australia) Award 2021

Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows:

Area and Details	Engine displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
	Cents per Kilometre		
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle	Rate c/km		
Distance travelled	42.55		

30.6.1 Motor vehicles with rotary engines are to be included in the 1600 - 2600 category.

30.6.2 Metropolitan area means that area within a radius of 50 kilometres from the Perth Railway Station.

30.6.3 South West Land Division means the South West Land Division as defined by Section 28 of the Land Act.

30.6.4 Other areas means that area of the State south of 23.5 degrees South Latitude, north of 23.5 degrees South Latitude, excluding the Metropolitan area and the South West Land Division.

10.1.4 Review of Council Policy: Elected Member Requests

File Ref:	COB/306
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Greg Golinski, Manager Governance & Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.1.4-A: Council Policy Elected Member Requests

Summary

The purpose of this report is for Council to review existing Council Policy Elected Member Requests.

A copy of the current policy is contained at Appendix 10.1.4-A

Executive Recommendation

That Council note the review of existing Council Policy Elected Member Requests, with no changes recommended.

Voting Requirement: Simple Majority

Committee Recommendation

That Council:

1. Note the review of existing Council Policy Elected Member Requests, with no changes recommended.
2. Request the CEO hold a strategic workshop in relation to this topic, within the next three months.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

This Policy applies only to the City of Bunbury.

Background

The purpose of the Elected Member Requests Policy is to ensure that the City has a streamlined process in which it responds to requests made by elected members in a timely and professional manner.

The existing policy was last reviewed in October 2022 and is now due for review.

Council Policy Compliance

This report facilitates the review of an existing Council Policy.

Legislative Compliance

Not applicable.

Officer Comments

The PRDC have reviewed the current policy and do not propose any changes.

As part of the Local Government Reforms, it is anticipated that regulations will outline a communication agreement required between Council Members and the CEO, which may have impacts on this policy. The Policy will be presented to the committee for review should any changes be required as a result of the reforms.

Analysis of Financial and Budget Implications

Nil as there are no changes proposed to the policy.

Community Consultation

Nil

Elected Member/Officer Consultation

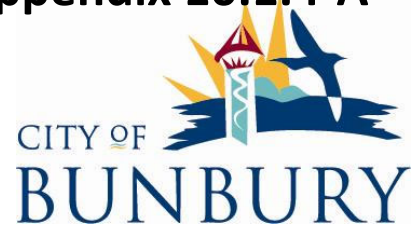
This matter is presented to Council by the Policy Review and Development Committee for consideration.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Immediately following Council decision.



ELECTED MEMBER REQUESTS COUNCIL POLICY

POLICY STATEMENT

The City will respond to requests made by Elected Members in a timely and professional manner in accordance with the details stipulated within this Policy.

POLICY SCOPE

This policy applies to: Elected Members, City of Bunbury Staff.

POLICY DETAILS

1. Any Elected Member wishing to lodge a service request or obtain any information regarding an operational/strategic issue shall contact the City through the established Elected Member enquiries process outlined within this Policy.
2. Elected Members should email all requests or queries to records@bunbury.wa.gov.au.
3. Receipt of the request will be acknowledged; the email will be registered and the relevant workflow applied depending on whether it is a service request or a request for information/question regarding an operational/strategic matter.
4. A service request is defined as a request that will require City officers to take some form of action to provide or improve a City asset or service (ie. repair a pothole, prune a tree, clean graffiti etc).
5. Where the matter is a service request, the Executive Assistant from the relevant Directorate will respond to the Elected Member who lodged the service request within 10 working days to advise that either:
 - (a) The service request has been actioned and completed; or
 - (b) The service request has been scheduled for action together with any relevant details; or
 - (c) The service request will not be actioned together with any relevant details.
6. Where the matter is a question or a request for information regarding an operational or strategic matter, the Executive Assistant to the Mayor will provide a response directly to the Elected Member with a cc to all Elected Members within five (5) working days. If the matter is deemed confidential in accordance with clause 8, only the referring Elected Member shall receive the response.
7. Should any matters within the scope of this Policy not be resolved within the nominated timeframes, the Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.

8. In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential. The Chief Executive Officer will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 6 and 7.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995 – Regulation 10(1)(a) of the Local Government (Rules of Conduct Regulation 2007)*
- *State Records Commission – Local Government Elected Members Policy*

INDUSTRY

ORGANISATIONAL

- *City of Bunbury Code of Conduct for Elected Members, Committee Members and Candidates*



City of Bunbury
Code of Conduct fo

- *City of Bunbury Customer Service Charter*



Customer Service
Charter and Custom

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer		Owner Business Unit:	Manager Governance	
Reviewer:	Manager Governance		Decision Maker:	Council	
Document Management:					
Adoption Details	Res 639/99 7 December 2018		Review Frequency:	biennial	Next Due: 2024
Review Version	Decision Reference:		Synopsis:		
DOC/442459[v2.1]	CD 224/22 18 October 2022		Reviewed with no changes		
DOC/442459[v2.1]	Senior Governance & Risk Officer 11.09.22		Updated the organisational reference to refer to the City of Bunbury Code of Conduct for Elected Members, Committee Members and Candidates 2021		
DOC/442459[v2]	Council Decision 219/20 29/09/2020		Reviewed with changes. Amendments to streamline requests from Elected Members		
DOC/442459[v1]			Converted from Mydocs to CM9		
CP-043789	361/18 11 December 2018		Reviewed		
	Res 99/17 21 March 2017		Reviewed and Updated		
	Res 157/16 17 May 2016		Reviewed and Updated		
	Res 07/16 19 January 2016		Reviewed and Updated		
	Res 338/14 2 September 2014		Reviewed and Updated		
Date Printed	6 February 2025				

10.1.5 Review of Council Policy: Temporary Appointment of CEO

File Ref:	COB/5458
Applicant/Proponent:	Policy Review and Development Committee
Responsible Officer:	Greg Golinski, Manager Governance & Integrated Planning
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Strategy and Organisational 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 10.1.5-A: Temporary Appointment of CEO Policy

Summary

This report is presented to Council to facilitate a review of Council's existing policy regarding the temporary appointment of a Chief Executive Officer for the City of Bunbury (Acting CEO).

A copy of the current policy is **attached** at Appendix 10.1.5-A

Committee & Executive Recommendation

That Council note the review of Council Policy Temporary Appointment of CEO, with no changes recommended.

*Voting Requirement: Simple Majority**

**Any amendments to the policy must be adopted by absolute majority.*

Strategic Relevance

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

Regional Impact Statement

This Policy applies only to the City of Bunbury

Background

Section 5.36 of the *Local Government Act 1995* (the Act) requires a local government to employ a CEO and such other persons as the Council believes are necessary to enable the functions of the local government and the functions of the Council to be performed.

Section 5.39 (1a) of the Act states that an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting.

The introduced section of 5.39C of the Act requires that a local government must prepare and adopt by an absolute majority a policy that sets out the process to be followed by the local

government in relation to the employment of a person in the position of CEO for a term not exceeding 1 year.

This policy was last reviewed by Council in March 2023 and is presented to the Policy Review and Development Committee for its biennial review.

Council Policy Compliance

This report facilitates a review of existing Council Policy: Temporary Appointment of CEO.

Legislative Compliance

Sections 5.36, 5.39 and 5.39C of the *Local Government Act 1995* apply.

Officer Comments

Officers have reviewed the existing policy in the context of the relevant legislation and suggest that the policy remains appropriate in its current form.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Elected Member/Officer Consultation

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

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Once adopted by Council, any amendments to the Policy become effective immediately.



TEMPORARY APPOINTMENT OF CEO COUNCIL POLICY

POLICY STATEMENT

To provide for the arrangements to temporarily replace the Chief Executive Officer (CEO) for a period less than twelve months for either planned or unplanned leave.

POLICY SCOPE

This policy impacts the administration of the City of Bunbury (the City).

POLICY DETAILS

1. Section 5.36(1) of the *Local Government Act 1995* (the Act) requires a local government to employ a CEO and such other persons as the Council believes are necessary to enable the functions of the local government and the functions of the Council to be performed.
2. Section 5.36(2) and (3) of the Act also requires that a person is not to be employed in the position of CEO unless the Council believes that the person is suitably qualified for the position, and is also satisfied with the provisions of the proposed employment contract. That section of the Act also requires that a person is not to be employed by the local government in any other position unless the CEO believes that the person is suitably qualified for the position, and is satisfied with the proposed arrangements relating to the person's employment.
3. Section 5.39C of the Act requires a local government to prepare and adopt a policy that sets out the process to be followed by the local government on the temporary employment of a CEO not exceeding one year.
4. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of a Director are suitably qualified to perform the role of Acting Chief Executive Officer.
5. Directors will be appointed to the role of Acting Chief Executive Officer on a rotational basis at the discretion of the Chief Executive Officer, subject to performance and dependent on availability and operational requirements.
6. Appointment to the role of Acting Chief Executive Officer shall be made in writing for a defined period that does not exceed four weeks. A Council resolution is required for periods exceeding four weeks.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995 s.5.36 – a local government is to employ a person to be the CEO of the local government.*
- *Local Government Act 1995 s.5.39C Requires a local government to have a policy for the temporary employment or appointment of CEO*
- *Local Government Act 1995 s.5.44 CEO may delegate powers and duties to other employees.*

INDUSTRY

ORGANISATIONAL

- *City of Bunbury Code of Conduct for Council Members, Committee Members and Candidates 2021*



City of Bunbury
Code of Conduct fo

Document Control					
Document Responsibilities:					
Owner:	Director Strategy & Organisational Performance	Owner Business Unit:	Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	Council Decision 132/20 23 June 2020	Review Frequency:	biennial	Next Due:	2025
Review Version	Decision Reference:	Synopsis:			
DOC/576740[v2.1]	Council Decision 042/23 14 March 2023	Policy reviewed with no changes			
DOC/576740[v2]	Council Decision 70/21 27 April 2021	Policy revised and amended to ensure compliant with legislation and best practice principles.			
DOC/576740[v1]		5.39C <i>Local Government Legislation Amendment Act 2019</i> requires a local government to prepare and adopt by an absolute majority a policy that sets out the process in relation to employment or acting position of a person in the position of CEO not exceeding 1 year.			
Date Printed	6/02/2025				

10.2 Chief Executive Officer Reports

10.2.1 CEO Key Performance Indicators Quarter 2 2024-25

File Ref:	COB/515
Applicant/Proponent:	CEO Performance Review Panel
Responsible Officer:	Alan Ferris, Chief Executive Officer
Responsible Manager:	Alan Ferris, Chief Executive Officer
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.2.1-A CEO KPIs Report – Period ending 31 December 2024

Summary

Each year, the CEO Performance Review Committee collaborates with the Chief Executive Officer to establish Key Performance Indicators (KPIs) for the City of Bunbury. These KPIs guide the City's priorities and reporting commitments.

This report provides an update on the City's progress toward achieving these KPIs for Quarter 2 of the 2024-25 period.

Executive Recommendation

That Council notes the CEO KPIs Quarter 2 2024-25 Report for the period ending 31 December 2024, as presented in Appendix 10.2.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil

Background

The CEO's performance criteria outline Council's expectations and strategic priorities for the review period, ensuring alignment between the Council and CEO on priority outcomes and accountability standards. Regular reviews enable Council to address potential issues early and adjust resources or expectations as needed.

The performance criteria were developed in line with the City's Performance Review schedule, aligning with the Strategic Community Plan and budget processes. Council resolved to endorse the adopted CEO Performance Criteria for 2024-25 at the Ordinary Council Meeting

on 23 July 2024, with PC1 and PC2 KPIs to be formally reported to Council via a quarterly agenda item.

Council Policy Compliance

No Council Policy applies in this instance.

Legislative Compliance

No Legislative Compliance applies in this instance.

Officer Comments

The next CEO KPIs report is scheduled to be presented in the Council Agenda at the Ordinary Council Meeting in May 2025, which will be reporting on Quarter 3 2024-25.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

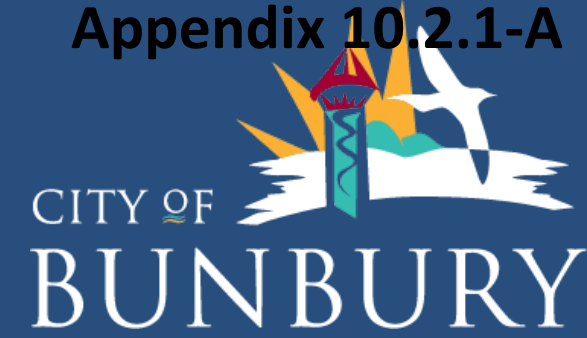
Elected Members adopted the 2024-25 CEO KPIs at the Ordinary Council Meeting held on 23 July 2024 and Officers have assisted with the compilation of the Quarter 2 2024-25 report.

DRAFT
For review at the Council
Briefing Session
18 February 2025

CEO Performance Indicators

Progress Report

Quarter 2 2024-25



Introduction

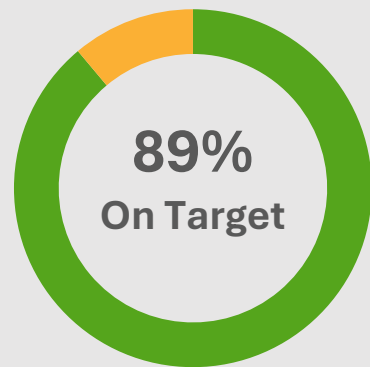
Welcome to the City of Bunbury's CEO Key Performance Indicator (KPI) Quarterly Report.

This report provides an overview of the progress made toward the CEO's Performance Criteria, which are structured around two essential strategic outcomes: fulfilling the statutory *Functions of the CEO under s5.41 of the Local Government Act*, and advancing key objectives aligned with the *Strategic Community and Corporate Outcomes* across our core pillars - People, Planet, Place, Prosperity, and Performance.

Each quarter, this report presents a status update for each KPI, indicating progress alongside detailed comments. This structured approach ensures that the City's leadership remains aligned with Council priorities, statutory requirements, and Bunbury's broader vision, tracking our achievements and ongoing work for the community's benefit.

Snapshot of Progress: Quarter 2

Overall Progress Status
as of Q2 2024/25



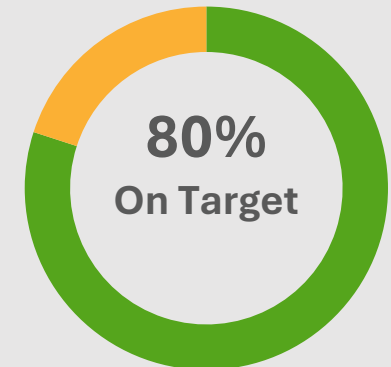
■ Complete ■ On Target
■ Behind Schedule ■ Not Started

Functions of CEO Progress Status
as of Q2 2024/25



■ Complete ■ On Target
■ Behind Schedule ■ Not Started

Strategic Outcomes Progress Status
as of Q2 2024/25



■ Complete ■ On Target
■ Behind Schedule ■ Not Started

Achievement of the Functions of the CEO in s5.42 of the LG Act

Performance Requirement	Performance Standards	Progress	Comment
1. Council Governance and Relationships	Accurate and timely advice - Advise the Council in relation to the functions of a local government under the LG Act and other written laws.	On Target	Advice continues to be provided to Council as required, with a focus on ensuring accuracy and timeliness. Strategic workshops are ongoing to support informed decision-making and compliance with legislative functions.
	Facilitate informed decision-making through accessibility and transparency of information - Ensure that advice and information is available to the Council so that informed decisions can be made.	On Target	Council agenda reports are reviewed through the agenda settlement process to ensure quality and relevance. Additional information is provided to Elected Members through strategic workshops and the Councillor Portal to support informed decision-making.
	Monitor and follow through on Council decision - Cause Council decisions to be implemented.	On Target	The Council Decision Register is updated regularly and provided to Elected Members at the conclusion of each quarter to ensure transparency and accountability in the implementation of Council decisions.
	Maintain effective communication with Mayor - Liaise with the Mayor on the local government's affairs and the performance of the local government's functions.	On Target	Regular communication is maintained with the Mayor through multiple weekly meetings to discuss the local government's affairs and the performance of its functions.
	Uphold Legal Requirements - Ensure that records and documents of the local government are properly kept for the purposes of the LG Act and any other written law.	On Target	Key actions have been completed, including the endorsement of the updated Privacy Policy, the completion of the Survey of Information Holdings, and the finalisation of the Information Asset Register. Progress Report 3 has been submitted to ensure ongoing compliance with record-keeping and legal requirements.
2. Representation	Effective representation and communication - Speak on behalf of the local government if the Mayor agrees.	On Target	The CEO regularly represents the City at various events to promote the local government, with the Mayor's agreement. Recent engagements include speaking at the BNI Bunbury Referral Leaders Meeting, attending the WALGA Local Government Convention, participating in the RCAWA City of Bunbury Meeting and Tour, and attending the IIF Conference.
3. Service Delivery and Administration	Operational efficiency - Manage the day-to-day operations of the local government.	On Target	The day-to-day operations of the local government continue to be effectively managed to ensure operational efficiency and service delivery.
	Effective employee management - Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees).	On Target	The Clarity and Performance Project was on hold during the last quarter, with Role Expectations presented to Leaders for information. The Enterprise Bargaining Agreement was registered in late December, and the rollout of associated changes has commenced, including a comprehensive review of management policies and procedures. The Organisational Development Plan has been finalised and is awaiting ELT endorsement. Additionally, the HRIS Learning Module PID and PMP have been completed, with the project now moving into the delivery phase. The City achieved an 82% score in the LGIS Safety Audit.

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
People	1. BBA Indoor Basketball Facility	<p>Partnership with the BBA to finalise the functional requirements and project costs working collaboratively to secure a project manager to:</p> <p>(a) prepare and confirm the functional requirements and funding readiness.</p> <p>(b) prepare comprehensive tender and contract documentation and a robust evaluation process to ensure informed decision-making.</p>	On Target	<p>The Bunbury Basketball Association (BBA) has appointed both a Design Architect and a Project Manager. Regular meetings are held between the City of Bunbury and the BBA, with updates provided to local member Don Punch to keep him informed. The cost estimate for a reduced four-court scope has been revised, and discussions are now planned between the Department and Minister Templeman regarding potential funding opportunities before the state government enters caretaker mode.</p>
	2. Community Safety Plan	<p>Provide a report to Council on the effective implementation and monitoring of the safety initiatives within the Community Safety Plan.</p>	On Target	<p>The Community Safety Advisory Group (CSAG) meeting was held on 24 October 2024. Verbal Judo Training has been provided to key City staff to improve frontline management of anti-social behaviour and Alcohol and Other Drugs (AOD) incidents. Staff also participated in Domestic Violence Alert training to support City policies and educational activities related to Family Domestic Violence.</p> <p>The Community Safety and Crime Prevention (CSCP) Plan is being used by WA Police to guide priorities and secure State Government funding for local initiatives and police deployments.</p> <p>The primary focus for 2025 will be the Community CCTV project, contingent upon budget approval. This initiative aligns with two of the three CSCP themes: Safe Spaces and An Informed and Educated Community. The third theme, An Engaged Community, will be further supported by the Strategic Communications Plan, developed in collaboration with the City's Marketing and Communications team, to enhance community education and empowerment.</p> <p>Community Safety and Environmental Design (CPTED) audits will also be conducted to improve the activation and safety of public spaces. The next CSAG meeting is scheduled for 5 March 2025.</p>

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
Place	1. Revitalisation of Bunbury - Stage 1	Facilitate the successful revitalisation of Bunbury Stage 1 projects through: (a) a review of current plans and well-informed decision-making premised on effective stakeholder engagement, resource availability and alignment with community needs. (b) the planning and delivery of the master planning, business case development, concept planning and the development of project plans.	On Target	The review of current plans is ongoing. Significant progress has been made on the Bicentennial Square project, with further works undertaken. Collaboration continues on master planning, precinct planning, and the development of detailed project plans to ensure alignment with community needs and effective resource allocation.
		Ocean Pool Back Beach Precinct Revitalisation	On Target	A consultant has been engaged to progress the Ocean Pool and Back Beach Precinct Revitalisation projects. The consultant will be onboarded during the week beginning 20 January 2025.
		CBD Revitalisation Art Gallery	On Target	Element has been appointed as an expert consultant by the City to develop high-level site and positioning diagrams for the two preferred locations for the new Regional Art Gallery: Bicentennial Square and Lot 505 Jetty Road. A risk-benefits analysis of each site will also be provided. Following the consultant's findings, the Advisory Group will determine the next steps, which will include developing a community engagement process and refining the scoping and design requirements based on public feedback.
		Bicentennial Square Redevelopment	On Target	The project is currently in the delivery phase, with geotechnical studies, traffic modelling, and the engagement plan completed. Stage one consultation is underway to develop initial draft visions and concepts for the precinct area, which will be further refined through additional consultations and stakeholder input.
	2. Bunbury, Harvey Regional Council (BHRC) Stanley Road Site Initiative	Develop a robust and thoroughly researched BHRC masterplan and business case for the Stanley Road site initiative. Present the proposal to the Council for approval and progression.	On Target	An independent review of BHRC operations and strategy has been initiated, with a former Director engaged to conduct the review. A project team has been established, and the scope of activities has been clearly defined. Ongoing stakeholder engagement is taking place, including regular consultations with the regulator, to ensure alignment and compliance.

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
Prosperity	Advocacy Outcomes	Assess and prioritise key advocacy areas within the Advocacy Strategy in consultation with Council and provide concise reports that summarise advocacy outcomes, challenges and opportunities for the agreed prioritised areas.	On Target	The Advocacy Status Report for the period 1 September to 31 December 2024 is due to Governance by 5 February 2025 and will be presented at the Ordinary Council Meeting (OCM) on 25 February 2025.
	Land Development Review and Reporting	Establish a clear process for prioritising land development initiatives/projects and provide concise reports to Council summarising the project status in terms of the value each development brings to the City and the opportunities for optimisation, collaboration or adjustment to land development strategies.	Behind Schedule	Key information sheets, summary findings, and process maps have been completed for Stage 1 priority sites. Delivery has commenced on the endorsed priority sites, with the registration of interest proceeding according to the agreed order of release. Stage 2 review is set to commence in early 2025.
	Integrated Economic Development	Develop and present an Economic Development Strategy within 6 months with regular updates to Council on stakeholder engagement and its alignment and cross-linkage with existing City plans and other strategic objectives.	Behind Schedule	The Assessment Panel met on 7 January to evaluate submissions. The contract is expected to be awarded by mid-January, initiating the development of the City's Economic Development Strategy.
	Digital Strategy Efficiency and Effectiveness Reporting	Provide a report to Council on the assessment, progress, efficiency and impact of the key Digital City project initiatives.	On Target	The most recent report on the key Digital City project initiatives was presented to Council in November 2024. The next update is scheduled for April 2025, providing further insights into project progress, efficiency, and impact.

Strategic Community and Corporate Outcomes

	Performance Requirement	Performance Standards	Progress	Comment
Performance	Stakeholder Engagement - Partnership Clarity and Monitoring	Assess and document the City's rationale for each partnership including engaging with Council to validate partnerships goals and outcomes and establish a system for monitoring partnership outcomes.	On Target	Funding for community and cultural organisations and facilities has not been applied in a structured manner previously, often determined by requests from the involved parties or through Council. A briefing paper has been prepared proposing a more structured approach, including defining desired outcomes and establishing a system to measure their achievement. A discussion with Elected Members is scheduled for 18 February, with the new approach expected to be implemented for the 2025/2026 financial year.
	Financial Sustainability Options	Prepare and present well-researched, strategic options in relation to financial aspects such as revenue-growth alternatives, efficiency proposals, expenditure scenarios including affordability assessments to Council.	On Target	Various optimisation opportunities are currently being pursued, with an Optimisation Register created to track activities and progress. A report will be presented to Council at the OCM on 4 February 2025 to update on the first six months of work. A final report is scheduled for presentation in July 2025.

This page marks the completion of the CEO Performance Indicator Q2 Progress Report.

10.3 Director Corporate and Community

10.3.1 Corporate Business Plan Quarter 2 2024-25

File Ref:	COB/6080
Applicant/Proponent:	Internal
Responsible Officer:	Natalie Passmore, Corporate Reporting Officer
Responsible Manager:	Greg Golinski, Manager Governance and Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3.1-A Corporate Business Plan Report – Period ending 31 March 2024

Summary

The Corporate Business Plan 2024 - 2028 provides the Bunbury community with a plan to deliver the vision, goals, and objectives of the Strategic Community Plan.

The purpose of this report is to provide Council with an update on the progress toward key objectives and actions outlined in the Corporate Business Plan for Quarter 2 2024-25.

Executive Recommendation

That Council notes the Corporate Business Plan Quarter 2 2024-25 Report. For the period ending 31 December 2024, as presented in Appendix 10.3.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

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

Background

Council resolved to endorse The Corporate Business Plan 2024 - 2028 at the Special Council Meeting held on 24 July 2024. Quarterly reporting against progress toward the Corporate Business Plan is undertaken as part of the City’s Integrated Strategic Planning and Reporting Framework for each quarter.

Council Policy Compliance

Not applicable.

Legislative Compliance

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

Officer Comments

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

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

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

The report outlines progress towards actions scheduled for completion within the 2024-2025 financial year.

Analysis of Financial and Budget Implications

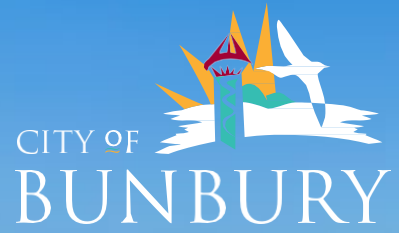
Budget figures included in the Report are aligned with the operating and capital project expenditure outlined in the Corporate Business Plan 2024 -2028, and Annual Budget 2024-2028.

Community Consultation

Nil

Councillor/Officer Consultation

Elected Members adopted The Corporate Business Plan 2024 - 2028 at the Special Council Meeting held on 24 July 2024. The Plan was developed in consultation with Executives, Managers, and Officers. Executive and Managers were engaged by Officers in compilation of the Quarter 2 2024-25 report.



CORPORATE BUSINESS PLAN

Progress Report – Quarter 2
2024 – 2025



Contents

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Snapshot of Progress	3
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Place	12
Prosperity	17
Performance	21



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



Introduction



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

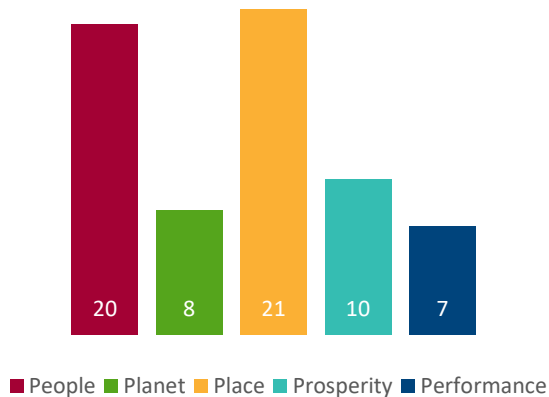
The Corporate Business Plan serves as a vital strategic tool, translating Council priorities into actionable steps while optimising available resources. This quarterly report provides an updated overview of the progress made toward achieving the objectives outlined in the Corporate Business Plan 2024-2028, focusing on actions scheduled for completion during the 2024-2025 financial year.

The report is structured around the key performance areas of the Corporate Business Plan: People, Planet, Place, Prosperity, and Performance. It offers a detailed update on each area, including the Budget, Budget Status, Forecast Completion, and Progress of all actions undertaken.

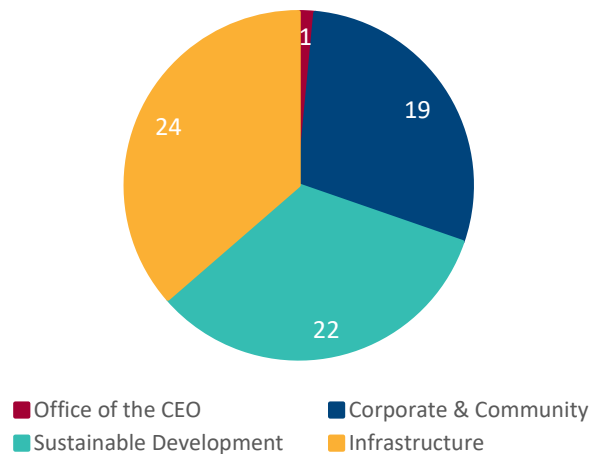
Budgets presented in this report are aligned with both the Operating and Capital Project Expenditure defined in the Corporate Business Plan 2024-2028 and the Annual Budget 2024-2025.

This report provides an update against 66 actions in the Corporate Business Plan.

Distribution of Actions by Pillar



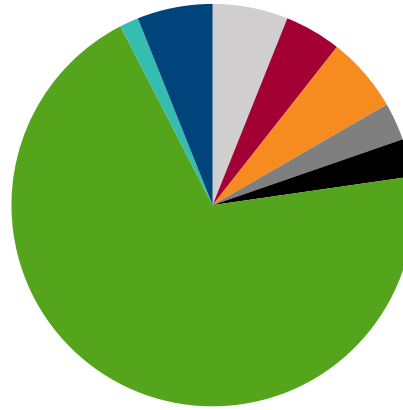
Distribution of Actions by Directorate



Snapshot of Progress

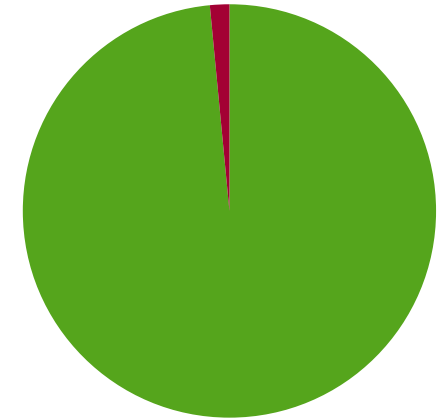


Status: Progress
Q2 2024-25



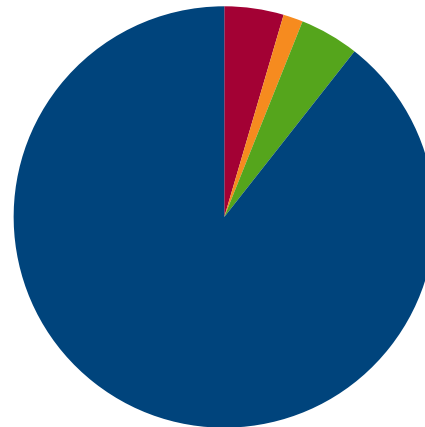
- Not Started
- On Hold
- Discontinued
- Practically Complete
- Behind Schedule
- Deferred
- On Track
- Complete

Status: Budget
Q2 2024-25



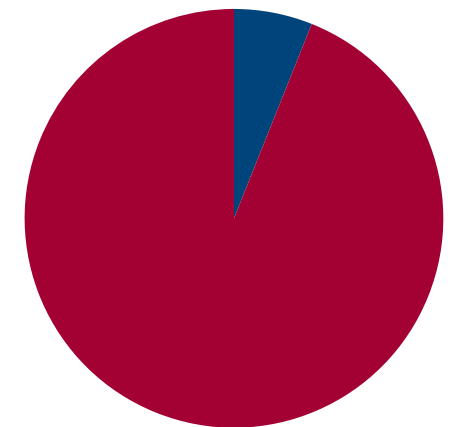
- No issues
- Minor issues
- Major issues

Forecast Completion
Q2 2024-25



- Q1
- Q2
- Q3
- Q4

Completion to Date
YTD 2024-25



- Complete
- Incomplete

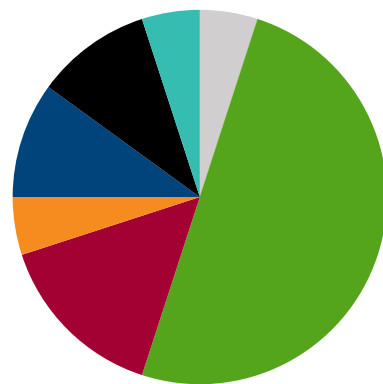
People

*A safe, healthy
and connected
community*



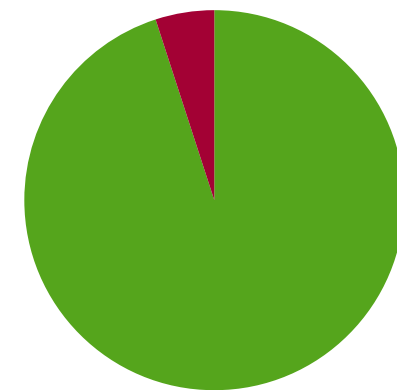
YTD Progress Snapshot | 20 Actions

Progress Status
Q2 2024-25



- Not Started
- Behind Schedule
- Complete
- Practically Complete
- On Track
- On Hold
- Discontinued

Budget Status
Q2 2024-25



- No Issues
- Minor Issues
- Major Issues





Outcome 1. A safe community

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Increase safety and crime prevention services. 2. Modify the physical environment to improve community safety. 3. Reduce the harmful use of alcohol and other drugs. 4. Encourage responsible animal management.	Review the current CCTV coverage, and if relevant, seek funding to expand and improve the CCTV system.	Information Services	\$50,000	No Issues	Q4	On Track
		The procurement process for upgrading the CCTV server commenced in Q2, aiming to support the ongoing requirements and expansion of the system. Further steps will be taken once the procurement process progresses.				
	Partner with relevant agencies to implement the Community Safety Plan.	Community Wellbeing	✓	No Issues	Q4	On Track
		The Community Safety Advisory Group (CSAG) met on 24 October 2024 to discuss key safety initiatives. The City partnered with Lifeline to deliver DV-Alert training, informing policies on domestic violence response, and provided Verbal Judo training to staff from the City of Bunbury, Manjimup, Busselton, and the Department of Communities to enhance frontline management of anti-social behaviour and alcohol and other drug incidents. The next CSAG meeting is scheduled for 5 March 2025, with a focus on the Community CCTV project, subject to budget approval.				
	Continue Alcohol Accord including supporting key stakeholders in reducing alcohol related harms and antisocial behavior.	Community Wellbeing	✓	No Issues	Q4	On Track
		The Bunbury Alcohol Accord meeting took place on 12 November 2024 at a local venue. During the meeting, several actions were identified for the City and Police to address, including the clarification of liquor reforms and regulations for members. Police reported positive outcomes from their efforts with local bottle shops, including a reduction in theft incidents and the issuance of numerous barring notices to repeat offenders.				
	Upgrade Ranger and Emergency Management Two-Way Radios.	Information Services	\$30,000	No Issues	Q4	On Track
		In Q2, the procurement process for the upgrade of Ranger and Emergency Management two-way radios was completed, with installation scheduled for the coming months.				

✓ Planned for financial year but does not require funding.

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



Outcome 2. A growing hub of culture and creativity

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Grow participation in arts, culture, and community events. 2. Promote and celebrate Noongar culture.	Develop and implement dual naming of significant landmarks and places.	Community Connection	*	No Issues	Q4	Behind Schedule
		In Q2, the City collaborated with a local Noongar language expert to identify names for significant landmarks and places, which are now undergoing verification by Local Elders.				
	Develop a City of Bunbury specific Reconciliation Action Plan.	Community Connection	\$15,000	No Issues	Q4	On Track
		The City continued to explore the development of a Cultural Safety Framework in Q2, collaborating with a specialised consultant and the local community. Efforts are underway to develop the content for an expression of interest, with collaboration from various teams within the organisation. The aim is to release the tender for quotes in Q3.				
	Establish and engage with a First Nations Advisory Group on opportunities and projects relating to First Nations peoples.	Community Connection	✓	No Issues	Q4	On Hold
		This project is currently on hold, pending data from the consultation process underway as part of the Cultural Safety Framework development.				
	Develop and deliver local history and culture-based programs.	Community Connection	✓	No Issues	Q4	On Track
		The Bunbury Museum and Heritage Centre continued preparations for an exhibition on the history of Carey Park, Bunbury's oldest suburb, receiving strong community interest, including offers of donations and information on several prominent residents. Additionally, the 2024 Women's Hall of Fame awards were held at the Museum in Q2, attracting significant attendance and celebrating the contributions of important women in our local history.				



Outcome 3. A healthy and active community

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Improve access to high quality health and community services. 2. Encourage participation in sport, recreation, and leisure activities.	Plan and deliver additional indoor courts at Hay Park in partnership with stakeholders.	Sport & Recreation	\$350,000	Major Issues	Q4	Behind Schedule
		In Q2, the project scope was refined from six courts to four due to cost escalations. The project manager and architect continued refining the functional design, and revised pricing was provided to Minister Don Punch.				
	Provide replacement of the Forrest Park Pavilion with modern, unisex changing facilities and upgraded power supply.	Infrastructure Maintenance	\$1,000,000	No Issues	Q4	Complete
		Q2 saw the completion of the carpark, with the overall project now complete				
	Redevelop Hands Oval SWFL facilities to a standard required for WAFL and AFL fixtures, in partnership with stakeholders.	Projects & Asset Management	\$3,327,000	No Issues	Q4	Practically Complete
		Practical completion for the stadium was achieved on 21 December 2024. Landscaping works are scheduled to be undertaken before the end of the financial year.				
	Support Bunbury Tennis Club rebound wall.	Sport & Recreation	\$10,000	No Issues	Q1	Complete
		This project was completed in Q1 and is now considered closed.				
	Renew Hay Park cricket nets.	Sport and Recreation	\$42,000	No Issues	-	Discontinued
		This project was removed from the budget after the Corporate Business Plan finalisation. No further work planned.				
Support Bunbury Motorcross Club new ablutions.	Sport & Recreation	\$45,000	No Issues	Q3	Behind Schedule	
	Support for this project is limited to funding. The club signed the grant agreement in November 2024, causing a delay, with project completion now expected in Q3.					
Plan and deliver refurbishment of netball courts.	Infrastructure Maintenance	\$1,616,510	No Issues	Q4	On Track	
	The Q2 planning phase concluded with Fulton Hogan being engaged to commence work on-site in January 2025. Project completion is expected by May 2025.					
Support Bunbury Central Croquet Club night lights.	Sport & Recreation	\$3,446	Major Issues	-	Discontinued	
	The Club Night Light grant was not supported, and as a result, the project has been discontinued.					



Outcome 4. A compassionate and inclusive community

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress	
<ol style="list-style-type: none"> Listen and respond to community needs at all stages of life. Support vulnerable groups, including aged persons and those with disability. Build a stronger sense of belonging through volunteering. 	Disability Access and Inclusion Committee (DAIC) to explore MARCIA 2.0.	Community Connection	*	No Issues	Q4	On Track	
		Q2 saw the allocation of additional funding for the financial year, and the Department is currently developing an action plan to implement the MARCIA 2.0 project. Further progress on the project will be reported once the action plan is finalised.					
	Implement Disability Access and Inclusion Plan.	People & Safety	\$2,000	No Issues	Q4	On Track	
		The review of the Volunteer Framework was completed, and the roll-out commenced in Q2. The awards program will be reviewed once the Framework roll-out is finalised.					
		Community Connection	✓	No Issues	Q4	On Track	
Conduct Grandfamilies Fun Day.	Sport & Recreation	\$14,750	No Issues	Q3	Not Started		
	Planning for the event is scheduled to commence in January 2025, so no progress was made in Q2.						

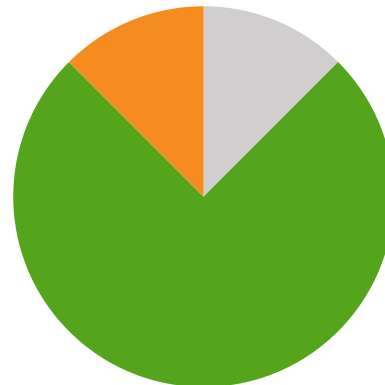
Planet

A healthy and sustainable ecosystem



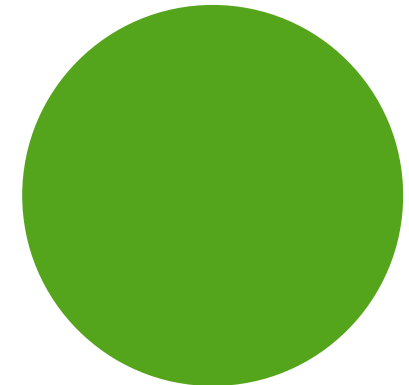
YTD Progress Snapshot | 8 Actions

Progress Status
Q2 2024-25



■ Not Started ■ On Track ■ On Hold

Budget Status
Q2 2024-25



■ No Issues ■ Minor Issues ■ Major Issues



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Sustainably manage, conserve and enhance our natural habitats. 2. Encourage the adoption of sustainable practices. 3. Develop a sustainable, low circular economy. 4. Move to net zero emissions.	Installation of charging infrastructure for City of Bunbury Corporate Fleet.	Infrastructure Maintenance	\$40,000	No Issues	Q4	On Hold
		During Q2, the investigation into the installation of charging infrastructure for the City of Bunbury Corporate Fleet was undertaken, with progress ongoing.				
	Implement the Greening Bunbury Plan.	Infrastructure Maintenance	\$240,000	No Issues	Q4	On Track
		No activity took place in Q2 regarding the winter planting program, as the next orders are scheduled for March 2025.				
	Sustainability and Environmental Action Plan Implementation.	Projects & Asset Management	\$250,000	No Issues	Q4	On Track
	The Stakeholder Engagement Plan is currently being developed, while the Environmental Sustainable Design Guidelines and a Sustainable Civil Materials list are also in progress. The Community Energy Upgrade Fund Grant application, which focuses on electrifying and adding solar to the South West Sports Centre, is underway. The first PSR is scheduled for February 2025.					

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.	Implement the Coastal Hazard Risk Management & Adaption Plan (CHRMAP).	Projects & Asset Management	\$440,000	No Issues	Q4	On Track
		During Q2, progress was made on the coastal protection structure audit and the foreshore asset audit, with both audits continuing to move forward.				
	Renew foreshore marine walls at the Leschenault Inlet. (south of Storm Surge Barrier).	Projects & Asset Management	\$300,000	No Issues	Q4	Not Started
		Q2 saw a review and adjustment to the original project, with the Department of Transport Maritime now assuming responsibility for project managing the construction works, while the City will provide a financial contribution. The works are anticipated to take place in FY 2025-26.				
	Continue involvement in the Local Emergency Management Committee (LEMC).	Community Wellbeing	✓	No Issues	Q4	On Track
		The LEMC quarterly meeting took place on 28 November 2024 and was well attended.				
	Implement the approved Department of Fire and Emergency Services Bushfire Mitigation Program.	Community Wellbeing	\$250,000	No Issues	Q4	On Track
	In Q2, the City secured \$170,000 in grant funding from the Department of Fire and Emergency Services' Mitigation Activities Fund for the 2024-25 program. Works commenced in November 2024, with Arbor Guy awarded the contract, and completion is expected in February 2025, with acquittal in June 2025. A positive audit by the Office of Bushfire Risk Management on 26 November 2024 highlighted the effectiveness and compliance of the City's systems. Planning is underway for the FY 2025-26 funding submission, with the next round opening in March 2025.					
	Review annually the City of Bunbury Local Emergency Management Arrangements (LEMA).	Community Wellbeing	✓	No Issues	Q3	On Track
	The City of Bunbury's Local Emergency Management Arrangements were approved by the Local Emergency Management Committee and the District Emergency Management Advisor in Q2. The LEMA is scheduled to be presented to Council on 28 January 2025 for adoption, after which it will be submitted to the State Emergency Management Committee (SEMC) for final approval.					

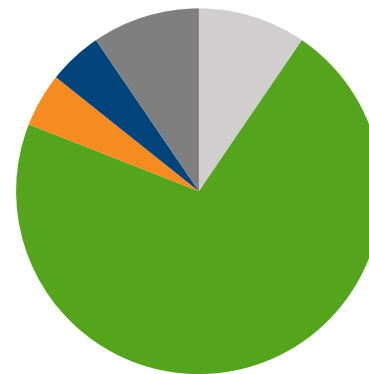
Place

*An
integrated,
vibrant and
well-planned City*



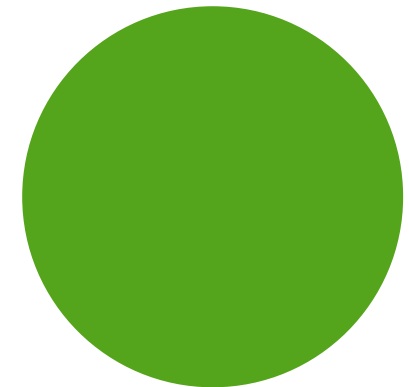
YTD Progress Snapshot | 21 Actions

Progress Status
Q2 2024-25



■ Not Started ■ On Track ■ On Hold
■ Complete ■ Deferred

Budget Status
Q2 2024-25



■ No Issues ■ Minor Issues ■ Major Issues





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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Promote responsible planning and development. 2. Grow recognition and respect for local history and heritage. 3. Increase access to safe, affordable, and diverse housing options.	Complete a local heritage survey in accordance with Heritage Act 2018.	Planning & Development	\$100,000	No Issues	Q4	On Track
	The grant funding application was submitted to the Department of Planning, Lands and Heritage in November 2024. The project is scheduled to commence in January 2025.					
	Investigate Spencer Street Inner City Precinct in conjunction with the Department of Lands Planning and Heritage.	Planning & Development	\$50,000*	No Issues	Q4	On Track
	During Q2, the Request for Quotation for the joint venture project with the Department of Planning, Lands, and Heritage on the Spencer Street Inner City Precinct was prepared. The project is scheduled to commence in June 2025, once a consultant is appointed. The City of Bunbury will contribute \$50,000 for community engagement in the project.					

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
<ol style="list-style-type: none"> 1. Create a strong and vibrant City Centre. 2. Beautify streetscapes. 3. Maintain quality community buildings, halls, and toilets. 4. Revitalise the coastline, foreshores, parks, and playgrounds. 5. Improve marine infrastructure and facilities. 	Develop the City Centre Spatial Framework.	Planning & Development	*	No Issues	Q4	On Track
	During Q2, the analysis for the City Centre Spatial Framework was reviewed, and preparations for the next stage of the project plan are underway.					
	Develop Bicentennial Square Precinct Plan.	Economic Development	*	No Issues	Q4	On Track
	In Q2, the Bicentennial Square Precinct Plan entered the delivery phase. Geotechnical studies, traffic modelling, and the engagement plan were completed. The project is currently in stage one consultation, where the first iterations of draft visions and concepts for the precinct area are being developed. Plans for further consultations and stakeholder input are in progress.					
	Research new regional art gallery.	Community Connection	\$100,000*	No Issues	Q4	On Track
	During Q2, concept development for the new regional art gallery progressed well, with potential site options under review. Engagement with the Advisory Group remained positive, and strong relationships with other regional galleries and the state gallery have proven beneficial to the project.					
	Implement the Beautifying of Bunbury Streetscapes Program.	Infrastructure Maintenance	\$200,000	No Issues	Q4	On Track
	During Q2, work on the Blair Street trees and design continued, with progress made on finalising the design details.					
Continue research on the viability of an ocean pool.	Projects & Asset Management	*	No Issues	Q4	On Track	
In Q2, the business case review for the Ocean Pool identified the need for both a needs analysis and an economic analysis. Additionally, the heritage survey approval was submitted, advancing the project's research phase.						
Implement Boulters Heights Master Plan.	Infrastructure Maintenance	\$600,000	No Issues	Q4	On Hold	
The implementation of the Boulters Heights Master Plan is currently on hold, pending the completion of a geotechnical report on dune stability.						



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities. 2. Encourage greater use of public and shared transport services. 3. Improve road safety, connectivity, and traffic flow. 4. Provide sufficient parking. 5. Improve aviation infrastructure and services.	Expand the footpath network across the City of Bunbury.	Infrastructure Maintenance	\$520,000	No Issues	Q4	On Track
	The 2024-25 program to expand the footpath network across the City of Bunbury commenced in Q2.					
	Renew and upgrade paths as per Asset Management Plan.	Infrastructure Maintenance	\$200,000	No Issues	Q4	On Track
	The 2024-25 program for renewing and upgrading paths as per the Asset Management Plan commenced in Q2.					
	Partner with Roads to Recovery to implement the Reseal Road Improvement program.	Infrastructure Maintenance	\$650,000*	No Issues	Q4	On Track
	The Reseal Road Improvement program began in Q2 and is now underway.					
	Review, renew and upgrade local roads.	Infrastructure Maintenance	\$500,000	No Issues	Q4	On Track
	The upgrade of local roads program commenced in Q2 and is underway.					
	Renew and upgrade industrial roads.	Infrastructure Maintenance	\$350,000	No Issues	Q4	Deferred
	The renewal and upgrade of industrial roads was deferred for Q2.					
Implement Prinsep Street redevelopment.	Infrastructure Maintenance	\$400,000	No Issues	Q4	Not Started	
The implementation of the Prinsep Street redevelopment has not yet started, with planning and preparations expected to commence in future quarters.						
Implement State Blackspot Funding to deliver upgrades to roads.	Infrastructure Maintenance	\$427,000*	No Issues	Q4	Not Started	
This program has not yet started, with planning and implementation anticipated to begin in future quarters.						
Deliver Regional Road Group upgrades..	Infrastructure Maintenance	\$1,129,500*	No Issues	Q4	On Track	
Regional Road Group upgrades started in Q2 and are progressing as planned.						



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Increase the use of active transport with improved paths, cycleways, and end-of-trip facilities. 2. Encourage greater use of public and shared transport services. 3. Improve road safety, connectivity, and traffic flow. 4. Provide sufficient parking. 5. Improve aviation infrastructure and services.	Develop and implement new carpark on Koombana Drive.	Infrastructure Maintenance	\$450,000	No Issues	Q4	Deferred
	This project was deferred for Q2.					
	Implement carpark renewals.	Infrastructure Maintenance	\$275,000	No Issues	Q4	On Track
	The 2024-25 carpark renewal program commenced in Q2 and are now underway.					
	Replace playground equipment.	Infrastructure Maintenance	\$400,000	No Issues	Q4	On Track
	Replacement of playground equipment commenced in Q2 and is currently in progress.					
	Renew, re-sleeve and improve drainage network (including compensation basins).	Infrastructure Maintenance	\$300,000	No Issues	Q4	On Track
	The renewal, resleeving, and improvement of the drainage network, commenced in Q2 as part of the ongoing 2024-25 program.					
Implement traffic calming and minor intersection treatments.	Infrastructure Maintenance	\$200,000	No Issues	Q4	Complete	
The traffic calming and minor intersection treatments have been completed for 2024-25.						

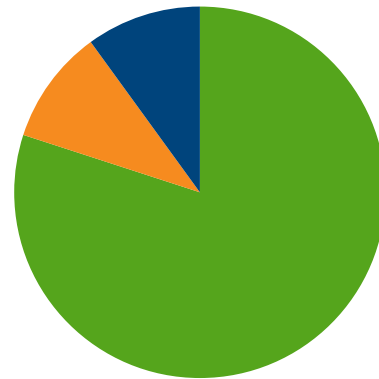
Prosperity

A strong and diversified economy



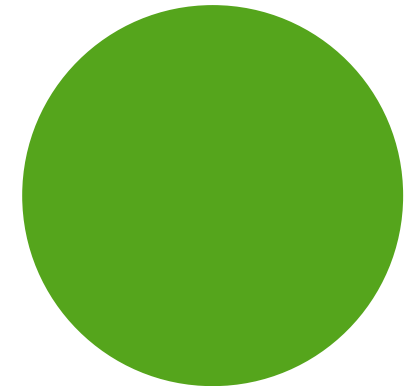
YTD Progress Snapshot | 10 Actions

Progress Status
Q2 2024-25



■ On Track ■ On Hold ■ Complete ■ Practically Complete

Budget Status
Q2 2024-25



■ No Issues ■ Minor Issues ■ Major Issues



Outcome 10. The premier city of regional Western Australia

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1 Build awareness and recognition that Bunbury is a great place to live, work, study, holiday, play and invest in.	Fund Bunbury Brighter campaign to promote Bunbury as destination of choice to live, play, work. Invest and visit.	Communications & Place Activation	\$70,000	No Issues	Q4	On Track
		In Q2, a marketing agency was appointed to develop a three-year destination marketing strategy for Bunbury. Additionally, planning began for a summer destination campaign targeting the Perth market.				
	Develop and implement the Economic Development Strategy.	Economic Growth	\$100,000	No Issues	Q4	On Track
		In Q2, preparations for the selection process of the consultant group to develop the City's Economic Development Strategy were finalised. The Assessment Panel is scheduled to meet on 7 January 2025 to evaluate submissions, with further updates to follow once the contract is signed.				
	Deliver the City of Bunbury Tourism Plan.	Economic Growth	*	No Issues	Q4	On Track
		The additional work undertaken to finalise the Draft Tourism Plan was presented to Elected Members at the Briefing on 3rd December 2024. The Draft Tourism Plan is scheduled to be presented to Council for noting/endorsement in early 2025.				

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Be Australia's first regional Digital City. 2. Attract diversified investment, industry, and businesses. 3. Support local business innovation and success. 4. Position Bunbury to capitalise on future employment trends and needs.	Collaborate with Edith Cowan University on opportunities for the development of local resources and for research and development projects that will benefit the economy and community, including the Digital Innovation Hub.	Economic Growth	✓	No Issues	Q4	On Track
		City Officers have been actively engaging with the Creative Tech Village to explore and support digital and creative tech opportunities. The most recent meeting took place on 28th November 2024, and the next meeting is scheduled for 15 January 2025.				
	Establish a policy position to build the capacity of Indigenous businesses and increase training and employment opportunities for local Aboriginal and Torres Strait Islander people.	Economic Growth	✓	No Issues	Q4	On Hold
This action requires review and has been placed on hold.						
	Partner with service providers to deliver a program of business training and support services.	Economic Growth	*	No Issues	Q4	On Track
		During Q2, the City continued to engage with partner organisations such as BGCCI and the Small Business Development Corporation (SBDC) to enhance business opportunities, education, and training. Efforts also included promoting the support services provided by local Bunbury service providers, like IPS, which assist businesses. The most recent meeting with SBDC took place on 6 January 2025.				



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1 Develop and promote a competitive tourism offer to attract more visitors.	Partner with other local governments in the region to support Bunbury Geographe Tourism.	City Growth	\$60,000*	No Issues	Q4	On Track
		The City continued to collaborate with other local governments through the BGGC CEO's group to support Bunbury Geographe Tourism in Q2. The current agreement for BGTP is set to continue until the end of this financial year. Local government tourism and economic development officers have also established a supportive network, working together to strengthen and promote Bunbury Geographe Tourism.				
	Partner with local service providers to support events that activate our CBD.	Place Activation	✓	No Issues	Q4	On Track
		Q2 saw the launch of the Summer Lovin campaign, which featured returning partners and events from the previous year, including Beach Flix and the Sunset Markets, activating the Koombana area. The campaign also introduced local and major sporting events to Bunbury, attracting additional visitors and contributing to the vibrancy of the CBD.				
	Contribute towards Busselton Margaret River Regional Airport Marketing Fund.	Office of the CEO	\$10,000	No Issues	Q1	Complete
		Funding for the Busselton Margaret River Regional Airport Marketing Fund was issued in Q1, completing the action.				
	Support activities that promote and develop sister city relations.	Place Activation	\$25,000	No Issues	Q4	On Track
		In Q2, the City welcomed a student delegation from Setagaya in November. The students visited local schools and tourist attractions, such as the Bunbury Wildlife Park and Bunbury Heritage Museum, promoting goodwill and cultural exchange. The City is also collaborating with the International Relations Working Group to develop an action plan for the next six months.				

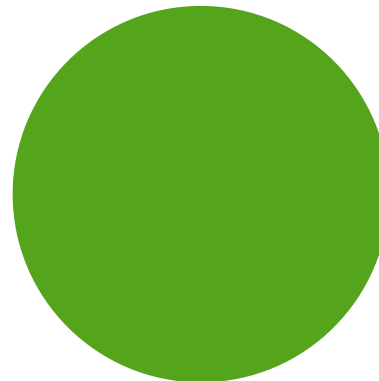
Performance

Leading with purpose and robust governance



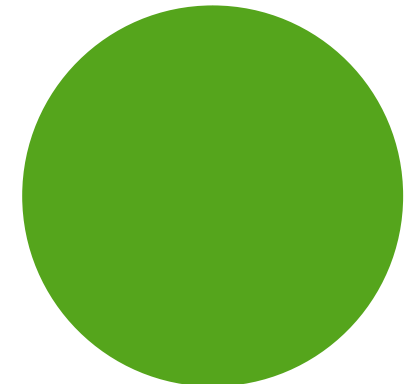
YTD Progress Snapshot | 7 Actions

Progress Status
Q2 2024-25



■ On Track

Budget Status
Q2 2024-25



■ No Issues ■ Minor Issues ■ Major Issues



Outcome 13. A leading local government

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Provide strong accountable leadership and governance. 2. Adopt innovations to improve business efficiencies and the customer experience. 3. Effectively manage the City's resources.	Creation of Business Cases and Strategic Studies to support priorities and major projects.	Economic Growth	\$40,000	No Issues	Q4	On Track
		In Q2, the draft Business Case for the Ocean Pool was submitted and is currently undergoing further review. Work on the draft Business Case for Bicentennial Square is scheduled to begin in January 2025.				
	Prepare a Collections Storage Feasibility Study for Bunbury Regional Art Gallery and Museum.	Community Connection	*	No Issues	Q4	On Track
		In Q2, the project transitioned from a feasibility study to investigating storage options. Investigations are currently underway for potential storage locations at the Works Depot and under the City Library.				
	Populate Human Resource Information System Learn Module.	People & Safety	\$25,000	No Issues	Q4	On Track
		Q2 saw the HRIS Learning Module project move into the delivery phase.				
	Implement the Role Clarity and Performance Project.	People & Safety	\$60,000	No Issues	Q4	On Track
		The delivery phase of the Role Clarity and Performance Project commenced in Q2, with Role Expectations communicated to leaders for their awareness during this period				
	Operationalise the City's Risk Management Framework.	Integrated Planning	✓	No Issues	Q4	On Track
		Q2 saw the completion of the Pulse system build and the revision of the City's Risk Management Framework and Risk Appetite Statement. The Risk Team continued to support risk owners across the organisation, providing training on using the Pulse system for managing and reporting on assigned risks. Risk Board meetings are now held quarterly, with regular reports submitted to the Audit and Risk Committee.				

✓ Planned for financial year but does not require funding.

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



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

Objective	Action	Responsible	Budget	Budget Status	Forecast Completion	Progress
1. Effectively inform and engage the community about local issues, facilities, services and events.	Continue implementing the City's approach to project management through the newly established Project Management Office.	Integrated Planning	✓	No Issues	Q4	On Track
		Q2 saw the application of newly developed project management methodologies to the City's FY24 major projects, with consistent governance and reporting focused on cost management. The build of the Pulse Project Management software commenced and is currently in the solution design phase, with planned completion expected for July 2025.				
	Plan, coordinate and deliver community outreach sessions in collaboration with the Mayor.	Marketing & Communications	✓	No Issues	Q4	On Hold
		With the recruitment of the Mayor's Executive Assistant (EA) now complete, planning and coordination of community outreach sessions will proceed as needed. These sessions will be delivered in alignment with community priorities and the Mayor's schedule, ensuring effective engagement with local residents.				

This page marks the completion of the Corporate Business Plan 2024-25 Progress Report.



How to Get Involved

Want to help build a better, brighter Bunbury?

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

A: 4 Stephen Street, Bunbury, WA, 6230

T: 08 9792 7000

E: info@bunbury.wa.gov.au

www.bunbury.wa.gov.au



10.3.2 Schedule of Accounts Paid for the period 1 January 2025 to 31 January 2025

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 10.3.2-A: Schedule of Accounts Paid	

Summary

The City of Bunbury "Schedule of Accounts Paid" covering the period 1 January 2025 to 31 January 2025 is attached at Appendix 10.3.2-A. The schedule contains details of the following transactions;

1. Municipal Account – payments totalling \$11,138,816.06
2. Trust Account – payments totalling \$19,666.08
3. Visitor Information Centre Trust Account – payments totalling \$3,566.55

Executive Recommendation

The Schedule of Accounts Paid for the period 1 January 2025 to 31 January 2025 be received.

Voting Requirement: Simple Majority

For review at the Council Briefing Session
 18 February 2025



SCHEDULE OF ACCOUNTS PAID

For the period 01 January 2025 to 31 January 2025

CITY OF BUNBURY

Municipal Account	2 - 39
Trust Account	40 - 41
Visitor Information Centre Trust Account	42 - 43

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
1/01/2025 to 31/01/2025

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
Cheque Payments					
00156861	21/01/2025	Cascada			1,722.05
			INV	21620 Side Entry Pit Covers	1,722.05
00156862	21/01/2025	Hymix Australia Pty Ltd			17,887.76
			INV	75574999 Concrete - Fielder Street	2,536.60
			INV	75583947 Concrete - Fielder Street	1,375.00
			INV	75587810 Concrete - Fielder Street	4,194.19
			INV	75587811 Concrete - Ocean Drive	649.00
			INV	75601253 Concrete - Fielder Street	2,621.30
			INV	75619292 Concrete - Fielder Street	831.60
			INV	75606486 Concrete - Fielder Street	1,430.00
			INV	75611017 Concrete - Fielder Street	2,322.87
			INV	75533862 Concrete - Austral Parade	1,465.20
			INV	75611018 Stabilised Sand	462.00
00156863	21/01/2025	Water Corporation			818.42
			INV	9006418433/JAN25 Service Charges - 01/01/2025 to 28/02/2025	403.39
			INV	9006412437/JAN25 Service Charges - 01/01/2025 to 28/02/2025	415.03
00156864	28/01/2025	Petty Cash Recoup - City of Bunbury			365.60
			INV	210125 Petty Cash	365.60
00156865	28/01/2025	Water Corporation			1,366.72
			INV	9006415152/JAN25 Service Charges - 01/01/2025 to 28/02/2025	226.79
			INV	9006455090/JAN25 Service Charges - 01/01/2025 to 28/02/2025	72.25
			INV	9006473635/JAN25 Service Charges - 01/01/2025 to 28/02/2025	116.40
			INV	9006421173/JAN25 Service Charges - 01/01/2025 to 28/02/2025	182.63
			INV	9006424710/JAN25 Service Charges - 01/01/2025 to 28/02/2025	50.18
			INV	9006431881/JAN25 Service Charges - 01/01/2025 to 28/02/2025	624.14
			INV	9006440593/JAN25 Service Charges - 01/01/2025 to 28/02/2025	94.33
Total: Cheque Payments					<u>1,366.72</u>
					\$22,160.55
EFT Payments					
8111.10065-01	08/01/2025	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix			1,296.00
			INV	SINV06537 Asphalt & Cationic Emulsion	836.00
			INV	SINV06535 Greenwaste Fee	360.00
			INV	SINV06498 Asphalt	100.00
8111.10314-01	08/01/2025	Davenport Plumbing			16,894.62
			INV	17866 Plumbing Repairs - Big Swamp Playground	129.07
			INV	17901 Plumbing Repairs - SWSC Toilets	248.70
			INV	17863 Plumbing Repairs - St Marks Park Toilets	140.07
			INV	17864 Plumbing Repairs - Maidens Reserve Toilets	140.07
			INV	17865 Plumbing Repairs - Riviera Way Pelican Point	188.85
			INV	17867 Plumbing Repairs - Pelican Point Toilets	125.44
			INV	17868 Plumbing Repairs- Koombana Bay	125.44
			INV	17869 Plumbing Repairs - Queens Gardens	82.92
			INV	17871 Plumbing Repairs - Powerboat Club	176.84
			INV	17873 Plumbing Repairs - Back Beach Toilets	188.85

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 17874 Plumbing Repairs - SWSC Spa	206.10
			INV 17875 Plumbing Repairs - Koolambidi Woola Toilets	140.07
			INV 17883 Plumbing Repairs - Pelican Point Riveria Toilets	166.90
			INV 17884 Plumbing Repairs - Lyon Sykes Toilets	125.44
			INV 17885 Plumbing Repairs - Koombana Bay Toilets	125.44
			INV 17900 Plumbing Repairs - Back Beach Toilets	125.44
			INV 17882 Plumbing Repairs - Admin Building	5,452.92
			INV 17917 Plumbing Repairs - Hay Park North	452.16
			INV 17870 Plumbing Repairs - Koombana Bay Toilets	125.44
			INV 17872 Plumbing Repairs - Big Swamp Toilets	125.44
			INV 17886 Plumbing Repairs - Pelican Point Riveria Toilets	166.90
			INV 17913 Plumbing Repairs - BREC HWU Replacement	6,897.91
			INV 17915 Plumbing Repairs - SWSC Cafe	1,238.21
8111.10326-01	08/01/2025	24/7 Roadservices Australia Pty Ltd		1,152.00
			INV 45252 5 Star Roadside Assistance 12 Months - Corporate Fleet	1,152.00
8111.10383-01	08/01/2025	Fiore Family Trust T/A LD Total		6,919.00
			INV 141771 Handwatering Services - Withers Connector Roads	6,919.00
8111.10416-01	08/01/2025	Kate Maloney		720.00
			INV 140711 Face Painting Services - Pridefest 2024	720.00
8111.10437-01	08/01/2025	Telstra Limited		6,726.70
			INV 4771557305/NOV24 Telephone Charges - Mobiles	3,340.38
			INV 4771557305/DEC24 Telephone Charges - Mobiles	3,386.32
8111.10460-01	08/01/2025	Cutting Cart Property Pty Ltd T/As Dardanup Butchering Co		184.73
			INV BW388780 BWP Animal Feed	184.73
8111.10502-01	08/01/2025	CS Legal		471.60
			INV 34117 2024/2025 Rates Debt Collection	471.60
8111.1061-01	08/01/2025	Leschenault Community Nursery Incorporated		1,024.20
			INV I0000000183 Plants Supply	1,024.20
8111.10676-01	08/01/2025	West Oz Linemarking Pty Ltd		4,097.50
			INV 10009 Linemarking - Share with Care Koombana Bay	385.00
			INV 10013 Linemarking - Clifton Street / Carey Street	756.80
			INV 10022 Linemarking - SWSC Badminton Court Carpark	926.20
			INV 10020 Linemarking - Edwards Street Disabled Parking	709.50
			INV 10018 Linemarking - Symmons Street Taxi Rank	1,320.00
8111.10722-01	08/01/2025	Ready Industries Pty Ltd T/A 1300TempFence		7,957.75
			INV INV-82838 Temporary Fencing - Power Boat Club	7,957.75
8111.10756-01	08/01/2025	Lauren Dixon T/A Yellow Digital		3,542.99
			INV INV-0317 Printing & Graphic Design - Summer Lovin 2024/25	3,542.99
8111.10766-01	08/01/2025	Omnicom Media Group Australia Pty Ltd		748.29
			INV 1798715 Advertising - RFT2425/005 Civil Works Panel	461.27
			INV 1798712 Advertising - RFT2425/005 Civil Works Panel	287.02
8111.10781-01	08/01/2025	South West Pets Bunbury Pty Ltd		302.90
			INV I0000002026 BWP Animal Feed	302.90
8111.1091-01	08/01/2025	Lomax Media		1,485.00

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	INV-1747	Bunbury Brighter Tourism Video Edit	1,485.00
8111.10942-01	08/01/2025	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin				313.50
			INV	12825	Premium Top Dressing	313.50
8111.10992-01	08/01/2025	Work Clobber Bunbury - Infrastructure				1,853.75
			INV	24-00025671	Staff Uniform - Infrastructure	517.99
			INV	24-00025468	Staff Uniform - Infrastructure	537.87
			INV	24-00022891	Staff Uniform - Infrastructure	307.32
			INV	24-00024696	Staff Uniform - Infrastructure	132.07
			INV	24-00026423	PPE Boots - Infrastructure	176.40
			INV	24-00026760	PPE Boots - Infrastructure	182.10
8111.11035-01	08/01/2025	Liven Australia Pty Ltd				129.80
			INV	2025-97244	BWP Monthly Subscription - January 2025	129.80
8111.11038-01	08/01/2025	Green Teach SW Inc				3,852.00
			INV	202402	Habitat Bunbury Program 2024/25 Bunbury Pocket Forrest	3,852.00
8111.1104-01	08/01/2025	M & B Sales Pty Ltd				2,155.65
			INV	20281894	Maintenance Supplies - Pine Posts	2,155.65
8111.11057-01	08/01/2025	EIS Control Pty Ltd				1,230.35
			INV	INV-1240	PC Payne Park Bore Considerations	1,230.35
8111.11169-01	08/01/2025	Wattleup Tractors - Bunbury				652.80
			INV	1313537	Mower Blades - BY87076	652.80
8111.11245-01	08/01/2025	Shelle's Fancy Face Painting and Artistry (Michelle Glover)				315.00
			INV	231	Facepainting Services for PrideFest 2024	315.00
8111.11284-01	08/01/2025	A1 Sign Shop				6,181.74
			INV	INV-0883	PCYC Signs	6,181.74
8111.11301-01	08/01/2025	Bunbury Indoor Beach Volleyball				40.62
			INV	1486	SWSC Cafe Supplies	40.62
8111.11332-01	08/01/2025	Holly Prentice				800.00
			INV	15/12/2024	Entertainment - Christmas in the City 2024	800.00
8111.11352-01	08/01/2025	PTG Consulting Pty Ltd				10,516.00
			INV	INV-2214	Bicentennial Square Precinct Plan Project - Traffic Study	10,516.00
8111.11372-01	08/01/2025	Nixon Bunbury Pty Ltd				4,235.20
			INV	102418	Electrical Maintenance - Bicentennial Square	132.00
			INV	102514	Electrical Maintenance - SSAC	1,625.02
			INV	102424	Electrical Maintenance - Library	266.57
			INV	102626	Electrical Maintenance - Pelican Point Entry Light	1,563.07
			INV	102622	Electrical Maintenance - Path Lights Withers	189.75
			INV	102468	Test & Tagging - Depot	458.79
8111.11547-01	08/01/2025	Bookeasy Australia				546.17
			INV	627	Book Easy Commission - November 2024	546.17
8111.11568-01	08/01/2025	The Resilience Project Pty Ltd				8,250.00
			INV	INV-10828	The Resilience Project - Workplace Program	8,250.00
8111.11592-01	08/01/2025	Peter James Mongan				1,000.00
			INV	ChristmasLights	Christmas Lights Display Winner 2024	1,000.00
8111.14-01	08/01/2025	Activ Foundation Incorporated				2,530.00

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	INV134252	Mowing & Slashing - 5 Mile Brook	2,530.00
8111.1406-01	08/01/2025	Quintzillion				352.00
			INV	31646	BWP Retail Merchandise	352.00
8111.1419-01	08/01/2025	Holcim Australia Pty Ltd				389.62
			INV	9409596722	GP Stabilised Sand	70.84
			INV	9409593439	GP Stabilised Sand	318.78
8111.1437-01	08/01/2025	Ricoh Business Centre (Emerge Office)				115.50
			INV	9675	Photocopier Meter Readings - Withers Library	115.50
8111.1555-01	08/01/2025	Spurling Engineering				847.00
			INV	13691	Column Works as Required - PCYC	385.00
			INV	13702	Bollard Repairs	462.00
8111.1580-01	08/01/2025	Stott & Hoare Business Computers				16,077.60
			INV	197490	VEEAM Data Platform Annual Licence	16,077.60
8111.1623-01	08/01/2025	South West Septics				1,320.00
			INV	IV0000008526	Empty Greasetraps - Hay Park North Pavilion	660.00
			INV	IV0000008525	Empty Greasetraps - SWSC	330.00
			INV	IV0000008523	Empty Greasetraps - Stirling Street Arts Centre	330.00
8111.1716-01	08/01/2025	Tourism Council WA				202.00
			INV	I-00012254	Information Flags - BVIC	202.00
8111.1838-01	08/01/2025	Synergy				4,329.39
			INV	776565900/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	2,179.65
			INV	394648190/DEC24	Electricity Charges - 17/10/2024 to 12/12/2024	200.45
			INV	436541150/DEC24	Electricity Charges - 23/10/2024 to 19/12/2024	117.23
			INV	417384740/DEC24	Electricity Charges - 19/11/2024 to 17/12/2024	110.46
			INV	230906380/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	1,721.60
8111.1867-01	08/01/2025	Work Clobber - Bunbury				412.90
			INV	24-00026425	PPE Boots - Administration	176.40
			INV	24-00023841	Staff Uniform - Administration	236.50
8111.1996-01	08/01/2025	Win Television WA Pty Ltd				550.00
			INV	1955035-1	Advertising - Fight the Bite	198.00
			INV	1955036-1	Advertising - Fight the Bite	352.00
8111.2123-01	08/01/2025	Bunbury Basketball Association				7,040.00
			INV	INV-0228	Bunbury Community Courts - Project Management Services December 2024	7,040.00
8111.2136-01	08/01/2025	Leschenault Catchment Council (LCC) Incorporated				2,376.24
			INV	340	Pendal Street Beach Access Path Works	2,376.24
8111.2202-01	08/01/2025	Woolworths Limited				540.79
			INV	11059674	International Day of People with Disability 2024 Quiz Baskets	25.99
			INV	11327066	BWP Supplies	14.80
			INV	11059553	CoDAP Appreciation Gift Cards 2024	500.00
8111.2209-01	08/01/2025	Bidfood Australia (SWSC)				1,040.87
			INV	I65036753.BRY	SWSC Cafe Supplies	1,040.87
8111.2395-01	08/01/2025	Returned Services League Bunbury				4,246.55
			INV	15	Traffic Management Services - Remembrance Day	4,246.55
8111.2884-01	08/01/2025	Business News Pty Ltd				5,500.00

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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-2058291	Tourism Event Digital Marketing	5,500.00
8111.289-01	08/01/2025	Bunbury Mower Service Pty Ltd				1,567.50
			INV	76394#6	Mower Parts - Air Filters	520.00
			INV	76089#6	Mower Parts - Oil	430.00
			INV	75996	Mower Parts - Blades	240.00
			INV	76489	BWP Back Pack Blower Service	377.50
8111.3021-01	08/01/2025	Geographe Civil Pty Ltd				46,750.00
			INV	174202	Chamber Adjustment Spencer Street WTP	46,750.00
8111.308-01	08/01/2025	Bunbury Retravision				268.00
			INV	63444018	Chair Cleaner Depot Chairs	268.00
8111.3093-01	08/01/2025	RTS Diesel South West				1,856.30
			INV	4204	Small Repairs - Various	1,856.30
8111.3167-01	08/01/2025	Perfect Landscapes				17,943.40
			INV	INV-9118	Lawnmowing - Davenport	3,371.50
			INV	INV-9117	Lawnmowing - College Grove	1,232.00
			INV	INV-9116	Lawnmowing - Bunbury	748.00
			INV	INV-9115	Lawnmowing - Withers	5,191.00
			INV	INV-9114	Lawnmowing - Usher	2,271.50
			INV	INV-9113	Lawnmowing - South Bunbury	5,129.40
8111.3204-01	08/01/2025	PFD Food Services Pty Ltd				1,168.63
			INV	LO308924	SWSC Cafe Supplies	1,168.63
8111.325-01	08/01/2025	Bunbury Turf Club Inc				6,900.00
			INV	303959	Sponsorship - Bunbury Cup 8th March 2025	6,900.00
8111.327-01	08/01/2025	Bunbury Veterinary Clinic				274.75
			INV	1/505136	Veterinary Consultations	70.00
			INV	1/505163	Veterinary Consultations	64.75
			INV	1/505162	Veterinary Consultations	70.00
			INV	1/505143	Veterinary Consultations	70.00
8111.335-01	08/01/2025	Bunnings Group Limited				1,901.56
			INV	2179/01607304	Flashing and Screws - Power Boat Club	54.46
			INV	2179/01496425	Flashing and Screws - Power Boat Club	116.77
			INV	2179/01494743	Screws/Washers	296.94
			INV	2179/01494741	Beach Temporary Handrail Supplies	290.05
			INV	2179/01495718	Shower Head/Rail - SWSC	109.95
			INV	2179/01494929	Beach Temporary Handrail Supplies	74.54
			INV	2179/01494133	Brackets/Grip Paint - Senior Citizens Centre	47.16
			INV	2179/01605995	Plywood	101.60
			INV	2179/01495672	Paint - Queens Gardens Gate Repairs	54.52
			INV	2179/01498206	Screws/Discs	101.72
			INV	2179/01497592	Screws/Post Supports - Back Beach Surf Club	137.43
			INV	2706/01219915	Post Supports - Back Beach Surf Club	108.20
			INV	2179/01499432	Screws - Powerboat Club	54.80
			INV	2179/01498957	PVC Elbows/Pipe - Back Beach Surf Club	24.48
			INV	2179/01101975	Paint	177.36

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			INV	2179/01497888 Toilet Seat/Door Stop	31.33
			INV	2179/01497591 Screws	50.52
			INV	2179/01499862 Shower Head Parts - SWSC	69.73
8111.3376-01	08/01/2025	Sonic HealthPlus			1,970.76
			INV	3470448 Pre-Employment Medicals	490.49
			INV	3472853 Pre-Employment Medicals	490.49
			INV	3473880 Pre-Employment Medicals	490.49
			INV	3473879 Pre-Employment Medicals	499.29
8111.3513-01	08/01/2025	Total Green Recycling			3,767.58
			INV	INV17204 eWaste Processing	3,767.58
8111.371-01	08/01/2025	Carbone Bros Pty Ltd			25,869.25
			INV	I108872 Carpark Works - Hands Oval	25,869.25
8111.3713-01	08/01/2025	Site Safe Temporary Fencing South West			3,300.00
			INV	4002455 Temporary Fencing - Christmas in the City 2024	3,300.00
8111.3958-01	08/01/2025	JCW Electrical Pty Ltd			1,640.76
			INV	102506 Generator Testing - Airport/Library/BRAG/Depot	1,640.76
8111.4167-01	08/01/2025	The Print Shop Bunbury			163.90
			INV	1677140 Community Portal Flyers	163.90
8111.4204-01	08/01/2025	Orbit Health & Fitness Solutions Pty Ltd			1,829.99
			INV	WC282324 Spin Bike - Hands Oval Stadium	1,829.99
8111.462-02	08/01/2025	Coca Cola Amatil (Aust) Pty Ltd			1,824.08
			INV	235642153 SWSC Cafe Supplies	1,824.08
8111.474-01	08/01/2025	Geographe Ford			53,587.62
			INV	L2131 Plant Purchase - BY736	53,587.62
8111.4993-01	08/01/2025	Vorgee			3,401.75
			INV	191081 Backstroke Flags - SWSC	396.00
			INV	190996 Merchandise Swim Accessories - SWSC	1,784.75
			INV	190995 Merchandise Goggles - SWSC	1,221.00
8111.5036-01	08/01/2025	Environex International Pty Ltd			1,856.11
			INV	327941 SWSC Chemicals and Cleaning Supplies	885.01
			INV	327942 SWSC Chemicals and Cleaning Supplies	971.10
8111.527-01	08/01/2025	Cross Security Services			931.70
			INV	INV-33854 Alarm System Maintenance - Library	254.10
			INV	INV-33843 Alarm System Maintenance - BWP	148.50
			INV	INV-33833 Alarm System Maintenance - SWSC	148.50
			INV	INV-33832 Alarm System Maintenance - BRAG	380.60
8111.5725-01	08/01/2025	Officeworks Superstores Pty Ltd - Bunbury (50693711)			1,244.35
			INV	606907820 Stationery - BRAG	75.77
			INV	606525974 Stationery - Museum	52.14
			INV	618023581 Stationery - Infrastructure	317.98
			INV	618151182 Stationery - Infrastructure	63.96
			INV	618436554 Stationery - Infrastructure	384.50
			INV	617811237 Youth Advisory Council Gifts	250.00
			INV	617811245 Youth Advisory Council Gifts	100.00

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8111.5741-01	08/01/2025	Picton Tyre Centre Pty Ltd			7,494.00
			INV	D84462 Tyre Repairs - BY2433A	95.00
			INV	D84214 Tyre Repairs - BY749	225.00
			INV	D84403 Tyre Repairs - BY762	181.00
			INV	D84395 Tyre Repairs - BY716B	65.00
			INV	D84218 Tyre Repairs - BY749	2,976.00
			INV	D84221 Tyre Repairs - BY751	1,976.00
			INV	D84219 Tyre Repairs - BY775	1,976.00
8111.5950-01	08/01/2025	Quality Press			4,163.50
			INV	INV084003 Printing - Frank Norton Catalogue	4,163.50
8111.6016-01	08/01/2025	Codee-Lee Down (CDP Solutions)			800.00
			INV	188 Christmas in the City - Additional Production Support	800.00
8111.6081-01	08/01/2025	Marketforce Pty Ltd			15,108.50
			INV	AU51-P10100183 Search Engine Optimization Management - October 2024	2,772.00
			INV	AU51-PI0100184 Search Engine Optimization Management - November 2024	2,772.00
			INV	AU51-PI0100217 Search Engine Optimization Management - December 2024	2,772.00
			INV	AU51-PI0100216 Bunbury Brighter Strategy Marketing	6,792.50
8111.6137-01	08/01/2025	Woodlands Distributors & Agencies Pty Ltd			6,389.46
			INV	INV-0538 Compostable Dog Waste Bags	6,389.46
8111.6221-01	08/01/2025	West Australian Newspapers Ltd - SWSC			96.70
			INV	73615122024 SWSC Newspapers	96.70
8111.6266-01	08/01/2025	CB Traffic Solutions Pty Ltd			19,979.58
			INV	18088 Traffic Management - Forrest Highway	1,828.75
			INV	18005 Traffic Management - Blair Street Event	2,829.75
			INV	18089 Traffic Management - Fielder Street	3,960.00
			INV	18068 Traffic Management Plan - Halsey & Clarke Street	719.40
			INV	18087 Traffic Management - Arthur Street	1,952.50
			INV	18225 Traffic Management - Dunstan Street Christmas Lights	3,003.00
			INV	18008 Traffic Management - Blair Street	4,256.18
			INV	18154 Traffic Management - Dunstan Street Christmas Lights	1,430.00
8111.6333-01	08/01/2025	Equans Mechanical Services Australia Pty Ltd			3,471.38
			INV	2604646 Aircon Maintenance - Shoe String Cafe	49.03
			INV	2604647 Aircon Maintenance - Shoe String Cafe	91.93
			INV	2604649 Aircon Maintenance - Administration	873.38
			INV	2604652 Aircon Maintenance - Bowling Club	183.87
			INV	2604658 Aircon Maintenance - Volunteer Bush Fire Brigade	22.98
			INV	2604636 Aircon Maintenance - Council Chambers	33.70
			INV	2604635 Aircon Maintenance - Council Chambers	367.73
			INV	2604631 Aircon Maintenance - BREC	91.93
			INV	2604585 Aircon Maintenance - Withers Library	101.12
			INV	2604641 Aircon Maintenance - Lady Mitchell Health Clinic	91.93
			INV	2604651 Aircon Maintenance - Animal Shelter	43.08
			INV	2604638 Aircon Maintenance - Library	1,520.70
8111.6475-01	08/01/2025	St John Ambulance Western Australia Ltd			732.60

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			INV	FAINV01255575	St John Ambulance Crew Attendance - Christmas 2024	732.60
8111.670-01	08/01/2025	Elliotts Irrigation				2,803.90
			INV	F32222	Iron Filter Servicing - December 2024	2,803.90
8111.6798-01	08/01/2025	WINC Australia Pty Ltd				643.37
			INV	9046817752	Stationery - Infrastructure	212.00
			INV	9046859317	Stationery - Infrastructure	15.50
			INV	9046891074	Stationery - Library	330.88
			INV	9046890501	Stationery - SWSC	84.99
8111.6833-01	08/01/2025	Chris Young Design				1,800.00
			INV	1840	Frank Norton Catalogue Design Service	1,800.00
8111.6858-01	08/01/2025	Work Metrics Pty Ltd				154.00
			INV	42959	Subscription - On-line Induction Portal	154.00
8111.6875-01	08/01/2025	Country Landscaping Pty Ltd				30,863.36
			INV	29860	Retic Parts	154.44
			INV	29883	Retic Parts	27,734.39
			INV	29868	Retic Parts	1,905.02
			INV	29822	Retic Parts	843.34
			INV	29886	Retic Parts	60.73
			INV	29804	Bore Repairs - Baldock Street	165.44
8111.7151-01	08/01/2025	Procure Locksmiths				740.00
			INV	21116	Key/Lock Repairs - BRAG	145.00
			INV	21044	Key/Lock Repairs - Koombana Bay Power Boxes	595.00
8111.7173-01	08/01/2025	GC Sales WA				8,243.40
			INV	13896	Waste Bins	8,243.40
8111.7254-01	08/01/2025	Bossea Pty Ltd T/A South West Recycling				66.00
			INV	INV-9812	Confidential Bin Collection & Destruction	66.00
8111.7289-01	08/01/2025	The Trustee for Bunbury TT Unit Trust T/A Total Tools Bunbury				19.30
			INV	212711	Socket Set and Drill Bit	9.30
			INV	212710	Socket Set and Drill Bit	10.00
8111.7357-01	08/01/2025	West Coast Waste Pty Ltd				880.00
			INV	54888	Hook Bin Hire	880.00
8111.739-01	08/01/2025	Brownes Food Operations Pty Ltd				730.72
			INV	18175314	SWSC Cafe Supplies	730.72
8111.7767-01	08/01/2025	Netstar Australia Pty Ltd				2,145.99
			INV	205873	Monthly GPS Tracker Fee - December 2024	2,145.99
8111.8033-01	08/01/2025	Essential Coffee Pty Ltd				238.33
			INV	SI-00320370	BWP Coffee Machine Rental	238.33
8111.8144-01	08/01/2025	WA Mechanical and Site Services				2,612.57
			INV	INV-2556	Plant Service - BY85519	196.19
			INV	INV-2555	Plant Service/Inspection - 1TSJ986	196.19
			INV	INV-2540	Plant Service/Inspection - 1TTB999	196.19
			INV	INV-2560	Plant Maintenance - Generators	2,024.00
8111.8226-01	08/01/2025	Nutrien Ag Solutions Limited				1,375.00
			INV	911958968	Herbicide	1,375.00

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8111.8311-01	08/01/2025	Marchese Enterprises Pty Ltd t/as MJ Goods			8,070.60
			INV	N21403 Jumbo Toilet Rolls - Depot	4,572.00
			INV	N21427 Hand Towel Rolls/Toilet Paper - Depot	3,353.60
			INV	N21606 Hand Soap - Depot	145.00
8111.8791-01	08/01/2025	The Trustee for the Folan Family Trust T/A Inspired Dev't Sol Pty Ltd			11,285.30
			INV	2271 Leadership Team Development Program	11,285.30
8111.8804-01	08/01/2025	Edgeloe Engineering Pty Ltd			660.00
			INV	I001279 Consulting - Separation of Quantities	660.00
8111.8880-01	08/01/2025	Iconic Property Services Pty Ltd			187.66
			INV	PSI041171 Cleaning Services - Christmas in the City 2024	187.66
8111.8881-01	08/01/2025	Element Advisory Pty Ltd T/A The Planning Group WA Pty Ltd			11,819.50
			INV	63664 Bicentennial Square Precinct Design & Report	11,819.50
8111.9097-01	08/01/2025	Flick Anticimix Pty Ltd			2,801.34
			INV	601188406C Pest Control - BWP	231.00
			INV	601188407C Pest Control - BWP	205.34
			INV	601190283C Pest Control - Morrissey Homestead	220.00
			INV	601190419C Pest Control - Depot Rear Store	110.00
			INV	601190406C Pest Control - BRAG	220.00
			INV	601190408C Pest Control - Administration	110.00
			INV	601190410C Pest Control - Paisley Centre	110.00
			INV	601190409C Pest Control - Paisley Centre	55.00
			INV	601190422C Pest Control - BWP	110.00
			INV	601190411C Pest Control - Lady Mitchell Health Clinic	110.00
			INV	601190413C Pest Control - SSAC	110.00
			INV	601190414C Pest Control - SSAC	55.00
			INV	601190415C Pest Control - Bunbury Library	220.00
			INV	601190416C Pest Control - Hay Park SWSC	275.00
			INV	601190417C Pest Control - Depot	110.00
			INV	601190418C Pest Control - Depot	110.00
			INV	601190420C Pest Control - Animal Facility	110.00
			INV	601190421C Pest Control - McCombe Road Depot	110.00
			INV	601190407C Pest Control - Council Chambers	110.00
			INV	601190412C Pest Control - SSAC	110.00
8111.926-01	08/01/2025	Call Associates Pty Ltd			940.94
			INV	118269 Call Centre Fees - November 2024	940.94
8111.9316-01	08/01/2025	West Australian Newspapers Ltd - Libraries			172.80
			INV	95930/JAN24 Library Newspapers	172.80
8111.9359-01	08/01/2025	3D HR Legal Pty Ltd			24,640.00
			INV	INV-2055 Legal Fees	24,640.00
8111.949-01	08/01/2025	Jacksons Drawing Supplies			80.55
			INV	24-00100688 Art Supplies - Noongar Arts Program BRAG	80.55
8111.9625-01	08/01/2025	ATC Work Smart Inc			309.00
			INV	INV013076 Staff First Aid Course	179.00
			INV	INV013084 Staff First Aid Course	65.00

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			INV	INV013085	Staff First Aid Course	65.00
8111.9638-01	08/01/2025	Smart Parking Limited				3,300.00
			INV	AU-IN000799	Parking Meter Spare Machine Head	3,300.00
8111.9804-01	08/01/2025	R K Arnold & G Dowd & M B Dunphy & Others T/A Hall & Wilcox				792.00
			INV	790290	Legal Fees	792.00
8111.9922-01	08/01/2025	The Trustee for the Easton Family Trust (Blue Steel Roofing)				660.00
			INV	INV-0540	Gutter Cleaning - Museum	660.00
8111.9975-01	08/01/2025	LG Software Solutions Pty Ltd T/A Pulse Software				34,650.00
			INV	INV-1819	Risk & Project Management Module Implementation	34,650.00
8112.11583-01	08/01/2025	Jeremy Fontanille				170.00
			INV	Reimburse 101224	Reimbursement - First Aid Course Training	170.00
8112.11588-01	08/01/2025	M & P Mallon				674.95
			INV	53065	Verge Crossover Contribution	674.95
8112.11593-01	08/01/2025	B Cooper				1,033.73
			INV	ASN4857	Rates Refund	1,033.73
8112.11594-01	08/01/2025	E Maiden				456.57
			INV	ASN6907	Rates Refund	456.57
8112.11595-01	08/01/2025	Kimberley Funerals (WA) Pty Ltd				392.23
			INV	ASN13903	Rates Refund	392.23
8112.11597-01	08/01/2025	P Franks				411.38
			INV	ASN11369	Rates Refund	411.38
8112.11598-01	08/01/2025	C Chapman				341.13
			INV	ASN12221	Rates Refund	341.13
8112.233-02	08/01/2025	Bunbury & Districts Hockey Association				3,137.53
			INV	ASN10136	Rates Refund	3,137.53
8113.7271-01	08/01/2025	James Bennett Pty Ltd				1,977.55
			INV	4837223	Library Local Stock	1,977.55
8114.11602-01	08/01/2025	B & D Adams				146.18
			INV	ASN50129	Rates Refund	73.09
			INV	ASN50122	Rates Refund	73.09
8114.11603-01	08/01/2025	I Rotheram & T Reid				416.46
			INV	ASN13715	Rates Refund	416.46
8114.11604-01	08/01/2025	Linda May Barningham				853.60
			INV	ASN4973	Rates Refund	853.60
8114.11605-01	08/01/2025	D & S Throne				500.00
			INV	ASN7550	Rates Refund	500.00
8114.11606-01	08/01/2025	D Della Bosca				525.00
			INV	ASN7470	Rates Refund	525.00
8114.11607-01	08/01/2025	Lockmead Holdings Pty Ltd - W Thomson				392.71
			INV	ASN10458	Rates Refund	392.71
8114.11608-01	08/01/2025	R Balfour				99.98
			INV	ASN12952	Rates Refund	99.98
8114.2961-01	08/01/2025	Commercial Realty				4,716.61
			INV	ASN13333	Rates Refund	4,716.61

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
8115.10244-01	08/01/2025	Dellawick Family Trust T/A Lonsdale Party Hire			3,182.50
			INV	INV-3433 Event Equipment Hire - Christmas in the City	3,182.50
8115.10314-01	08/01/2025	Davenport Plumbing			1,305.15
			INV	17898 Plumbing Repairs - SWSC	1,305.15
8115.10383-01	08/01/2025	Fiore Family Trust T/A LD Total			18,645.00
			INV	140939 Landscape & Irrigation Repair College Grove Entry	18,645.00
8115.10389-01	08/01/2025	Rhonda Maureen Norman			150.00
			INV	264201 Artist Fee: Exhibition AACHWA Forum & Innovative Industries Conference	150.00
8115.10608-02	08/01/2025	Candice Nannup			150.00
			INV	264216 Artist Fee: Exhibition AACHWA Forum & Innovative Industries Conference	150.00
8115.10676-01	08/01/2025	West Oz Linemarking Pty Ltd			5,217.30
			INV	10008 Linemarking - Tuart Walk Thermo Decal	643.50
			INV	10024 Linemarking - Arthur Street Ramp	1,342.00
			INV	10026 Linemarking - Upper Esplanade /Wellington Street	3,231.80
8115.10870-01	08/01/2025	TLS Productions Pty Ltd			31,528.75
			INV	INV-16273 Sound Equipment Hire - Christmas in the City 2024	660.00
			INV	INV-16271 Event Production - Christmas in the City 2024	29,612.00
			INV	INV-16272 Event Production - Christmas in the City 2024	1,256.75
8115.10875-01	08/01/2025	AAHR Investments Pty Ltd T/A Poolwerx Bunbury			990.00
			INV	INVBAT-129 Public Art Service-Brother & Sister/Revolving Ball	990.00
8115.10992-01	08/01/2025	Work Clobber Bunbury - Infrastructure			449.01
			INV	24-00024999 Staff Uniform - Infrastructure	449.01
8115.11050-01	08/01/2025	Busselton Farmers Market			285.13
			INV	IN00012770 SWSC Cafe Supplies	156.03
			INV	IN00012265 SWSC Cafe Supplies	129.10
8115.11134-01	08/01/2025	Michael Bianco (Bianco Art Consulting)			12,109.09
			INV	241224-9-12 Consulting Services - Arts and Culture	12,109.09
8115.11301-01	08/01/2025	Bunbury Indoor Beach Volleyball			81.24
			INV	1501 SWSC Cafe Supplies	40.62
			INV	1494 SWSC Cafe Supplies	40.62
8115.11389-01	08/01/2025	Amy Leigh Binder			150.00
			INV	264200 Artist Fee: Exhibition AACHWA Forum & Innovative Industries Conference	150.00
8115.11585-01	08/01/2025	Gabrielle Mazalevskis T/As Wiz N Bang			500.00
			INV	241215 Lantern Making Workshop - BRAG	500.00
8115.1536-01	08/01/2025	SOS Office Equipment			1,114.77
			INV	SOS652712 Photocopier Meter Readings - Library	291.43
			INV	SOS652184 Photocopier Meter Readings - Museum	24.75
			INV	SOS652729 Photocopier Meter Readings - SWSC	111.95
			INV	SOS652727 Photocopier Meter Readings - SWSC	493.35
			INV	SOS652721 Photocopier Meter Readings - BRAG	90.68
			INV	SOS652725 Photocopier Meter Readings - BWP	102.61
8115.1838-01	08/01/2025	Synergy			4,420.32
			INV	819403950/DEC24 Electricity Charges - 17/10/2024 to 12/12/2024	363.08
			INV	202454690/DEC24 Electricity Charges - 26/11/2024 to 16/12/2024	4,057.24

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
8115.2202-01	08/01/2025	Woolworths Limited			49.40
			INV	11382990 Decorations for Group Fitness - SWSC	49.40
8115.2849-01	08/01/2025	Waterlogic Australia Pty Ltd			562.10
			INV	4615626 SWSC Equipment Rental Service - January 2025	562.10
8115.3021-01	08/01/2025	Geographe Civil Pty Ltd			3,916.00
			INV	174203 Chamber Adjustment Spencer Street WTP - Hire of Additional Pump	3,916.00
8115.3167-01	08/01/2025	Perfect Landscapes			14,080.00
			INV	INV-9128 Mowing of Footpath Assets / Median Islands	14,080.00
8115.3204-01	08/01/2025	PFD Food Services Pty Ltd			898.85
			INV	LO358650 SWSC Cafe Supplies	898.85
8115.335-01	08/01/2025	Bunnings Group Limited			364.06
			INV	2179/01405899 Acrylic Letterbox Numbers	26.56
			INV	2179/01101911 Deck Stain - Frank Buswell Foreshore	309.70
			INV	2179/01607967 Cream Cement Bags	27.80
8115.3502-01	08/01/2025	Busiclean Australia			855.00
			INV	INV-18521 SWSC Merchandise - Swim Nappies	855.00
8115.3834-01	08/01/2025	SecurePay Pty Ltd			32.18
			INV	610434 eServices Online Transactions	32.18
8115.4014-01	08/01/2025	Bunbury Geographe Seniors and Community Centre Inc.			13,750.00
			INV	INV-2978 2024/25 Operational Funding Support - Quarter 3	13,750.00
8115.462-02	08/01/2025	Coca Cola Amatil (Aust) Pty Ltd			2,894.70
			INV	235689963 SWSC Cafe Supplies	2,894.70
8115.5629-01	08/01/2025	Scavenger Supplies Pty Ltd			2,984.30
			INV	INV-21416 Bushfire Brigade Equipment	2,984.30
8115.5704-01	08/01/2025	Department of Fire & Emergency Services			1,004.92
			INV	72992 DFES DBA Annual Monitoring 2024/2025 - Hands Oval	1,004.92
8115.5725-01	08/01/2025	Officeworks Superstores Pty Ltd - Bunbury (50693711)			148.89
			INV	606610416 Stationery - SWSC	148.89
8115.5733-01	08/01/2025	Ferguson Glass Supplies			8,209.09
			INV	INV-4113 Security Screens Installations	8,209.09
8115.6081-01	08/01/2025	Marketforce Pty Ltd			3,630.00
			INV	AU51-PI0100254 Website Development & Support - December to March 2025	3,630.00
8115.6333-01	08/01/2025	Equans Mechanical Services Australia Pty Ltd			1,628.39
			INV	2612433 Aircon Maintenance - Administration	1,628.39
8115.6658-01	08/01/2025	Australian Institute of Management WA - Human Resources			1,698.00
			INV	7169378 Project Management Staff Training	1,698.00
8115.6671-01	08/01/2025	Country Framers			185.00
			INV	I6700 Reframing - BRAG Art Collection	185.00
8115.6789-01	08/01/2025	Bunbury Floral Art Society Inc			105.00
			INV	8 BRAG Foyer Flower Display	105.00
8115.6798-01	08/01/2025	WINC Australia Pty Ltd			577.20
			INV	9046924189 Stationery - Administration	311.40
			INV	9046924750 Stationery - Administration	265.80
8115.7251-01	08/01/2025	Bunbury Fringe Inc			260.00

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			INV	INV-0149	Advertising in Fringe Program 2025 - Museum	130.00
			INV	INV-0150	Advertising in Fringe Program 2025 - BRAG	130.00
8115.7254-01	08/01/2025	Bossea Pty Ltd T/A South West Recycling				132.00
			INV	INV-9821	Confidential Bin Collection & Destruction	132.00
8115.8129-01	08/01/2025	Beverly Thomson				310.00
			INV	264202	Artist Fee: Exhibition AACHWA Forum & Innovative Industries Conference	150.00
			INV	264197	Facilitating Noongar Art Programs 03/12/2024	160.00
8115.8675-01	08/01/2025	Marjorie Elizabeth Ugle				150.00
			INV	264203	Artist Fee: Exhibition AACHWA Forum & Innovative Industries Conference	150.00
8115.9097-01	08/01/2025	Flick Anticimix Pty Ltd				495.00
			INV	601190423C	Pest Control - Hay Park SWSC	495.00
8115.949-01	08/01/2025	Jacksons Drawing Supplies				288.75
			INV	24-00100363	Art Supplies - Noongar Arts Program BRAG	288.75
8115.9963-01	08/01/2025	Charlotte Marie Ugle				450.00
			INV	264204	Artist Fee: Exhibition AACHWA Forum & Innovative Industries Conference	450.00
8118.10327-01	15/01/2025	The Trustee for the Narasimha Swamy T/A Nightguard Security Service SW				2,268.20
			INV	INV-4323	Security Alarm Responses - December 2024	2,268.20
8118.10345-01	15/01/2025	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury				353.55
			INV	INV-5674	Laundry Services - Meat Inspectors Uniform	161.05
			INV	INV-5708	Laundry Services - Meat Inspectors Uniform	82.50
			INV	INV-5726	Laundry Services - Meat Inspectors Uniform	110.00
8118.10383-01	15/01/2025	Fiore Family Trust T/A LD Total				7,040.00
			INV	141743	Weekly Tree Watering Service	7,040.00
8118.10676-01	15/01/2025	West Oz Linemarking Pty Ltd				154.00
			INV	10017	Linemarking - Beach Road	154.00
8118.10769-01	15/01/2025	Owners of Bunbury Silos Strata Plan 43451				509.74
			INV	259906	Bunbury Foreshore Silos Reticulation	509.74
8118.11301-01	15/01/2025	Bunbury Indoor Beach Volleyball				121.86
			INV	1533	SWSC Cafe Supplies	40.62
			INV	1519	SWSC Cafe Supplies	40.62
			INV	1513	SWSC Cafe Supplies	40.62
8118.11587-01	15/01/2025	Anthill Designs				125.00
			INV	E16	Guest Speaker Iluka Visions 2024 - BRAG	125.00
8118.1361-01	15/01/2025	Fulton Hogan Industries Pty Ltd				83,519.70
			INV	19884001	Hay Park Netball Court Redevelopment Claim	83,519.70
8118.1746-01	15/01/2025	Bunbury Tyrepower				70.00
			INV	1420356	Tyre Disposal	70.00
8118.1838-01	15/01/2025	Synergy				6,653.26
			INV	283018640/DEC24	Electricity Charges - 26/10/2024 to 24/12/2024	121.28
			INV	268250110/DEC24	Electricity Charges - 16/10/2024 to 12/12/2024	172.23
			INV	172400750/DEC24	Electricity Charges - 18/10/2024 to 16/12/2024	1,311.41
			INV	794473390/DEC24	Electricity Charges - 15/10/2024 to 11/12/2024	117.24
			INV	868062650/JAN25	Electricity Charges - 01/11/2024 to 02/01/2025	127.97
			INV	995010120/JAN25	Electricity Charges - 01/11/2024 to 31/12/2024	125.50

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 214566030/DEC24 Electricity Charges - 30/10/2024 to 24/12/2024	231.50
			INV 964286110/DEC24 Electricity Charges - 25/10/2024 to 19/12/2024	1,714.13
			INV 319438270/DEC24 Electricity Charges - 17/10/2024 to 12/12/2024	115.21
			INV 345740930/DEC24 Electricity Charges - 17/10/2024 to 13/12/2024	1,179.06
			INV 485944190/DEC24 Electricity Charges - 22/10/2024 to 18/12/2024	217.89
			INV 292963980/DEC24 Electricity Charges - 19/10/2024 to 17/12/2024	139.94
			INV 892965710/DEC24 Electricity Charges - 17/10/2024 to 12/12/2024	502.11
			INV 923704110/DEC24 Electricity Charges - 17/10/2024 to 13/12/2024	119.82
			INV 478182350/DEC24 Electricity Charges - 19/10/2024 to 17/12/2024	190.67
			INV 292738910/DEC24 Electricity Charges - 22/10/2024 to 18/12/2024	121.64
			INV 379241070/DEC24 Electricity Charges - 20/10/2024 to 24/12/2024	135.84
			INV 362135790/JAN25 Gas Charges - 28/11/2024 to 02/01/2025	9.82
8118.1867-01	15/01/2025	Work Clobber - Bunbury		278.21
			INV 24-00025836 Staff Uniform - Administration	118.37
			INV 24-00024639 Staff Uniform - Administration	159.84
8118.1996-01	15/01/2025	Win Television WA Pty Ltd		1,243.00
			INV 1970425-1 Advertising - Fight the Bite	44.00
			INV 1970420-1 Advertising - Fight the Bite	110.00
			INV 1955036-2 Advertising - Fight the Bite	1,012.00
			INV 1955035-2 Advertising - Fight the Bite	77.00
8118.2209-01	15/01/2025	Bidfood Australia (SWSC)		2,461.94
			INV I65137005.BRY SWSC Cafe Supplies	1,147.16
			INV I65104647.BRY SWSC Cafe Supplies	1,314.78
8118.283-01	15/01/2025	Bunbury Machinery		528.84
			INV SIB62461 Lockjoints	528.84
8118.3-01	15/01/2025	A & L Printers / South West Precision Print		1,487.00
			INV 66504 Billboard Re-Skins - SkyFest 2025	1,487.00
8118.3093-01	15/01/2025	RTS Diesel South West		24,166.35
			INV INV-4255 Plant Repairs - BY775	1,327.90
			INV INV-4251 Plant Repairs - BY749	1,164.00
			INV 4206 Plant Repairs - BY763	1,327.90
			INV 4200 Plant Repairs - BY751	1,327.90
			INV 4199 Plant Service - BY742	635.80
			INV 4195 Plant Repairs - BY2433A	1,142.55
			INV 4201 Plant Repairs - BY2892A	3,119.40
			INV 4202 Plant Repairs - BY915U	1,204.93
			INV 4203 Plant Repairs - BY2892A	394.41
			INV 4205 Plant Repairs - BY2892A	934.97
			INV INV-0002 Plant Repairs - BY763	4,783.35
			INV INV-0005 Plant Repairs - BY749	458.99
			INV INV-4250 Plant Repairs - BY751	2,342.65
			INV 4162 Plant Repairs - BY716B	650.00
			INV INV-4254 Plant Repairs - BY775	1,217.05
			INV INV-4253 Plant Repairs - 1GHY540	1,804.00

City of Bunbury
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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	<i>Amount</i>	
			INV	INV-4252	Plant Repairs - BY749	330.55	
8118.335-01	15/01/2025	Bunnings Group Limited					154.16
			INV	2179/01610113	Washers	3.50	
			INV	2179/01610115	Pine Poles	150.66	
8118.3376-01	15/01/2025	Sonic HealthPlus					490.49
			INV	3475089	Pre-Employment Medicals	490.49	
8118.416-01	15/01/2025	Bunbury Landscaping					497.00
			INV	5584	Verge Repairs - Stone Letterbox Replacement	497.00	
8118.4631-01	15/01/2025	AJ Baker & Sons Pty Ltd					547.80
			INV	423874	SWSC Kiosk Fridge Repairs	547.80	
8118.6333-01	15/01/2025	Equans Mechanical Services Australia Pty Ltd					707.32
			INV	2612581	Aircon Maintenance - Depot	707.32	
8118.7269-01	15/01/2025	Kleen Conscience					622.06
			INV	INV-2658	Cleaning Meat Inspectors Offices	311.03	
			INV	INV-2657	Cleaning Meat Inspectors Offices	311.03	
8118.7357-01	15/01/2025	West Coast Waste Pty Ltd					25,652.00
			INV	A1187353245	Concrete/Sand/Rubble Removal	1,936.00	
			INV	A11873325	Concrete/Sand/Rubble Removal	1,760.00	
			INV	A11873345	Concrete/Sand/Rubble Removal	2,640.00	
			INV	A11873375	Concrete/Sand/Rubble Removal	3,080.00	
			INV	A11873385	Concrete/Sand/Rubble Removal	1,320.00	
			INV	A11873395	Concrete/Sand/Rubble Removal	880.00	
			INV	A1187345245	Concrete/Sand/Rubble Removal	1,320.00	
			INV	A1187346245	Concrete/Sand/Rubble Removal	1,760.00	
			INV	A1187348245	Concrete/Sand/Rubble Removal	880.00	
			INV	A1187351245	Concrete/Sand/Rubble Removal	6,116.00	
			INV	A1187352245	Concrete/Sand/Rubble Removal	3,960.00	
8118.739-01	15/01/2025	Brownes Food Operations Pty Ltd					778.11
			INV	18187963	SWSC Cafe Supplies	778.11	
8118.8144-01	15/01/2025	WA Mechanical and Site Services					2,364.33
			INV	INV-2545	Plant Repairs - 1TYR939	166.87	
			INV	INV-2542	Plant Repairs - BY6557A	137.83	
			INV	INV-2533	Plant Repairs - BY86659	193.55	
			INV	INV-2561	Plant Repairs - BY87076	267.74	
			INV	INV-2572	Plant Repairs - 1TTB999	331.10	
			INV	INV-2573	Plant Repairs - 1TUE400	220.15	
			INV	INV-2550	Plant Repairs - BY2516A	1,047.09	
8118.906-01	15/01/2025	Huggable Toys					801.41
			INV	53204	BWP Merchandise	801.41	
8118.9097-01	15/01/2025	Flick Anticimix Pty Ltd					1,078.00
			INV	601187215C	Pest Control - Hay Park SWSC	495.00	
			INV	601190624C	Pest Control - Administration	291.50	
			INV	601190625C	Pest Control - Council Chambers	291.50	
8118.9939-01	15/01/2025	The Trustee for Zephyr Park Trust T/A Bunbury Batteries & Radiators					352.00

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	139292 Battery Pump Replacement - BY719	352.00
8120.10894-01	28/01/2025	Councillor P Ramesh			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.5425-01	28/01/2025	Mayor J De San Miguel			12,377.25
			INV	SITTING 2024/25 2024/25 Mayoral Allowance & Sitting Fees	12,377.25
8120.5612-01	28/01/2025	Councillor M Steck			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.5614-01	28/01/2025	Councillor K Steele			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.6845-01	28/01/2025	Councillor T Smith			4,879.73
			INV	SITTING 2024/25 2024/25 Deputy Mayoral Allowance & Sitting Fees	4,879.73
8120.6846-01	28/01/2025	Councillor T Brown			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.7978-01	28/01/2025	Councillor K Turner			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.7980-01	28/01/2025	Councillor C Kozisek			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.9521-01	28/01/2025	Councillor M Quain			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.9522-01	28/01/2025	Councillor G Ghasseb			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8120.9523-01	28/01/2025	Councillor B Andrew			2,856.50
			INV	SITTING 2024/25 2024/25 Councillor Sitting Fees	2,856.50
8121.136-01	13/01/2025	Australian Taxation Office			248,163.76
			INV	PP25-14 PAYG for COB Staff - F/E 31/12/2024	248,163.76
8122.10470-01	16/01/2025	Aware Super Clearing House			187,039.33
			INV	PP25-14 Superannuation - December 2024	187,039.33
8123.10314-01	15/01/2025	Davenport Plumbing			9,206.94
			INV	17932 Plumbing Repairs - SWSC	2,670.36
			INV	17933 Plumbing Repairs - Paisley Centre	440.54
			INV	17916 Plumbing Repairs - Koombana Bay Fountains	722.45
			INV	17914 Plumbing Repairs - Hay Park Pavilion	1,577.40
			INV	17899 Plumbing Repairs - Ocean Drive/Clifton Street Shower	187.84
			INV	17944 Plumbing Repairs - Hay Park North	1,647.04
			INV	17934 Plumbing Repairs - Pelican Point	1,961.31
8123.10789-01	15/01/2025	Fleet Network Pty Ltd			3,463.60
			INV	141185 Novated Lease Payment - F/E 02/01/2025	3,463.60
8123.10804-01	15/01/2025	Bidfood Australia (BWP)			215.97
			INV	I64986370.BRY BWP Kiosk Supplies	215.97
8123.10992-01	15/01/2025	Work Clobber Bunbury - Infrastructure			369.05
			INV	24-00025450 Staff Uniform - Infrastructure	369.05
8123.11050-01	15/01/2025	Busselton Farmers Market			111.86
			INV	IN00013232 SWSC Cafe Supplies	111.86
8123.11235-01	15/01/2025	Wight and Emmett (Bensarcosa Pty Ltd)			85.00

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COB Municipal Account

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			INV	I0000013948	BWP Animal Supplies	85.00
8123.11280-01	15/01/2025	Arbor Guy				1,738.00
			INV	100983	Street Tree Maintenance - William Street	1,738.00
8123.11293-01	15/01/2025	Nurul-Hannah Seddon				5,123.40
			INV	2/12/24	BRAG Exhibition Installation Assistance	5,123.40
8123.11395-01	15/01/2025	Narelle Wynter t/as Fun Reads 4 Kids				250.00
			INV	73	Author Visit Story Time & Craft - Library	250.00
8123.11586-01	15/01/2025	Miracle Recreation Equipment				2,293.50
			INV	57691	Climbing Rope Replacement - Koolambidi Woola	2,293.50
8123.1838-01	15/01/2025	Synergy				151,003.45
			INV	776565900/NOV24	Electricity Charges - 15/10/2024 to 18/11/2024	2,605.05
			INV	274079010/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	9,487.81
			INV	978187310/DEC24	Electricity Charges - 17/10/2024 to 12/12/2024	460.61
			INV	500058110/JAN25	Electricity Charges - 01/11/2024 to 30/12/2024	396.51
			INV	488457540/JAN25	Electricity Charges - 31/10/2024 to 27/12/2024	463.99
			INV	155651490/DEC24	Electricity Charges - 25/10/2024 to 23/12/2024	300.49
			INV	266632270/JAN25	Electricity Charges - 30/10/2024 to 31/12/2024	1,420.31
			INV	946266110/JAN25	Electricity Charges - 25/11/2024 to 24/12/2024	83,885.90
			INV	224851820/JAN25	Electricity Charges - 28/11/2024 to 27/12/2024	1,556.41
			INV	557784950/DEC24	Electricity Charges - 29/10/2024 to 24/12/2024	465.94
			INV	297214110/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	678.82
			INV	408907350/DEC24	Electricity Charges - 29/10/2024 to 27/12/2024	1,164.42
			INV	944110160/DEC24	Electricity Charges - 26/10/2024 to 24/12/2024	1,060.95
			INV	194258760/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	130.15
			INV	978840750/DEC24	Electricity Charges - 23/10/2024 to 19/12/2024	456.76
			INV	438929150/DEC24	Electricity Charges - 23/10/2024 to 19/12/2024	1,936.17
			INV	435956610/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	1,641.49
			INV	218944510/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	25,954.38
			INV	804080240/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	4,000.95
			INV	894693950/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	2,725.93
			INV	160946670/DEC24	Electricity Charges - 18/10/2024 to 16/12/2024	1,845.75
			INV	337812770/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	1,965.43
			INV	756355870/DEC24	Electricity Charges - 17/10/2024 to 11/12/2024	449.04
			INV	526183150/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	5,029.31
			INV	361833700/DEC24	Electricity Charges - 19/11/2024 to 16/12/2024	920.88
8123.289-01	15/01/2025	Bunbury Mower Service Pty Ltd				4,795.70
			INV	76602#0	Mower Parts/Repairs	4,795.70
8123.335-01	15/01/2025	Bunnings Group Limited				662.27
			INV	2179/00296690	Spray Foam - BWP	209.07
			INV	2179/01196722	Paint/Gloves/Turpentine - BWP	116.14
			INV	2179/01498926	Synthetic Turf/PVC Sheet/Bolts & Nuts	337.06
8123.462-02	15/01/2025	Coca Cola Amatil (Aust) Pty Ltd				592.31
			INV	235751525	SWSC Cafe Supplies	592.31
8123.48-01	15/01/2025	Alinta Energy				509.50

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COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
			INV	552000358/DEC24 Gas Charges - 18/09/2024 to 17/12/2024	509.50
8123.5725-01	15/01/2025	Officeworks Superstores Pty Ltd - Bunbury (50693711)			202.62
			INV	618540929 Stationery - Infrastructure	202.62
8123.6045-01	15/01/2025	IXOM Operations Pty Ltd			348.50
			INV	6907310 Chlorine Gas - SWSC	348.50
8123.6202-01	15/01/2025	Easisalary (Easifleet)			3,273.40
			INV	174605 Novated Lease Payment - F/E 31/12/2024	3,273.40
8123.6221-01	15/01/2025	West Australian Newspapers Ltd - SWSC			116.87
			INV	73622122024 SWSC Newspapers	116.87
8123.6875-01	15/01/2025	Country Landscaping Pty Ltd			2,004.00
			INV	30403 Retic Parts - Solenoid Valves	1,736.96
			INV	29601 Retic Parts - Sprinkler Heads	267.04
8123.7121-01	15/01/2025	Recovre Pty Ltd			528.00
			INV	081-26764 Injury Management Training Course	528.00
8123.7170-01	15/01/2025	Undercover SW			1,800.00
			INV	INV-0072 Laser Tag - Christmas in the City	1,800.00
8123.7178-01	15/01/2025	Bunbury Machine Tool Maintenance			3,531.55
			INV	13179 Plant Parts - New Blades	3,531.55
8123.7760-01	15/01/2025	The Flynn Family Trust T/A South West Cleaning			1,342.00
			INV	8365 BBQ Cleaning - November 2024	1,342.00
8123.9316-01	15/01/2025	West Australian Newspapers Ltd - Libraries			164.34
			INV	296068/JAN25 Newspapers - Withers Library	164.34
8123.9665-01	15/01/2025	JMC2 Pty Ltd T/A Letsgokids WA			1,419.00
			INV	INV-1581 Advertising - BWP	1,419.00
8124.1236-01	15/01/2025	National Australia Bank			6,000,000.00
			INV	Term Deposit Term Deposit	6,000,000.00
8125.1802-01	23/01/2025	Western Australian Treasury Corporation			53,631.24
			INV	GFEE DEC 2024 Government Guarantee Fee - December 2024	53,631.24
8127.136-01	22/01/2025	Australian Taxation Office			264,307.76
			INV	PP25-15 PAYG for COB Staff - F/E 14/01/2025	264,307.76
8128.10065-01	22/01/2025	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix			188,588.00
			INV	SINV06517 Supply & Lay Asphalt - Parade Road Reseal	188,408.00
			INV	SINV06559 Greenwaste Fee	180.00
8128.10314-01	22/01/2025	Davenport Plumbing			6,473.87
			INV	17947 Plumbing Repairs - Cricket Club	3,164.00
			INV	17948 Plumbing Repairs - Ocean Drive/Clifton Street	126.29
			INV	17953 Plumbing Repairs - PC Payne Park	2,288.39
			INV	17952 Plumbing Repairs - Kings Cottage Leak	300.39
			INV	17951 Plumbing Repairs - Koombana Bay Toilets	188.85
			INV	17950 Plumbing Repairs - Riviera Pelican Point Toilets	237.62
			INV	17949 Plumbing Repairs - SWSC	168.33
8128.10345-01	22/01/2025	The Trustee for P & H Unit Trust T/A Laundry Services Bunbury			143.00
			INV	INV-5760 Laundry Services - Meat Inspectors Uniform	143.00
8128.10437-01	22/01/2025	Telstra Limited			32.90

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			INV	9774657700/JAN25 Telephone Charges - BVIC	32.90
8128.10443-01	22/01/2025	Barefoot Entertainment and Events			3,996.75
			INV	INV-5899 Festoon Lights - SkyFest Australia Day 2025	3,996.75
8128.10447-02	22/01/2025	Cleanaway Pty Ltd (WASTE)			61,906.19
			INV	21825826 Disposal of Recyclable Material	61,906.19
8128.10502-01	22/01/2025	CS Legal			1,447.70
			INV	34147 2024/2025 Rates Debt Collection	1,447.70
8128.10781-01	22/01/2025	South West Pets Bunbury Pty Ltd			230.00
			INV	I0000002029 BWP Animal Supplies	16.95
			INV	I0000002028 BWP Animal Supplies	213.05
8128.10789-01	22/01/2025	Fleet Network Pty Ltd			3,943.07
			INV	141606 Novated Lease Payment - F/E 14/01/2025	3,943.07
8128.10845-01	22/01/2025	Mobile Sentinel Pty Ltd T/A Little Rippers Technology			198.00
			INV	937179 Subscription Fee - Smart Board	198.00
8128.10879-01	22/01/2025	The Trustee for Auscam Family Trust T/A Totally Sound			3,553.99
			INV	INV-16919 Group Fitness Speaker - SWSC	3,141.49
			INV	INV-16918 Microphone & Receiver Hire - SWSC	412.50
8128.10992-01	22/01/2025	Work Clobber Bunbury - Infrastructure			1,030.70
			INV	24-00025470 Staff Uniform - Infrastructure	382.85
			INV	24-00026287 Staff Uniform - Infrastructure	647.85
8128.11074-01	22/01/2025	PACK & SEND Bunbury			505.00
			INV	AU-BNBY0340116A Noongar Country Freight - BRAG	505.00
8128.11235-01	22/01/2025	Wight and Emmett (Bensarcosa Pty Ltd)			1,025.20
			INV	I0000014162 BWP Animal Supplies	750.00
			INV	I0000014163 BWP Animal Supplies	275.20
8128.11280-01	22/01/2025	Arbor Guy			722.30
			INV	101048 Street Tree Maintenance - Airport	722.30
8128.11290-01	22/01/2025	Avantgarde Technologies			6,192.31
			INV	3879 Data Centre Decommissioning - Parts	102.64
			INV	3878 Data Centre Decommissioning Remediation Works	6,089.67
8128.11323-01	22/01/2025	Ampol Petroleum Distributors Pty Ltd			174.22
			INV	SI4792409 Unleaded Petrol	174.22
8128.11345-01	22/01/2025	FVS Fire Services t/as Protector Fire Services			282.70
			INV	710061 Portable Fire Equipment - BY721	282.70
8128.11372-01	22/01/2025	Nixon Bunbury Pty Ltd			10,336.47
			INV	102364 Electrical Maintenance - Queens Gardens BBQ	5,320.79
			INV	102630 Electrical Maintenance - Ocean Drive Pump Station	2,724.26
			INV	102786 Electrical Maintenance - BRAG	687.27
			INV	102775 Electrical Maintenance - BREC	277.78
			INV	102772 Electrical Maintenance - Ocean Drive Carpark	240.02
			INV	102770 Electrical Maintenance - McCombe Road Waste Depot	362.42
			INV	102762 Electrical Maintenance - Bunbury Library	155.78
			INV	102756 Electrical Maintenance - Admin Building	458.15
			INV	102773 Electrical Maintenance - Koombana Bay North	110.00

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8128.11476-01	22/01/2025	Coastal Nectar			990.00
			INV	INV-1465 School Holiday Program - Bee Workshops Library	990.00
8128.11547-01	22/01/2025	Bookeasy Australia			330.00
			INV	1329 Book Easy Commission - December 2024	330.00
8128.11559-01	22/01/2025	Meridian 109			22,000.00
			INV	INV-0002 Strategic Infrastructure Projects Services	22,000.00
8128.11589-01	22/01/2025	Wyder Visions			1,100.00
			INV	202406 Facilitation Lantern Making Workshop - BRAG	1,100.00
8128.11590-01	22/01/2025	Jacqueline Gibson			1,200.00
			INV	INV00001 Facilitator Fees Felting Workshops Noongar Arts Program - BRAG	1,200.00
8128.11596-01	22/01/2025	Originals Lab			1,505.90
			INV	INV-0143 BWP Merchandise	1,505.90
8128.127-01	22/01/2025	Australian Library and Information Association			775.00
			INV	2511132026 Annual Membership	775.00
8128.1289-01	22/01/2025	Magicorp Pty Ltd			103.49
			INV	INV-44483 Monthly Subscription - January 2025	103.49
8128.1536-01	22/01/2025	SOS Office Equipment			180.11
			INV	SOS652714 Photocopier Meter Readings - Museum	114.25
			INV	SOS652720 Photocopier Meter Readings - Library	65.86
8128.1613-01	22/01/2025	South West Locksmiths			119.75
			INV	21754 Key Cutting - SWSC	119.75
8128.1655-01	22/01/2025	The Childrens Book Council of Australia			75.00
			INV	8592 Institutional Membership 2025/26	75.00
8128.171-01	22/01/2025	Bell Fire Equipment Company Pty Ltd			715.00
			INV	INV-21312 Plant Repairs - Various	715.00
8128.1790-01	22/01/2025	Western Australian Local Government Association (WALGA)			5.50
			INV	SI-012698 South West Country Zone Annual Subscription 2024/25	660.00
			C/N	SC-00812 Credit for Cancellation of Staff Training	-654.50
8128.1827-01	22/01/2025	Wesfarmers Kleenheat Gas Pty Ltd			19,148.03
			INV	963729 SWSC Gas Charges December 2024	19,148.03
8128.1838-01	22/01/2025	Synergy			8,296.12
			INV	614440990/DEC24 Electricity Charges - 18/10/2024 to 13/12/2024	192.28
			INV	228505830/DEC24 Electricity Charges - 19/11/2024 to 16/12/2024	110.91
			INV	216487150/DEC24 Electricity Charges - 19/10/2024 to 13/12/2024	434.03
			INV	251599630/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	271.36
			INV	804050300/JAN25 Electricity Charges - 19/11/2024 to 16/12/2024	1,197.02
			INV	220548770/JAN25 Electricity Charges - 23/10/2024 to 17/12/2024	509.20
			INV	184425710/DEC24 Electricity Charges - 18/10/2024 to 16/12/2024	133.05
			INV	813072110/DEC24 Electricity Charges - 17/10/2024 to 12/12/2024	295.77
			INV	513585790/DEC24 Electricity Charges - 29/10/2024 to 27/12/2024	338.40
			INV	553315070/DEC24 Electricity Charges - 29/10/2024 to 24/12/2024	232.22
			INV	211563930/DEC24 Electricity Charges - 15/10/2024 to 15/12/2024	192.31
			INV	953020910/DEC24 Electricity Charges - 15/11/2024 to 15/12/2024	2,095.61
			INV	126324540/DEC24 Electricity Charges - 29/10/2024 to 24/12/2024	2,172.68

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			INV	936780590/DEC24 Electricity Charges - 29/10/2024 to 27/12/2024	121.28
8128.1867-01	22/01/2025	Work Clobber - Bunbury			220.00
			INV	25-00000260 PPE Boots - Administration	220.00
8128.1868-01	22/01/2025	Workforce Road Services Pty Ltd			9,179.56
			INV	L4280 Linemarking - Estuary Drive	5,016.33
			INV	L4281 Pavement Marking - Blair Street near Race Course	4,163.23
8128.1915-01	22/01/2025	Australasian Performing Right Association Limited			4,284.98
			INV	APAU-000011062 SWSC Licence Fees - 01/01/2025 to 31/03/2025	4,284.98
8128.197-01	22/01/2025	BOC Limited			265.98
			INV	4038207304 Gas Charges - SWSC	265.98
8128.2136-01	22/01/2025	Leschenault Catchment Council (LCC) Incorporated			4,400.00
			INV	330 Habitat Bunbury Program 2024/25 Community Wildlife	4,400.00
8128.2209-01	22/01/2025	Bidfood Australia (SWSC)			1,604.61
			INV	I65204696.BRY SWSC Cafe Supplies	1,604.61
8128.2267-01	22/01/2025	Les Mills Asia Pacific			1,468.00
			INV	LMB1270595 SWSC Gym Licence Fee - January 2025	1,468.00
8128.2273-01	22/01/2025	ABC Filters			55.00
			INV	36818 Cafe Range Hood Filters - SWSC	55.00
8128.2366-01	22/01/2025	T-Quip			353.75
			INV	135642#5 Filters/Oil/Fuel - BY4898A	353.75
8128.243-01	22/01/2025	Bunbury Bearings			44.55
			INV	3304458 Pressure Hose Replacement - BY715	44.55
8128.2453-01	22/01/2025	Dormakaba Australia Pty Ltd			429.00
			INV	35WA1294056 Automatic Door Maintenance - Koolambidi Woola	429.00
8128.2604-01	22/01/2025	Sunny Industrial Brushware Pty Ltd			1,430.00
			INV	30059 Road Sweeper Brushes - 1GJQ434	1,430.00
8128.271-01	22/01/2025	Bunbury Harvey Regional Council			225,000.00
			INV	INV-5369 2024/2025 Operating Contribution	225,000.00
8128.289-01	22/01/2025	Bunbury Mower Service Pty Ltd			420.00
			INV	76555 Mower Parts/Repairs	240.00
			INV	76688 Mower Parts/Repairs	180.00
8128.292-01	22/01/2025	Bunbury Nissan			591.00
			INV	338905 Plant Service - BY755	591.00
8128.3093-01	22/01/2025	RTS Diesel South West			5,387.34
			INV	4186 Plant Repairs - BY716B	2,589.40
			INV	4180 Plant Weekly Maintenance	553.85
			INV	4179 Plant Weekly Maintenance	553.85
			INV	4176 Plant Service - BY785	1,136.39
			INV	4178 Plant Weekly Maintenance	553.85
8128.3167-01	22/01/2025	Perfect Landscapes			7,040.00
			INV	INV-9130 Mowing of Drainage Assets	7,040.00
8128.3204-01	22/01/2025	PFD Food Services Pty Ltd			4,895.10
			INV	LO434961 SWSC Cafe Supplies	2,029.55
			INV	LO390104 SWSC Cafe Supplies	1,134.80

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			INV	LO467521 SWSC Cafe Supplies	1,730.75
8128.335-01	22/01/2025	Bunnings Group Limited			1,605.02
			INV	2179/01610804 Postcrete	564.48
			INV	2179/01407815 Metal Paint Epoxy Rustguard	128.43
			INV	2179/01407517 Castor Wheel/Screws/Cladding Hardiflex	100.84
			INV	2179/01241351 Hose & Nozzle/Cleaner/Bin Bags	101.15
			INV	2179/01407594 Garden Sprayer/Lubricant/Spray Paint/Funnel	427.23
			INV	2179/01408678 Yellow Spray paint	119.16
			INV	2179/01806112 Small Trees for Australia Day Ceremonies	163.73
8128.3376-01	22/01/2025	Sonic HealthPlus			2,113.65
			INV	3481129 Pre-Employment Medical	89.10
			INV	3483684 Pre-Employment Medicals	490.49
			INV	3486863 Pre-Employment Medicals	490.49
			INV	3485144 Pre-Employment Medicals	490.49
			INV	3485143 Pre-Employment Medicals	490.49
			INV	3483683 Pre-Employment Medical	62.59
8128.3637-01	22/01/2025	MJB Industries Pty Ltd			2,059.33
			INV	14842 Drainage Materials	251.69
			INV	14871 Drainage Materials	251.69
			INV	14841 Drainage Materials	1,555.95
8128.3665-01	22/01/2025	Prime Industrial Products Pty Ltd T/A Prime Supplies			2,616.22
			INV	240498405 Gloves/Coveralls	2,068.44
			INV	240498735 Cutting Discs	176.00
			INV	260310113 Chisel Bits	70.65
			INV	260311071 SDS Drill Bits/Tek Bits	15.32
			INV	260310247 Hose Clamps	45.32
			INV	240499256 Sunscreen/Insect Spray	240.49
8128.3836-01	22/01/2025	Southern Cross Austereo Pty Ltd			1,537.80
			INV	71739712 Master of Ceremonies - Christmas in the City 2024	825.00
			INV	71739711 Advertising - Christmas in the City 2024	712.80
8128.3888-01	22/01/2025	Greenacres Turf Farm			55,275.00
			INV	67948 Turf Supply - Frank Buswell Reserve	55,275.00
8128.454-01	22/01/2025	Cleanaway Pty Ltd (SWSC)			550.79
			INV	21824812 Bin Hire - SWSC	550.79
8128.4567-01	22/01/2025	People Sense			663.36
			INV	51496 EAP Counselling	663.36
8128.474-01	22/01/2025	Geographe Ford			329.00
			INV	FOMSB106749 Plant Service - BY726	329.00
8128.5036-01	22/01/2025	Environex International Pty Ltd			90.88
			INV	328310 SWC Cleaning Supplies	90.88
8128.527-01	22/01/2025	Cross Security Services			616.00
			INV	INV-33954 Alarm System Maintenance - SWSC	187.00
			INV	INV-33952 Alarm System Maintenance - Youth Precinct	154.00
			INV	INV-33945 Alarm System Maintenance - Koolambidi Woola	275.00

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8128.5392-01	22/01/2025	Acurix Networks Pty Ltd			3,225.20
			INV 4017	WiFi Access Service - 01/01/2025 to 31/03/2025	2,755.50
			INV 4013	Hands Oval Wi-Fi Service - January 2025	469.70
8128.5725-01	22/01/2025	Officeworks Superstores Pty Ltd - Bunbury (50693711)			153.92
			INV 606025032	Stationery - Administration	69.00
			INV 606708549	Stationery - SWSC	39.95
			INV 606730599	Stationery - Administration	44.97
8128.5741-01	22/01/2025	Picton Tyre Centre Pty Ltd			2,767.00
			INV D84318	Tyre Replacement & Disposal - BY913U	1,343.00
			INV J84561	Tyre Replacement & Disposal - BY423G	1,424.00
8128.591-01	22/01/2025	Landgate			871.43
			INV 399662	Interim Rates Schedules	871.43
8128.5911-01	22/01/2025	Josh Byrne & Associates			2,422.75
			INV 3635	Environmental Sustainable Design Guideline	2,422.75
8128.6095-01	22/01/2025	PVR Industrial Pty Ltd			4,706.35
			INV R21457	Pump Service - SES Bunbury	323.40
			INV R21437	Pump Service - BWP	459.80
			INV R21438	Pump Service - SWSC	513.70
			INV R21439	Pump Service - SWSC	513.70
			INV R21440	Pump Service - Stirling Street Boat Ramp	343.75
			INV R21441	Pump Service - Surf Lifesaving Club	513.70
			INV R21442	Pump Service - Koombana Bay	513.70
			INV R21443	Pump Service - BREC	323.40
			INV R21444	Pump Service - SWSC	513.70
			INV R21445	Pump Service - BMX Wastewater Pumpstation	343.75
			INV R21446	Pump Service - Exies Hockey Club	343.75
8128.6202-01	22/01/2025	Easisalary (Easifleet)			3,273.40
			INV 174635	Novated Lease Payment - F/E 14/01/2025	3,273.40
8128.6213-01	22/01/2025	Moore Australia WA Pty Ltd			1,430.00
			INV 4496	Budget Workshop	1,430.00
8128.6221-01	22/01/2025	West Australian Newspapers Ltd - SWSC			139.68
			INV 73629122024	SWSC Newspapers	139.68
8128.6266-01	22/01/2025	CB Traffic Solutions Pty Ltd			6,155.60
			INV 18156	Traffic Management - Fielder Street	4,730.00
			INV 18263	Traffic Management - Stirling Street	1,425.60
8128.6333-01	22/01/2025	Equans Mechanical Services Australia Pty Ltd			1,482.34
			INV 2612708	Aircon Maintenance - Shoe String Cafe	341.06
			INV 2612953	Aircon Maintenance - Bunbury Car Museum	799.59
			INV 2604586	Aircon Maintenance - Hay Park Pavilion	341.69
8128.6532-01	22/01/2025	SG Fleet Australia Pty Ltd - Novated Leases			116.36
			INV 3591089	GST on Novated Leases - December 2024	116.36
8128.6538-01	22/01/2025	Local Government Professionals Australia - WA			600.00
			INV 41789	Training Community Development Registration	600.00
8128.670-01	22/01/2025	Elliotts Irrigation			253.00

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>	
			INV	F32393	Repairs/Investigation - Jarvis Street Iron Filter	253.00
8128.6798-01	22/01/2025	WINC Australia Pty Ltd				1,166.68
			INV	9047004704	Stationery - SWSC	385.00
			INV	9047005306	Stationery - SWSC	288.25
			INV	9047003068	Stationery - Infrastructure	280.13
			INV	9047011919	Stationery - Infrastructure	213.30
8128.6875-01	22/01/2025	Country Landscaping Pty Ltd				21.64
			INV	30350	Retic Parts - Poly Pipe	21.64
8128.7151-01	22/01/2025	Procure Locksmiths				160.00
			INV	21284	Gate Key Padlock - Museum	130.00
			INV	21680	Keys Cut - BY2892A	30.00
8128.7254-01	22/01/2025	Bossea Pty Ltd T/A South West Recycling				330.00
			INV	INV-9845	Confidential Bin Collection & Destruction	132.00
			INV	INV-9837	Confidential Bin Collection & Destruction	198.00
8128.7283-01	22/01/2025	Team Global Express (IPEC) Pty Ltd				40.18
			INV	0672-C209150	Freight	40.18
8128.7326-01	22/01/2025	The Information Management Group Pty Ltd (TIMG)				636.34
			INV	93921715	Offsite Records Storage - December 2024	636.34
8128.739-01	22/01/2025	Brownes Food Operations Pty Ltd				661.67
			INV	18198877	SWSC Cafe Supplies	661.67
8128.7638-01	22/01/2025	Eazy Azz Pty Ltd T/A Gifts Made Eazy				1,155.00
			INV	5225	BWP Merchandise	1,155.00
8128.7744-01	22/01/2025	Super Cheap Auto Pty Ltd				254.99
			INV	8.149E+14	Loading Ramps	254.99
8128.7767-01	22/01/2025	Netstar Australia Pty Ltd				2,611.29
			INV	208597	VCAM Waste Truck Camera Monthly Fee - January 2025	220.00
			INV	206494	VCAM Waste Truck Camera Monthly Fee - December 2024	220.00
			INV	207978	Monthly GPS Tracker Fee - January 2025	2,171.29
8128.8144-01	22/01/2025	WA Mechanical and Site Services				1,738.01
			INV	INV-2562	Plant Maintenance - BY443V	1,020.52
			INV	INV-2559	Plant Repairs - Depot Mobile Generator	717.49
8128.8226-01	22/01/2025	Nutrien Ag Solutions Limited				825.00
			INV	912001270	Herbicide	825.00
8128.906-01	22/01/2025	Huggable Toys				981.97
			INV	53205	BWP Merchandise	981.97
8128.9097-01	22/01/2025	Flick Anticimix Pty Ltd				876.34
			INV	601190626C	Pest Control - SSAC Band Room	110.00
			INV	601190627C	Pest Control - Hay Park North	110.00
			INV	601190628C	Pest Control - Koolambidi Woola	220.00
			INV	601191783C	Pest Control - BWP	231.00
			INV	601191784C	Pest Control - BWP	205.34
8128.958-01	22/01/2025	South West Isuzu				331.32
			INV	1639927	Plant Repairs - BY792	229.06
			INV	1655172	Engine Oil - BY068V	102.26

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8128.959-01	22/01/2025	Jetline Kerbing Contractors			54,450.00
			INV	INV-1666 Kerbing - Cousins Avenue	54,450.00
8128.9592-01	22/01/2025	Prime Television Southern Pty Ltd			1,600.50
			INV	526065 Advertising - Mosquito Awareness Campaign	809.60
			INV	526902 Advertising - Mosquito Awareness Campaign	790.90
8128.9922-01	22/01/2025	The Trustee for the Easton Family Trust (Blue Steel Roofing)			660.00
			INV	INV-0543 Gutter Cleaning - Museum	660.00
8130.10470-01	22/01/2025	Aware Super Clearing House			192,336.71
			INV	PP25-15 Superannuation - January 2025	192,336.71
8131.538-01	22/01/2025	D & M Amonini Pty Ltd			266.50
			INV	ASN50188 Rates Refund	266.50
8131.5381-01	22/01/2025	Mrs A S Edmundson			1,589.00
			INV	GORDON DARLING Travel Funds for Research of National Galleries - Gordon Darling Foundation BRAG	1,589.00
8132.9753-01	23/01/2025	Perkins WA Pty Ltd T/A Perkins Builders			130,663.81
			INV	12851 Hands Oval Stadium Claim	130,663.81
8133.10065-01	30/01/2025	Malatesta Group Holdings Pty Ltd T/A Malatesta Road Paving & Hot Mix			495.00
			INV	SINV06591 Greenwaste Fee	495.00
8133.10098-01	30/01/2025	UAP Australia Pty Ltd			16,134.80
			INV	17578 Port Seat/Bench/Table - Koombana Foreshore	16,134.80
8133.10244-01	30/01/2025	Dellawick Family Trust T/A Lonsdale Party Hire			726.00
			INV	H20250102351 Party Hire - Hands Oval Memorial Event	726.00
8133.10314-01	30/01/2025	Davenport Plumbing			30,767.77
			INV	17970 Plumbing Repairs - Casuarina Drive	736.59
			INV	17968 Plumbing Repairs - Depot	152.55
			INV	17964 Plumbing Repairs - Koombana Bay Changerooms	188.85
			INV	17965 Plumbing Repairs - Ocean Drive Toilets	140.07
			INV	17973 Plumbing Repairs - Intown Lunch Centre	146.33
			INV	17974 Plumbing Repairs - Depot	114.05
			INV	17975 Plumbing Repairs - Back Beach Cafe	451.59
			INV	17972 Plumbing Repairs - Administration	97.55
			INV	17918 Plumbing Repairs - SWSC Water Leak	1,555.93
			INV	17967 Plumbing Repairs - Ocean Drive Toilets	188.85
			INV	17969 Plumbing Repairs - Wyalup Rocky Point	446.05
			INV	17966 Plumbing Repairs - Koombana Bay Changerooms	188.85
			INV	17971 Plumbing Repairs - Community Hall	422.23
			INV	18032 Frank Buswell Foreshore Potable Supply	18,042.99
			INV	18016 Plumbing Repairs - Ocean Drive	1,066.46
			INV	18003 Plumbing Repairs - Nuysia Avenue	146.38
			INV	18008 Plumbing Repairs - Intown Centre	1,592.39
			INV	17996 Plumbing Repairs - Koombana Bay Changerooms	487.72
			INV	18002 Plumbing Repairs - SWSC	125.44
			INV	18009 Plumbing Repairs - Netball Courts	461.85
			INV	18014 Plumbing Repairs - Boat Ramp	673.65
			INV	18012 Plumbing Repairs - Queens Gardens	108.55

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 18010 Plumbing Repairs - Old Railway Station Toilets	82.92
			INV 18001 Plumbing Repairs - Pelican Point	166.90
			INV 18000 Plumbing Repairs - Glen Iris Skate Park	125.44
			INV 18005 January Routine Maintenance SWSC Balance Pool Top	2,857.59
8133.10325-01	30/01/2025	Family Pet Care Pty Ltd T/A Lawnswood Pty Ltd		40.00
			INV CINV0012943 Animal Cremations	40.00
8133.10437-01	30/01/2025	Telstra Limited		41.70
			INV 2405239282/JAN25 Telephone Charges - Rates SMS	6.75
			INV 9855808400/JAN25 Telephone Charges - BVIC	34.95
8133.10443-01	30/01/2025	Barefoot Entertainment and Events		1,375.00
			INV INV-5901 Supply Musicians Entertainment - Koombana Bay	1,375.00
8133.10510-01	30/01/2025	Cat Haven		11.00
			INV CH221227 Cat Adoption Report - December 2024	11.00
8133.10570-01	30/01/2025	Have a Seat Pty Ltd		1,769.00
			INV INV-40088 Stackable Chairs & Tables - SWSC	1,769.00
8133.10583-01	30/01/2025	Summit Realty South West		400.00
			INV 1FIELDER Property Marketing Fee - Fielder Street	200.00
			INV 11NYABING Property Marketing Fee - Nyabing Way	200.00
8133.10640-01	30/01/2025	WA Laser Engraving		132.00
			INV 250020 Engraving	132.00
8133.10643-02	30/01/2025	Superior Food Group T/A Staley Food & Packaging		132.33
			INV 7079045 SWSC Cafe Supplies	132.33
8133.10676-01	30/01/2025	West Oz Linemarking Pty Ltd		1,463.00
			INV 10070 Linemarking - Back Beach Carpark	1,463.00
8133.10721-01	30/01/2025	Gary Stanich T/A Electrodry South West		3,269.00
			INV INV-0411 Carpet Cleaning - SWSC	3,269.00
8133.10726-01	30/01/2025	Darrell Knight T/A Micro Products Australia		328.50
			INV 11538 Microchips & Registrations	328.50
8133.10781-01	30/01/2025	South West Pets Bunbury Pty Ltd		1,685.95
			INV I0000002036 BWP Animal Feed	618.45
			INV I0003002033 BWP Animal Feed	320.15
			INV I0000002037 BWP Animal Feed	205.65
			INV I0000002038 BWP Animal Feed	174.45
			INV I0000002040 BWP Animal Feed	367.25
8133.10801-01	30/01/2025	Adapt-A-Lift Group Pty Ltd T/A Forkwest		60.98
			INV 1551218 Gas for Stores Forklift	60.98
8133.109-01	30/01/2025	Australia Post		3,342.32
			INV 1013732621 Postal Charges - December 2024	3,342.32
8133.10942-01	30/01/2025	The Trustee for The Fletcher Family Trust T/A Southwest Soils and Landscapin		261.25
			INV 13589 Premium Top Dressing	104.50
			INV 14104 Premium Top Dressing	52.25
			INV 14153 Premium Top Dressing	104.50
8133.10992-01	30/01/2025	Work Clobber Bunbury - Infrastructure		327.20
			INV 24-00025055 Staff Uniform - Infrastructure	126.50

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			INV	25-00000293	PPE Boots - Infrastructure	200.70
8133.11020-01	30/01/2025	The Trustee for Ace Storage Unit Trust T/A Bunbury Self Storage	INV	70442	Museum Collection Storage Fees	820.00
			INV	70312	Museum Collection Storage Fees	410.00
8133.1104-01	30/01/2025	M & B Sales Pty Ltd				5,619.73
			INV	20282784	Padbolts - Queens Gardens	626.02
			INV	20285156	Millboard	4,993.71
8133.11050-01	30/01/2025	Busselton Farmers Market				338.09
			INV	IN00013775	SWSC Cafe Supplies	204.96
			INV	IN00014120	SWSC Cafe Supplies	133.13
8133.11064-01	30/01/2025	Phoenix IT				1,190.00
			INV	19752	Laptop Screen Parts - IT	1,190.00
8133.11065-01	30/01/2025	House of Marbles				432.30
			INV	HOM3518	Museum Merchandise	432.30
8133.11191-01	30/01/2025	Ellenby Tree Farm				6,819.73
			INV	37506	Trees Supply - Forrest Park	6,819.73
8133.11259-01	30/01/2025	PFI Supplies				64.80
			INV	9538	Cleaning Supplies - SWSC	64.80
8133.11280-01	30/01/2025	Arbor Guy				151,166.92
			INV	101078	Street Tree Maintenance - Forrest Avenue	665.28
			INV	101077	Powerline Pruning - Kimber Street	361.15
			INV	101076	Powerline Pruning - Bright Street	4,381.34
			INV	101075	Powerline Pruning - Nuytsia Avenue	541.73
			INV	101074	Street Tree Maintenance - Halsey Street	361.15
			INV	101071	Powerline Clearance Pruning - Westwood Street	6,209.54
			INV	101070	Powerline Clearance - Stockley Road	13,547.22
			INV	101069	Powerline Clearance - Carey Street	979.04
			INV	101068	Powerline Clearance - Carey Street	798.47
			INV	101067	Service Line Clearance - Carey Street	798.47
			INV	101066	Powerline Clearance - Carey Street	798.47
			INV	100994	Street Tree Maintenance - Floreat Street	472.82
			INV	101058	Street Tree Maintenance - Forrest Street	501.34
			INV	101057	Street Tree Maintenance - Patrick Street	501.34
			INV	101056	Street Tree Maintenance - Mangles Street	831.60
			INV	101055	Street Tree Maintenance - Britten Street	501.34
			INV	101054	Street Tree Maintenance - Forrest Street	501.34
			INV	100778	Street Tree Maintenance - Venezia Boulevard	6,971.49
			INV	101053	Street Tree Maintenance - Tuart Street	472.82
			INV	101052	Street Tree Maintenance - Milligan Street	472.82
			INV	101051	Street Tree Maintenance - Locke Street	472.82
			INV	101050	Powerline Pruning - South Western Highway	501.34
			INV	101049	Street Tree Maintenance - Tuart Street	722.30
			INV	101046	Powerline Pruning - Frankel Street	501.34
			INV	101045	Street Tree Maintenance - Jubilee Road	464.20

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INV	101044		Street Tree Maintenance - Queens Gardens	665.28
INV	101019		Powerline Pruning - Austral Parade	2,425.90
INV	101000		Street Tree Maintenance - Brittain Road	472.82
INV	100999		Street Tree Maintenance - Wattle Street	472.82
INV	100998		Street Tree Maintenance - Woodley Road	361.15
INV	100997		Street Tree Maintenance - Jury Bend	709.24
INV	100996		Street Tree Maintenance - William Street	1,418.47
INV	100995		Street Tree Maintenance - Dunbarton Way	472.82
INV	100993		Powerline Pruning - Frankel Street	361.15
INV	100992		Street Tree Maintenance - Slee Place	472.82
INV	100991		Street Tree Maintenance - O'Meehan Green	945.65
INV	100990		Street Tree Maintenance - Forrest Street	472.82
INV	100989		Street Tree Maintenance - Forrest Avenue	4,255.42
INV	100988		Street Tree Maintenance - Hewison Street	839.92
INV	100987		Street Tree Maintenance - Forrest Street	361.15
INV	100986		Street Tree Maintenance - Forrest Street	361.15
INV	100985		Street Tree Maintenance - Sweeney Street	839.93
INV	100984		Street Tree Maintenance - Little Street	507.28
INV	100982		Street Tree Maintenance - Dunbarton Way	1,533.72
INV	100981		Street Tree Maintenance - Boab Court	839.92
INV	100966		Street Tree Maintenance - CB Traffic Works	3,972.67
INV	100944		Street Tree Maintenance - Gibbs Street	1,418.47
INV	100946		Street Tree Maintenance - Mindalong Close	472.82
INV	100945		Street Tree Maintenance - Stirling Street	709.24
INV	100943		Street Tree Maintenance - Mindalong Close	997.92
INV	100942		Street Tree Maintenance - Guthrie Street	332.64
INV	100941		Street Tree Maintenance - Koombana Drive Footbridge	997.92
INV	100940		Street Tree Maintenance - Forrest Highway	1,347.19
INV	100916		Powerline Pruning - Herbert Road	4,369.46
INV	100908		Powerline Pruning - Frankel Street	1,444.61
INV	100907		Street Tree Maintenance - Ecclestone Street	1,891.30
INV	100906		Powerline Pruning - Larrson Place	6,142.41
INV	100905		Street Tree Maintenance - Sampson Road	1,989.42
INV	100904		Street Tree Maintenance - Burt Street	1,134.89
INV	100903		Street Tree Maintenance - Minninup Road	3,473.71
INV	100893		Tree Pruning - Charles Street	3,443.42
INV	100888		Street Tree Maintenance - Hay Park	332.64
INV	100880		Street Tree Maintenance - Crowea Street	332.64
INV	100879		Street Tree Maintenance - Molloy Street	547.67
INV	100878		Street Tree Maintenance - Acacia Street	361.15
INV	100877		Street Tree Maintenance - Bunning Boulevard	361.15
INV	100876		Street Tree Maintenance - Cambridge Crescent	821.50
INV	100875		Street Tree Maintenance - Wakefield Street	541.73
INV	100874		Street Tree Maintenance - Minninup Road	541.73

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			INV 100860 Street Maintenance - McCombe Road	2,364.12
			INV 100857 Street Tree Maintenance - Charles Street	2,166.91
			INV 100856 Powerline Pruning - Beach Road	361.15
			INV 100855 Powerline Pruning - Dunbarton Way	361.15
			INV 100854 Powerline Pruning - Thomas Street	2,178.79
			INV 100853 Street Tree Maintenance - Prince Phillip Drive	2,364.12
			INV 100835 Street Tree Maintenance - Merton Avenue	507.28
			INV 100834 Powerline Pruning - Castle Street	361.15
			INV 100833 Powerline Pruning - Oliver Street	902.88
			INV 100832 Street Tree Maintenance - Frank Buswell Foreshore	6,025.54
			INV 100831 Powerline Pruning - Hooper Place	361.15
			INV 100830 Street Tree Maintenance - Regan Court	361.15
			INV 100829 Street Tree Maintenance - Roscommon Place	361.15
			INV 100823 Street Tree Maintenance - Regal Court	839.92
			INV 100822 Street Tree Maintenance - Blair Street	11,903.47
			INV 100821 Street Tree Maintenance - Dixon Street	839.92
			INV 100820 Street Tree Maintenance - Prince Phillip Drive	2,174.17
			INV 100819 Street Tree Maintenance - Allnut Court	2,012.47
			INV 100812 Street Tree Maintenance - Pennant Road Reserve	945.65
			INV 100805 Street Tree Maintenance - Karri Street	178.20
			INV 100795 Street Tree Maintenance - Blair Street	5,056.13
			INV 100794 Street Tree Maintenance - Stinton Street	361.15
			INV 100786 Street Tree Maintenance - Karri Street	665.28
			INV 101088 Street Tree Maintenance - Stanley Street	472.82
			INV 101087 Street Tree Maintenance - Macqueen Crescent	1,418.47
			INV 101079 Powerline Pruning - Flaherty Court	1,083.46
			INV 101092 Street Tree Maintenance - Gerrard Place	833.98
			INV 101091 Street Tree Maintenance - Hayes Street	971.19
			INV 101090 Street Tree Maintenance - Gerrard Place	1,317.80
			INV 101089 Street Tree Maintenance - Socceros Place	1,317.80
8133.11290-01	30/01/2025	Avantgarde Technologies		6,622.00
			INV 3760 Data Centre Decommission	6,622.00
8133.11301-01	30/01/2025	Bunbury Indoor Beach Volleyball		281.04
			INV 1559 SWSC Cafe Supplies	37.32
			INV 1556 SWSC Cafe Supplies	40.62
			INV 1555 SWSC Cafe Supplies	40.62
			INV 1554 SWSC Cafe Supplies	40.62
			INV 1593 SWSC Cafe Supplies	40.62
			INV 1584 SWSC Cafe Supplies	40.62
			INV 1579 SWSC Cafe Supplies	40.62
8133.11323-01	30/01/2025	Ampol Petroleum Distributors Pty Ltd		174.36
			INV S14795384 Unleaded Petrol	174.36
8133.11345-01	30/01/2025	FVS Fire Services t/as Protector Fire Services		19,480.46
			INV 712347 Fire System Fault Investigation - Library	658.63

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			INV 712343 Isolate & De-Isolate Fire System - SWSC	217.25
			INV 712107 Isolate & De-Isolate Fire System - Library	126.50
			INV 711651 Fire Tank Repairs - Administration	17,507.60
			INV 711770 SWSC Isolate & Reinstate Fire Protection System	869.00
			INV 712112 FDCIE Fault Investigation - Library Zone 9 Data Centre	83.88
			INV 712932 Fire Hydrant Systems Inspection - Library	17.60
8133.11351-01	30/01/2025	Bandicoot Publishing Pty Ltd		935.55
			INV 2502074 Advertising - BRAG	569.25
			INV 2502073 Advertising - BRAG	366.30
8133.11372-01	30/01/2025	Nixon Bunbury Pty Ltd		810.70
			INV 102791 Electrical Maintenance - Exeloo Stephen Street Door	607.20
			INV 102794 Electrical Maintenance - Administration	203.50
8133.11382-01	30/01/2025	C.A Australia Pty Ltd		2,360.40
			INV 100822 BWP Merchandise	1,116.50
			INV 100881 BWP Merchandise	1,243.90
8133.11393-01	30/01/2025	Chocco Enterprises t/as Equipets		800.00
			INV A0600 BWP Animal Feed	800.00
8133.11452-01	30/01/2025	Born Organic		680.90
			INV 157615/01 BWP Kiosk Supplies	680.90
8133.11453-01	30/01/2025	Kelsey Ashe Marshall (The Trustee for Ashe Family Trust)		5,561.00
			INV 19DEC2024 Acquisition for City of Bunbury Art Collection	5,561.00
8133.11525-01	30/01/2025	Stan Shaw		400.00
			INV 20241201 MC Duties - 2024 Staff Awards Presentation	400.00
8133.11614-01	30/01/2025	Able Sales Pty Ltd		1,437.00
			INV 853234 Generator	1,437.00
8133.11616-01	30/01/2025	South West Autism Network Inc		1,000.00
			INV INV-2909 SkyFest 2025 - Management of Low Sensory Zone	1,000.00
8133.1389-01	30/01/2025	Protective Coating Systems		8,415.00
			INV INV-1167 Stirling Street Boat Ramp Emergency Works	8,415.00
8133.1536-01	30/01/2025	SOS Office Equipment		2,973.56
			INV SOS652728 Photocopier Meter Readings - Administration	244.48
			INV SOS652713 Photocopier Meter Readings - Administration	34.09
			INV SOS652715 Photocopier Meter Readings - Administration	133.33
			INV SOS652716 Photocopier Meter Readings - Administration	769.21
			INV SOS652717 Photocopier Meter Readings - Administration	155.15
			INV SOS652718 Photocopier Meter Readings - Administration	89.46
			INV SOS652724 Photocopier Meter Readings - Administration	43.06
			INV SOS652719 Photocopier Meter Readings - Administration	433.31
			INV SOS652722 Photocopier Meter Readings - Administration	506.82
			INV SOS652726 Photocopier Meter Readings - Depot	52.72
			INV SOS652723 Photocopier Meter Readings - Depot	511.93
8133.1771-01	30/01/2025	Earth 2 Ocean Communications		9,236.90
			INV INV/2025/00149 TopCon AGM-1 Receiver & Console - Depot	9,236.90
8133.1838-01	30/01/2025	Synergy		21,552.82

City of Bunbury
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COB Municipal Account

Reference No.	Date	Payee	Description	Amount
			INV 496865330/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	4,864.13
			INV 123540670/DEC24 Electricity Charges - 29/10/2024 to 27/12/2024	220.91
			INV 870096240/JAN25 Electricity Charges - 30/10/2024 to 31/12/2024	153.14
			INV 770120590/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	1,495.24
			INV 552595330/JAN25 Electricity Charges - 08/11/2024 to 09/01/2025	127.35
			INV 338023710/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	206.79
			INV 207029190/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	134.77
			INV 371437260/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	732.05
			INV 512959230/JAN25 Electricity Charges - 07/11/2024 to 08/01/2025	1,403.53
			INV 351335650/JAN25 Electricity Charges - 15/11/2024 to 16/12/2024	526.36
			INV 778356350/JAN25 Electricity Charges - 09/11/2024 to 09/01/2025	125.32
			INV 520755940/JAN25 Electricity Charges - 09/11/2024 to 09/01/2025	165.58
			INV 257625210/JAN25 Electricity Charges - 16/11/2024 to 17/01/2025	371.05
			INV 706549630/JAN25 Electricity Charges - 16/11/2024 to 17/01/2025	207.83
			INV 807175150/DEC24 Electricity Charges - 25/10/2024 to 19/12/2024	2,210.36
			INV 737718910/JAN25 Electricity Charges - 13/11/2024 to 14/01/2025	134.99
			INV 136133950/JAN25 Electricity Charges - 12/11/2024 to 13/01/2025	224.87
			INV 112786640/JAN25 Electricity Charges - 11/11/2024 to 09/01/2025	139.52
			INV 988414510/JAN25 Electricity Charges - 12/11/2024 to 13/01/2025	170.38
			INV 649993300/JAN25 Electricity Charges - 09/11/2024 to 09/01/2025	125.32
			INV 791961750/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	282.41
			INV 613497450/JAN25 Electricity Charges - 14/11/2024 to 15/01/2025	519.04
			INV 747890830/JAN25 Electricity Charges - 12/11/2024 to 14/01/2025	136.60
			INV 636506250/JAN25 Electricity Charges - 09/11/2024 to 09/01/2025	729.74
			INV 772901230/JAN25 Electricity Charges - 15/11/2024 to 16/01/2025	1,064.87
			INV 520407430/JAN25 Electricity Charges - 13/11/2024 to 16/01/2025	373.58
			INV 988423140/JAN25 Electricity Charges - 12/11/2024 to 09/01/2025	305.94
			INV 795575230/JAN25 Electricity Charges - 09/11/2024 to 09/01/2025	139.16
			INV 951172100/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	128.29
			INV 126185130/JAN25 Electricity Charges - 16/11/2024 to 17/01/2025	979.11
			INV 699527730/JAN25 Electricity Charges - 16/11/2024 to 17/01/2025	581.86
			INV 324624410/JAN25 Electricity Charges - 15/11/2024 to 16/01/2025	1,334.58
			INV 250842960/JAN25 Electricity Charges - 12/11/2024 to 14/01/2025	252.98
			INV 987904520/JAN25 Electricity Charges - 12/11/2024 to 13/01/2025	359.34
			INV 991840270/JAN25 Electricity Charges - 09/11/2024 to 10/01/2025	625.83
8133.1851-01	30/01/2025	Willow Bridge Estate		319.20
			INV INV1936385 Event Refreshments - BRAG	319.20
8133.1867-01	30/01/2025	Work Clobber - Bunbury		176.40
			INV 24-00025584 PPE Boots - Administration	176.40
8133.1886-01	30/01/2025	Zipform Pty Ltd		10,280.23
			INV 222383 3rd Instalment 2024/25 Rate Notice Printing	10,280.23
8133.197-01	30/01/2025	BOC Limited		13.84
			INV 4038242830 Gas Charges	13.84
8133.2136-01	30/01/2025	Leschenault Catchment Council (LCC) Incorporated		11,721.60

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<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 343 Seed Collection and Processing 2024/2025	842.08
			INV 342 Natural Resources Management Services	10,879.52
8133.2202-01	30/01/2025	Woolworths Limited		189.81
			INV 11590998 Library Program Supplies	136.81
			INV 11537502 BWP Staff Amenities	13.00
			INV 16659074 BWP Animal Supplies	40.00
8133.2209-01	30/01/2025	Bidfood Australia (SWSC)		1,085.11
			INV I65256390.BRY SWSC Cafe Supplies	1,085.11
8133.2453-01	30/01/2025	Dormakaba Australia Pty Ltd		748.00
			INV 35WA1297530 Automatic Door Maintenance - BWP	93.50
			INV 35WA1297529 Automatic Door Maintenance - Koombana Bay	280.50
			INV 35WA1296549 Automatic Door Maintenance - Library	374.00
8133.2645-01	30/01/2025	Edith Cowan University - Joondalup Campus		24,200.00
			INV 900017781 Analysis of Short-Term Rental Accommodation Supply & Demand	22,000.00
			INV 900017779 Agreement with ECU Proposed Research Project: Building The Modular Residential Housing Constructi	2,200.00
8133.2693-01	30/01/2025	Kmart		208.50
			INV 226903 Towels - SWSC	98.00
			INV 227092 SWSC Creche Supplies	110.50
8133.271-01	30/01/2025	Bunbury Harvey Regional Council		2,885.41
			INV INV-5446 Waste Disposal Cleanaway Hard Waste Collections - December 2024	2,885.41
8133.283-01	30/01/2025	Bunbury Machinery		1,902.45
			INV SIB61701 Formflex Expansion Foam	346.50
			INV SIB62854 Equipment Hire Floor Saw & Grinder	929.96
			INV SIB62795 Concrete Floor Saw Equipment Hire	210.01
			INV SIB62870 Lockjoints	229.99
			INV SIB62983 Concrete Vacuum Bags	185.99
8133.2849-01	30/01/2025	Waterlogic Australia Pty Ltd		220.00
			INV 4638031 SWSC Waterlogic Printed Mat	220.00
8133.289-01	30/01/2025	Bunbury Mower Service Pty Ltd		732.00
			INV 76720#6 Mower Parts/Repairs	32.00
			INV 76800 Mower Parts/Repairs	180.00
			INV 76831#6 Mower Parts/Repairs	370.00
			INV 76861#6 Mower Parts/Repairs	150.00
8133.292-01	30/01/2025	Bunbury Nissan		689.22
			INV 338811 Plant Service - BY759	689.22
8133.299-02	30/01/2025	WA Police & Community Centres (PCYC) Bunbury		4,049.82
			INV CINV0001208 PCYC Reimbursement Carpet Flooring Storm Damage	4,049.82
8133.3-01	30/01/2025	A & L Printers / South West Precision Print		3,972.00
			INV 66590 Hands Oval Stadium Opening - Signage & Printing	515.00
			INV 66671 SkyFest 2025 - A1 Frame Event Signage	679.00
			INV 66650 SkyFest 2025 - Printed Maps & Flyers for Event	377.00
			INV 66669 SkyFest 2025 - Wayfinder Stickers for Event	510.00
			INV 66670 Teardrop Banners - General Event Signage	1,891.00
8133.3093-01	30/01/2025	RTS Diesel South West		568.90

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			INV	4181	Plant Repairs - Various	568.90
8133.3167-01	30/01/2025	Perfect Landscapes				16,605.60
			INV	INV-9137	Lawnmowing - Vittoria	1,094.50
			INV	INV-9152	Lawnmowing - Carey Park	5,472.50
			INV	INV-9141	Lawnmowing - East Bunbury	4,912.60
			INV	INV-9143	Lawnmowing - Glen Iris	2,926.00
			INV	INV-9142	Lawnmowing - Pelican Point	1,309.00
			INV	INV-9144	Lawnmowing - Picton	891.00
8133.3204-01	30/01/2025	PFD Food Services Pty Ltd				9,021.82
			INV	LO495311	BWP Kiosk Supplies	515.65
			INV	LO549836	SWSC Cafe Supplies	1,079.10
			INV	LO507821	SWSC Cafe Supplies	1,865.30
			INV	LO494126	SWSC Cafe Supplies	1,405.70
			INV	LO575941	SWSC Cafe Supplies	1,341.25
			INV	LO563959	SWSC Cafe Supplies	2,155.50
			INV	LO539208	BWP Kiosk Supplies	659.32
8133.335-01	30/01/2025	Bunnings Group Limited				957.98
			INV	2063/01590454	Small Trees for Australia Day Ceremonies	206.04
			INV	2179/01536588	Measuring Cup/Thermometers/Dust Masks	86.27
			INV	2179/01411211	Rope Flags	41.09
			INV	2179/01410927	Storage Box's	73.50
			INV	2179/00105019	Nitrile Gloves/Drain Cleaner Tek Screws	52.40
			INV	2179/01115436	Garden Hose/Hose Connection/Sprinkler Adaptor	75.58
			INV	2179/01410553	Brackets	28.80
			INV	2179/00223736	Extension Pole/Washer/Nut	38.82
			INV	2179/01115078	Fastener Over Centre Latch	138.96
			INV	2179/00223571	Wall Mounted Key Safe	29.59
			INV	2179/01410496	Spray Paint - Graffiti Removal	144.45
			INV	2179/01611940-1	Spray Paint	42.48
8133.3619-01	30/01/2025	Artists Chronicle				600.00
			INV	INV-0568	Annual Listing - On View Section 2025/2026	600.00
8133.3665-01	30/01/2025	Prime Industrial Products Pty Ltd T/A Prime Supplies				306.98
			INV	240500797	Caulking Gun	238.19
			INV	240503151	Caulking Gun	68.79
8133.371-01	30/01/2025	Carbone Bros Pty Ltd				3,520.00
			INV	I108972	Limestone - Hands Oval	3,520.00
8133.4437-01	30/01/2025	Department of Transport				36.40
			INV	8061186	Vehicle Details Search Requests - December 2024	36.40
8133.462-01	30/01/2025	Coca Cola Amatil (Aust) Pty Ltd				1,822.78
			INV	235751529	BWP Kiosk Supplies	1,039.10
			INV	235857696	BWP Kiosk Supplies	783.68
8133.462-02	30/01/2025	Coca Cola Amatil (Aust) Pty Ltd				1,242.59
			INV	235801996	Cafe Supplies SWSC	1,242.59
8133.48-01	30/01/2025	Alinta Energy				756.75

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Reference No.	Date	Payee	Description	Amount
			INV 565998968/JAN25 Gas Charges - 11/10/2024 to 16/01/2025	484.20
			INV 481999540/JAN25 Gas Charges - 07/10/2024 to 07/01/2025	49.95
			INV 786114270/JAN25 Gas Charges - 04/10/2024 to 07/01/2025	222.60
8133.5040-01	30/01/2025	Australia Post - Rates		272.50
			INV 1013720400 2024/25 Commission on Rate Payments	272.50
8133.5224-01	30/01/2025	Commercial Aquatics Australia Pty Ltd		357.50
			INV 33472 SWSC Pool Repairs - Y Strainers Replacement	357.50
8133.527-01	30/01/2025	Cross Security Services		2,449.50
			INV INV-33985 Alarm System Maintenance - Depot	803.00
			INV INV-33984 Alarm System Maintenance - Forrest Park Pavilion	220.00
			INV INV-33983 Alarm System Maintenance - New Cards for Hand Oval Pavilion	220.00
			INV INV-33982 Alarm System Maintenance - Depot	187.00
			INV INV-33987 Alarm System Maintenance - Administration	819.50
			INV INV-33951 Alarm System Monitoring - Forrest Park Pavilion	200.00
8133.5412-01	30/01/2025	Picton Civil Pty Ltd		632.50
			INV P20327 Machinery Hire / Excavator - Jarvis Street	632.50
8133.5536-01	30/01/2025	CNW Pty Ltd		14,308.69
			INV 161231351 Light Poles - Horseshoe Lake	12,149.94
			INV 161231666 LED Flood Lights	2,158.75
8133.5725-01	30/01/2025	Officeworks Superstores Pty Ltd - Bunbury (50693711)		1,850.08
			INV 618801400 Office Furniture - Desks	1,760.95
			INV 606730570 Stationery - Administration	44.97
			INV 606702578 SkyFest 2025 Supplies - Wrist Bands	44.16
8133.5741-01	30/01/2025	Picton Tyre Centre Pty Ltd		110.00
			INV J84543 Tyre Repairs - BY6557A	25.00
			INV J84232 Tyre Repairs - BY763	60.00
			INV J84578 Tyre Repairs - 1GUT326	25.00
8133.590-01	30/01/2025	Department of Justice		4,709.31
			INV 2426373 Steel Drainage Grates	4,709.31
8133.5931-01	30/01/2025	Nathan Gardiner		400.00
			INV 343 Creative Connections Workshop - BRAG	400.00
8133.6016-01	30/01/2025	Codee-Lee Down (CDP Solutions)		8,000.00
			INV 191 Stage Coordinator Fee - SkyFest 2025	3,000.00
			INV 192 Stage Live Music - Sky Fest 2025	5,000.00
8133.6095-01	30/01/2025	PVR Industrial Pty Ltd		5,831.93
			INV R21447 Pump Service - Hay Park North Pavilion	513.70
			INV R21456 Pump Station - BWP	343.75
			INV R21455 Pump Service - Koombana Bay	513.70
			INV R21454 Pump Service - Surf Life Saving Club	513.70
			INV R21452 Pump Service - SWSC Pump 1 & 2	513.70
			INV R21453 Pump Station - SWSC Backwash Pump	513.70
			INV R21451 Pump Service - Depot	1,182.78
			INV R21450 Pump Service - Depot	431.20
			INV R21449 Pump Service - Depot	961.95

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			INV	R21448	Pump Station - Hay Park North Pavilion	343.75
8133.6139-01	30/01/2025	Better Telco Solutions Pty Ltd				6,693.02
			INV	105989	Telephone Charges 2024/2025 - UCaaS	6,693.02
8133.6139-02	30/01/2025	Better Telco Solutions Pty Ltd				3,840.71
			INV	498609-268	Internet Service Charges - December 2024	3,840.71
8133.6221-01	30/01/2025	West Australian Newspapers Ltd - SWSC				142.21
			INV	73605012025	SWSC Newspapers	29.55
			INV	73612012025	SWSC Newspapers	112.66
8133.6230-01	30/01/2025	Bunbury Towing & Busselton Towing Service				140.00
			INV	INV-51293	Vehicle Towing Charges	140.00
8133.6247-01	30/01/2025	Octy Water Pty Ltd T/A Aquamonix				2,143.90
			INV	76995	Retic Water Controller Repair	988.90
			INV	76999	Water Controller Fault Finding/Commissioning	1,155.00
8133.6266-01	30/01/2025	CB Traffic Solutions Pty Ltd				10,375.75
			INV	18067	Traffic Management - Cousins Avenue	959.20
			INV	18155	Traffic Management - Bussell Highway	605.00
			INV	18262	Traffic Management - Parade Road	2,442.00
			INV	18302	Traffic Management Plan - Austral Parade	719.40
			INV	18313	Traffic Management - Sky Fest 2025	391.60
			INV	18348	Traffic Management - Fielder Street	2,754.95
			INV	18347	Traffic Management - Mangles Street	1,544.40
			INV	18323	Traffic Management Plan - Spencer Street	959.20
8133.6333-01	30/01/2025	Equans Mechanical Services Australia Pty Ltd				1,456.19
			INV	2614192	Aircon Maintenance - BRAG	160.22
			INV	2614092	Aircon Maintenance - SWSC	683.76
			INV	2613570	SWSC Cafe Range Hood Exhaust Fan Repairs	320.43
			INV	2614293	Aircon Maintenance - SWSC	291.78
8133.6592-01	30/01/2025	StrataGreen				4,213.85
			INV	171836	Revegetation Supplies	262.35
			INV	171884	Ecogrowth Eco-Wet Soil Wetter & Haglof Electronic Clinometer	3,951.50
8133.6593-01	30/01/2025	Spencer Signs				1,206.15
			INV	33198	Vinyl Cut Outs - Councillors	1,206.15
8133.6798-01	30/01/2025	WINC Australia Pty Ltd				351.42
			INV	9047035426	Stationery - SWSC	156.23
			INV	9047094800	Stationery - Administration	195.19
8133.6875-01	30/01/2025	Country Landscaping Pty Ltd				949.48
			INV	30651	Retic Parts	79.06
			INV	30542	Retic Parts	95.80
			INV	30708	Retic Parts	151.80
			INV	30519	Retic Repairs - Glen Iris & Koombana Locations	622.82
8133.699-01	30/01/2025	ESRI Australia Pty Ltd				5,296.50
			INV	9090015548	ArcGIS Desktop Standard Annual Subscription	5,296.50
8133.7018-01	30/01/2025	On2it Graphics				308.00
			INV	INV-4887	Stickers Restricted Area - SWSC	308.00

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8133.7151-01	30/01/2025	Procure Locksmiths			762.00
			INV	21610 Key/Lock Repairs - SSAC	602.00
			INV	21141 Key/Lock Repairs - Graham Bricknell Shell	160.00
8133.7254-01	30/01/2025	Bossea Pty Ltd T/A South West Recycling			66.00
			INV	INV-9871 Confidential Bin Collection & Destruction	66.00
8133.7283-01	30/01/2025	Team Global Express (IPEC) Pty Ltd			592.86
			INV	0671-C209150 Freight	592.86
8133.739-01	30/01/2025	Brownes Food Operations Pty Ltd			1,487.05
			INV	18210206 SWSC Cafe Supplies	673.91
			INV	18221398 SWSC Cafe Supplies	813.14
8133.7403-01	30/01/2025	Safety & Rescue Equipment			11,047.74
			INV	12547 Safety Roof Requirements - Senior Citizens Centre	11,047.74
8133.8033-01	30/01/2025	Essential Coffee Pty Ltd			1,261.39
			INV	SI-00320702 SWSC Cafe Supplies	1,023.06
			INV	SI-00322207 BWP Coffee Machine Rental	238.33
8133.8694-01	30/01/2025	Karen Morgan			280.00
			INV	6 Noongar Country Curator - Mentorship Program	280.00
8133.894-01	30/01/2025	Hospitality House Aust			210.00
			INV	155728 Knife Sharpener & Fryer Basket - SWSC	210.00
8133.9041-01	30/01/2025	Shore Water Marine Pty Ltd T/A Shorewater South West			1,369.50
			INV	INV-1144 Swimming Pontoon Signage/Repairs - Koombana Bay	1,369.50
8133.9097-01	30/01/2025	Flick Anticimix Pty Ltd			7,205.00
			INV	601193797C Pest Control - Graham Bricknell Shell	440.00
			INV	601193783C Pest Control - Koombana Bay	385.00
			INV	601193784C Pest Control - Lyons Cove	330.00
			INV	601193785C Pest Control - Bowling Club	660.00
			INV	601193786C Pest Control - Paisley Centre	220.00
			INV	601193796C Pest Control - Volunteer Bushfire Brigade	495.00
			INV	601193787C Pest Control - Paisley Centre	440.00
			INV	601193788C Pest Control - BRAG	880.00
			INV	601193789C Pest Control - Payne Park	275.00
			INV	601193790C Pest Control - Works Depot	660.00
			INV	601193791C Pest Control - Works Depot	550.00
			INV	601193792C Pest Control - Works Depot	330.00
			INV	601193793C Pest Control - Animal Facility	330.00
			INV	601193794C Pest Control - Waste Depot McCombe Road	385.00
			INV	601193795C Pest Control - Morrissey Homestead	825.00
8133.9205-01	30/01/2025	Jodie Marie Riley			1,200.00
			INV	INV-0020 Face Painting - SkyFest 2025	1,200.00
8133.9316-01	30/01/2025	West Australian Newspapers Ltd - Libraries			25.20
			INV	95929/JAN25 Library Newspapers	25.20
8133.940-01	30/01/2025	Institute of Public Works Engineering Australasia (Western Australia)			1,130.00
			INV	9501 Corporate Membership - 01/01/25 to 31/12/2025	1,130.00
8133.949-01	30/01/2025	Jacksons Drawing Supplies			258.85

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			INV	25-00003623	Noongar Art Program Art Supplies - BRAG	258.85
8133.9541-01	30/01/2025	The Big Coffee Van				312.00
			INV	120	Coffee Van - Staff Awards 2024	312.00
8133.958-01	30/01/2025	South West Isuzu				255.47
			INV	1658178	Plant Repairs - 1IGE209	255.47
8133.9603-01	30/01/2025	Clark Rubber Bunbury				74.95
			INV	169773	Wet Pour Procure Binder - Depot	74.95
8133.9625-01	30/01/2025	ATC Work Smart Inc				450.00
			INV	INV012984	Staff First Aid Training	320.00
			INV	INV013151	Staff First Aid Training	65.00
			INV	INV013181	Staff First Aid Training	65.00
8133.9922-01	30/01/2025	The Trustee for the Easton Family Trust (Blue Steel Roofing)				1,475.10
			INV	INV-0551	Roof Maintenance - SWSC	617.10
			INV	INV-0545	Gutter Cleaning - Hay Park North Pavilion	858.00
8134.11611-01	30/01/2025	Aiyana Shai Fransen				175.00
			INV	Refund060125	SWSC Refund - Holiday Swimming Program	175.00
8134.11613-01	30/01/2025	Elizabeth Mary Pearl Buswell				87.50
			INV	Refund130125	SWSC Refund - Holiday Swimming Program	87.50
8134.7640-02	30/01/2025	LJ Hooker Bunbury				736.28
			INV	ASN13877	Rates Refund	736.28
8135.2753-01	20/01/2025	BP Australia Ltd				28,138.89
			INV	13574889	BP Fuel - December 2024	28,138.89
8135.3048-01	20/01/2025	Ampol (Caltex) Australia Petroleum Pty Ltd				12,027.48
			INV	717279	Ampol Fuel - December 2024	12,027.48
8136.11615-01	30/01/2025	R Bitare				1,110.26
			INV	ASN9129	Rates Refund	1,110.26
8136.11617-01	30/01/2025	G Bailey				1,482.87
			INV	ASN1145	Rates Refund	1,482.87
8136.11618-01	30/01/2025	A Blythe				354.07
			INV	ASN15818	Rates Refund	354.07
8136.11619-01	30/01/2025	D Murphy				142.57
			INV	ASN16588	Rates Refund	142.57
8136.11620-01	30/01/2025	L Redfern				1,525.81
			INV	ASN51014	Rates Refund	1,525.81
8136.7690-03	30/01/2025	Barr & Standley Real Estate				6,079.76
			INV	ASN84	Rates Refund	6,079.76
8136.9371-02	30/01/2025	N Watson & E Braekmans				2,223.07
			INV	ASN6560	Rates Refund	2,223.07
8136.9381-02	30/01/2025	L & Y Chapman				76.19
			INV	ASN1452	Rates Refund	76.19
8136.9408-02	30/01/2025	L Thiele				87.00
			INV	Refund080125	Reimbursement - Working With Children Check	87.00
					Total: EFT Payments	\$9,521,606.76

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

COB Municipal Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Payroll Transfers				
PY25-15	15/01/2025	COB Municipal Account	Payroll - F/E 14/01/2025	593,959.09
PY25-16	29/01/2025	COB Municipal Account	Payroll - F/E 28/01/2025	1,001,089.66
Total: Payroll Transfers				1,595,048.75
Total: COB Municipal Account				\$11,138,816.06

CERTIFICATION BY MANAGER FINANCE

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D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

COB Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>		<i>Amount</i>
Cheque Payments					
00010834	09/01/2025	David Bailey			100.00
			INV	REISSUE 156725 Council Election Nomination Bond - Reissue of Cancelled Cheque	100.00
00010835	09/01/2025	Linda Irene Williams			780.00
			INV	1470 Sale of Consignment Item - BRAG	780.00
Total: Cheque Payments					<u>880.00</u>
EFT Payments					
8117.10057-01	10/01/2025	Janine Wallam			31.20
			INV	1475 Sale of Consignment Item - BRAG	31.20
8117.10389-01	10/01/2025	Rhonda Maureen Norman			101.40
			INV	1475 Sale of Consignment Item - BRAG	101.40
8117.10544-01	10/01/2025	The Lester Prize			20.10
			INV	164 Sale of Consignment Item - BRAG	20.10
8117.10958-01	10/01/2025	Chester D Nealie & Janice H Irvine-Nealie			608.00
			INV	1430 Sale of Consignment Item - BRAG	76.00
			INV	1436 Sale of Consignment Item - BRAG	76.00
			INV	1462 Sale of Consignment Item - BRAG	76.00
			INV	1463 Sale of Consignment Item - BRAG	76.00
			INV	1464 Sale of Consignment Item - BRAG	76.00
			INV	1465 Sale of Consignment Item - BRAG	76.00
			INV	1468 Sale of Consignment Item - BRAG	76.00
			INV	1474 Sale of Consignment Item - BRAG	76.00
8117.11107-01	10/01/2025	Dark Swan Studios (Kelsey Ashe)			321.60
			INV	1434 Sale of Consignment Item - BRAG	40.20
			INV	1435 Sale of Consignment Item - BRAG	40.20
			INV	1437 Sale of Consignment Item - BRAG	40.20
			INV	1459 Sale of Consignment Item - BRAG	40.20
			INV	1460 Sale of Consignment Item - BRAG	40.20
			INV	1466 Sale of Consignment Item - BRAG	40.20
			INV	1473 Sale of Consignment Item - BRAG	40.20
			INV	1461 Sale of Consignment Item - BRAG	40.20
8117.11565-01	10/01/2025	Tony Petropoulos			61.65
			INV	6.2024.39076.1 BSL Refund - 5 Mossop Street, South Bunbury	61.65
8117.419-01	10/01/2025	City of Bunbury			925.24
			INV	CHESTER NEALIE Commission on Consignment Sales - Chester Nealie Etched in Fire	152.00
			INV	LESTER PRIZE Commission on Sale of Consignment Item - BRAG	9.90
			INV	KELSEY ASHE Commission on Sale of Consignment Items - The Deep	158.40
			INV	NAP RSO Commission on Sale of Consignment Item - NAP RSO	604.94
8117.8129-01	10/01/2025	Beverly Thomson			304.20
			INV	1476 Sale of Consignment Item - BRAG	273.00
			INV	1458 Sale of Consignment Item - BRAG	31.20
8117.8181-01	10/01/2025	Rhona Wallam			1,632.60
			INV	1471 Sale of Consignment Item - BRAG	1,500.00
			INV	1427 Sale of Consignment Item - BRAG	39.00

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

COB Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			INV 1427 Sale of Consignment Item - BRAG	54.60
			INV 1469 Sale of Consignment Item - BRAG	39.00
8117.8182-01	10/01/2025	Korrine Rose Bennell		234.00
			INV 1467 Sale of Consignment Item - BRAG	202.80
			INV 1427 Sale of Consignment Item - BRAG	31.20
8117.8649-01	10/01/2025	Dawn Alone		124.80
			INV 1426 Sale of Consignment Item - BRAG	62.40
			INV 1476 Sale of Consignment Item - BRAG	62.40
8117.9963-01	10/01/2025	Charlotte Marie Ugle		333.06
			INV 1426 Sale of Consignment Item - BRAG	171.60
			INV 1469 Sale of Consignment Item - BRAG	95.16
			INV 1478 Sale of Consignment Item - BRAG	66.30
8117.9964-01	10/01/2025	Katherine Ugle		124.80
			INV 1427 Sale of Consignment Item - BRAG	62.40
			INV 1428 Sale of Consignment Item - BRAG	62.40
8119.419-01	13/01/2025	City of Bunbury		350.75
			INV 259091-J5P4P6 Commission on CTF Levies - December 2024	90.75
			INV DECEMBER 2024 Commission on BSL Levies - December 2024	260.00
8119.7534-01	13/01/2025	Building and Construction Industry Training Board		3,683.50
			INV 259091-J5P4P6 CTF Levies - December 2024	3,683.50
8119.7535-01	13/01/2025	Department of Mines, Industry Regulation and Safety		9,929.18
			INV DECEMBER 2024 BSL Levies - December 2024	9,929.18
Total: EFT Payments				\$18,786.08

Total: COB Trust Account \$19,666.08

CERTIFICATION BY MANAGER FINANCE

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D. RANSOM
MANAGER FINANCE

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

BVIC Trust Account

Reference No.	Date	Payee	Description	Amount
EFT Payments				
8116.1033-01	10/01/2025	Discovery Holiday Parks - Bunbury Foreshore		453.01
			INV 13634818 Davis	285.69
			INV 13660155 Zandt	167.32
8116.11612-01	10/01/2025	Roger Cooper		166.00
			INV 13070354 REFUND Refund for Cancelled Accommodation	166.00
8116.419-01	10/01/2025	City of Bunbury		71.59
			INV 13634818 Davis/Discovery Parks - Bunbury Foreshore	35.31
			INV 13634158 McCormick/Dolphin Discovery Centre	15.60
			INV 13660155 Zandt/Discovery Holiday Parks Bunbury Foreshore	20.68
8116.617-01	10/01/2025	Bunbury Dolphin Discovery Incorporated		114.40
			INV 13634158 McCormick	114.40
8126.1443-01	20/01/2025	Riverside Caravan Park		75.65
			INV 13534783 Big 4 Riverside Holiday Park / Ziarno	75.65
8126.419-01	20/01/2025	City of Bunbury		103.71
			INV 13534783 Big 4 Riverside Holiday Park / Ziarno	9.35
			INV 13680030 Bunbury Geographe Tours / Plut	25.00
			INV 13703222 Bunbury Geographe Tours / Spohn	50.00
			INV 13695159 The Clifton & Grittleton Lodge / Weir	19.36
8126.8511-01	20/01/2025	Bunbury Geographe Tours		525.00
			INV 13703222 Spohn	350.00
			INV 13680030 Plut	175.00
8126.8808-01	20/01/2025	Clifton Motel & Grittelton Lodge		156.64
			INV 13695159 Weir	156.64
8129.419-01	22/01/2025	City of Bunbury		285.00
			INV DECEMBER 2024 Commission for Consignment Sales - December 2024	285.00
8129.5945-01	22/01/2025	South West Transit Group		1,615.55
			INV BVIC021224 Consignment Sales	103.60
			INV BVIC031224 Consignment Sales	141.90
			INV BVIC051224 Consignment Sales	102.00
			INV 091224 Consignment Sales	60.00
			INV 081224 Consignment Sales	63.45
			INV 101224 Consignment Sales	189.70
			INV BVIC041224 Consignment Sales	91.57
			INV BVIC111224 Consignment Sales	215.16
			INV BVIC131224 Consignment Sales	134.00
			INV BVIC161224 Consignment Sales	60.00
			INV BVIC171224 Consignment Sales	129.40
			INV BV181224 Consignment Sales	146.00
			INV BVIC271224 Consignment Sales	98.50
			INV BVIC301224 Consignment Sales	58.00
			INV BVIC311224 Consignment Sales	307.27
			C/N DECEMBER 2024 Commission for Consignment Sales - December 2024	-285.00
Total: EFT Payments				\$3,566.55

City of Bunbury
Schedule of Accounts Paid for Period
1/01/2025 to 31/01/2025

BVIC Trust Account

<i>Reference No.</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Total: BVIC Trust Account				\$3,566.55

CERTIFICATION BY MANAGER FINANCE

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D. RANSOM
MANAGER FINANCE

- (a) *is an individual unit other than a chalet; and*
- (b) *forms part of -*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;**and*
- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

C. amend the general definition for *chalet* to:

means a building that —

- (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;**and*
- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

D. amend the general definition for Unrestricted Length of Stay to:

means the occupation of accommodation designed for tourists on either a short-term rental accommodation or permanent basis.

1.2 in clause 49, Part 6 – ‘Land Use Terms Used’:

A. delete the definitions for:

- *bed and breakfast*
- *holiday accommodation*
- *holiday house*
- *motel*
- *serviced apartment*
- *tourist development*

B. amend the existing land use term for *road house* by deleting paragraph (d) and inserting:

- (d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

C. insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions

1.3 in clause 17, Table 3 - ‘Zoning Table’, Part 3, insert in alphabetical order the following land uses and permissibility:

- A. *hosted short-term rental accommodation*; designate as ‘P’ use in zones where a dwelling is capable of approval (i.e. Regional Centre, District Centre, Neighbourhood Centre, Local Centre, Mixed Use – Commercial, Mixed Use – Residential, Residential and Rural zones); ‘X’ use in all other zones (i.e. Private Community Purpose, Service Commercial, Light Industry and General Industry zones) except Tourism zone where it is designated as an ‘I’ use.
- B. *unhosted short-term rental accommodation*; designate as ‘P’ use in the Tourism zone, as ‘D’ use in zones where a dwelling is permissible (i.e. Regional Centre, District Centre, Neighbourhood Centre, Local Centre, Mixed Use – Commercial, Mixed Use – Residential, Residential and Rural zones) and as ‘X’ use in all other zones (i.e. Private Community Purpose, Service Commercial, Light Industry and General Industry zones).
- C. *tourist and visitor accommodation* and designate as ‘D’ use in Regional Centre, District Centre and Tourism zones, as ‘A’ use in Mixed Use – Commercial zone, and as ‘X’ use in all other zones (i.e. Neighbourhood Centre, Local Centre, Mixed Use – Residential, Residential, Private Community Purpose, Service Commercial, Light Industry, General Industry and Rural zones).
- 1.4 in clause 17, Table 3 - ‘Zoning Table’, Part 3, delete all references to:
- *bed and breakfast*
 - *holiday accommodation*
 - *holiday house*
 - *motel*
 - *serviced apartment*
 - *tourist development*
- 1.5. modify clause 27 ‘Unrestricted Length of Stay’ by replacing the following wording and terms:
- A. subclause (1) “*holiday house, holiday accommodation and serviced apartment*” with ‘*unhosted short-term rental accommodation*’; and “*short-term accommodation*” with ‘*short-term rental accommodation*’.
- B. subclause (2) “*holiday house, holiday accommodation and serviced apartment uses*” with ‘*unhosted short-term rental accommodation and portions of both tourism and visitor accommodation use and hotel use*’; and “*short-term accommodation*” with ‘*short-term rental accommodation*’.
- 1.6 in Schedule 1 – Table 4 - Additional Uses Table at:
- A. A.U 14, ‘Ocean Drive locality’, delete the entry in full
- B. A.U.17, ‘Bunbury Turf Club’, within column three, delete “*Motel*” and “*Serviced Apartment*” land use classes and insert ‘*Tourism and Visitor Accommodation*’
- C. A.U.18, ‘Bunbury Trotting Club’, within column three, delete “*Holiday Accommodation*”, “*Holiday House*” and “*Serviced Apartment*” land use classes, and insert ‘*Tourism and Visitor Accommodation*’ and ‘*Unhosted Short-Term Rental Accommodation*’
- D. A.U.19, ‘Lot 8 (No.59) Stirling Street, Bunbury, within column three, delete “*Holiday Accommodation*” land use class and insert ‘*Unhosted Short-Term Rental Accommodation*’; and within column four ‘Conditions’ at ‘1’ and ‘4’, delete “*Holiday Accommodation*” and replace with ‘*Unhosted STRA*’.

1.7 in Schedule 2 – Table 5 – Restricted Uses Table at:

- A. R.U.2 Bunbury (Marlston East Precinct), within column three ‘Restricted Use’, insert ‘*Unhosted Short-Term Rental Accommodation*’ within the list of discretionary ‘D’ uses; and within column four ‘Conditions’, add a new condition as ‘4. *Unhosted short-term rental accommodation is limited to the occupation of upper floors.*’
- B. R.U.4 Bunbury (Koombana North Precinct), within column three ‘Restricted Use’, delete “Motel”, “*Tourist Development (e.g. backpackers)*” and “*Serviced Apartment*” and insert ‘*Unhosted Short-Term Rental Accommodation*’ as a discretionary ‘D’ use, and ‘*Tourism and Visitor Accommodation*’ as a discretionary A use; and within column four ‘Conditions’, at ‘4’ delete “*Serviced apartment uses*” and “*short-term accommodation*” and replace these with ‘*unhosted short-term rental accommodation*’ and ‘*short-term rental accommodation*’ respectively.
- C. R.U.6 Pelican Point: Sanctuary Golf Resort Strata Lots 39, 40, 41 and 42 (no.105) Old Coast Road
- i) within column three ‘Restricted Use’, delete “Holiday Accommodation”, “Motel”, “*Serviced Apartment*” and “*Tourist Development*” and insert ‘*Tourism and Visitor Accommodation*’ and ‘*Unhosted Short-Term Rental Accommodation*’ as discretionary ‘D’ uses
- and within column four ‘Conditions’:
- ii) at ‘1(g)’, delete “*short-term accommodation*” and replace with ‘*short-term rental accommodation*’
- iii) at ‘5’, delete “*short-term accommodation*” and replace with ‘*unhosted short-term rental accommodation*’
- iv) at ‘6’, delete “*short-term accommodation units*” and replace with ‘*tourist and visitor accommodation*’
- v) at 7(a) delete “*For any short-stay lots*”; and delete “*Tourist Accommodation Unit*” replace with ‘*tourist and visitor accommodation*’
- D. R.U.8 Bunbury: Lot 11 (No.123) Ocean Drive; and Lot 2 (No.14) Greensell Street
- i) within column three ‘Restricted Use’, delete “Motel”, “*Serviced Apartment*” and “*Tourist Development*” and insert “*Tourism and Visitor Accommodation*” and ‘*Unhosted Short-Term Rental Accommodation*’ as discretionary ‘D’ uses; and
- within column four ‘Conditions’:
- ii) at 2.1, delete “*Serviced apartment*” and replace with ‘*Unhosted short-term rental accommodation*’
- iii) at 2.2, delete “*serviced apartment uses*” and replace with ‘*unhosted short-term rental accommodation*’
- iv) at 2.3, delete “*Tourist Accommodation Unit*” and replace with “*tourism and*

visitor accommodation”

- E. R.U.10 Bunbury: Lot 3 (No. 205) Ocean Drive, delete “Motel” and “Serviced Apartment” and replace with ‘Tourism and Visitor Accommodation’ and ‘Unhosted Short-Term Rental Accommodation’ as discretionary ‘D’ uses
- F. R.U.14 Bunbury: Lot 19 Lyons Cove (on Plan 23106), Lot 19 (U 1-7 No.16) Lyons Cove, Lot 19 (U3-29 No.14) Lyons Cove, Lot 19 (No.14) Lyons Cove, Lot 12 (Nos. 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, and 38) Marabank Loop, within column three ‘Restricted Use’, delete “Holiday Accommodation”, “Motel”, “Serviced Apartment” and replace with ‘Tourist and Visitor Accommodation’ and ‘Unhosted Short-Term Accommodation’; and delete “Other incidental uses to a tourist resort”.
- 1.8 in Schedule 3 – Table 6 – Additional Site and Development Requirements Table at:
- A. No. 3 Bunbury, lots as indicated at Marabank Loop, Avonbank Way and Lyons Cove, within column three ‘Requirement’ at ‘7.’, delete “short-term accommodation purposes” and replace with ‘short-term rental accommodation’.
- B. No. 9 Bunbury (Marlston North Precinct): Lot 505 Jetty Road, within column three at ‘2.1’ delete “Serviced apartment uses” and replace with ‘Unhosted short-term rental accommodation’
- 1.9 in Schedule 4 – Table 7 - Car Parking Table at:
- A. column one ‘Land Use Classes’ and column two ‘Minimum Car Parking Requirements’ delete the following entries:
- *Bed and Breakfast*
 - *Holiday Accommodation*
 - *Holiday House*
 - *Motel*
 - *Serviced Apartment*
 - *Tourism Development*
- B. column one ‘Land Use Classes’, insert “Hosted Short-Term Accommodation”, with minimum parking standard (column two) provided as ‘In accordance with the Residential Design Codes’
- C. column one ‘Land Use Classes’ insert ‘Tourism and Visitor Accommodation’, with minimum parking standard (column two) provided as:
- *1 bay per bedroom or accommodation unit; plus*
 - *1 bay per 15 square metres nla of floorspace other than that used for accommodation purposes*
- D. column one ‘Land Use Classes’ insert ‘Unhosted Short-Term Rental Accommodation’, with minimum parking standard (column two) provided as:
- *1 bay plus 0.5 bay per additional guest bedroom or equivalent*
 - *with Unrestricted Length of Stay, as above, but not less than the relevant R-Code deemed to comply standard*
- 1.10 Modify the Scheme Map by deleting all references to ‘A14’ in accordance with the Amending Pages of the Scheme Amendment 14 report.

2. Determine that proposed Scheme Amendment No. 14 is a ‘standard’ amendment for the following reasons:
 - A. the amendment would have minimal impact on land in the Scheme area that is not the subject of the amendment
 - B. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area
 - C. the amendment is not considered a complex or basic amendment.

3. Submit the Scheme Amendment No. 14 report to WAPC and:
 - A. seek consent from the Minister for Planning to proceed the advertise the proposed amendment.
 - B. advise the Department of Planning Lands and Heritage (DPLH) that the proposal is considered to be a prescribed class of local scheme amendment that does not require referral to the Environmental Protection Agency (EPA) in accordance Environmental Protection Amendment Regulations 2024 by reason that it satisfies the following criteria:
 - 33C(2)(a) *to correct an administrative or minor error.*
 - 33C(2)(c) *to make the planning scheme consistent with the model provisions set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 1.*
 - 33C(2)(d) *to include or alter a definition of a land use category if the Western Australian Planning Commission considers that the amendment would not materially impact the operation of the planning scheme.*

4. Subject to the approval of the Minister, refer copies of the Scheme Amendment No. 14 report to relevant public agencies for their consideration and comment, and publicly advertise the proposal over a submission period of not less than 42 days.

5. Reconsider the proposed scheme amendment together with any public submissions lodged with the City of Bunbury following the completion of the statutory public advertising period.

6. Proceed to advertise draft Local Planning Policy 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay for public comment concurrently with Scheme Amendment No.14 report for a period of not less than 42 days.

7. Propose to establish a discretionary cap of 110 as the initial figure applied in regulating the number of unhosted STRA approved within a Residential zone situated outside of the designated Core Tourism Area.

8. Following completion of the public comment period and in conjunction with Resolution 5, receive a further report detailing the outcomes of the advertising period, including any submissions received for consideration.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar: Place

Aspiration: An integrated, vibrant and well planned City
Outcome 7: A community with high quality urban design and housing diversity
Objective 7.1: Promote responsible planning and development

Pillar: Prosperity
Aspiration: A strong and diversified economy
Outcome 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

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

Regional Impact Statement

The proposed scheme amendment and local planning policy is expected to have negligible regional impact.

Background

Scheme Amendment No.14 is required to ensure alignment with new ‘deemed’ and ‘model’ land use classes and general definitions introduced into the State planning framework. Most significantly it includes amendments to reflect the deemed land use classes for ‘hosted short-term rental accommodation’ and ‘unhosted short-term rental accommodation’, along with removal of superseded land use classes. The Scheme Amendment No.14 report provides further detail and information on these changes, including implications for the City.

Local Planning Policy 2.2: Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay (LPP 2.2) is intended to guide and support subsequent decision-making of unhosted short-term rental accommodation. LPP 2.2 is also intended to supersede existing local planning policies that have previously offered guidance for short term rental accommodation uses. Draft LPP 2.2 was presented to the Policy Review and Development Committee (PRDC) on 29 January 2025, with the minutes of PRDC attached as Appendix 7.1.2-A.

Council Policy Compliance

Not applicable.

Legislative Compliance

The State Government’s planning reforms for short-term rental accommodation are being implemented predominantly through the Planning & Development (Local Planning Schemes) Regulations 2015 (the Regulations), backed and supported by the Western Australian Planning Commission’s (WAPC) Position Statement ‘Planning for Tourism and Short-term Rental Accommodation’ that was released in November 2023.

The proposed scheme amendment has been prepared by the City of Bunbury with direction provided by the State, and is to be progressed in accordance with both the *Planning and Development Act 2005* and the Regulations. Schedule 2, Clause 4 of the Regulations set outs the procedural requirements for preparing a local planning policy.

Officer Comments

To remain consistent with recent changes in State planning legislation that includes the introduction of new deemed land use classes, the City is required to undertake corresponding modifications to its local planning scheme. The Scheme Amendment No.14 report provides a comprehensive overview of related matters, including the local planning context, the current distribution of ‘unhosted Short-term Rental Accommodation’ (unhosted STRA) across the City and the rationale for levels of permissibility proposed for the new land use classifications within each zone. The report also addresses how the accompanying draft local planning policy is intended to assist and support discretionary decision making.

The proposed scheme amendment (and draft LPP 2.2) reflects advice provided within WAPC’s Position Statement ‘Planning for Tourism and Short-term Rental Accommodation’ that includes the following for use in guiding the introduction of unhosted STRA by a local government authority:

“Utilising the zoning table, and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be designated. Short-term rental accommodation should only be prohibited (X) in areas with low residential amenity such as industrial zones. Guidance tailored to specific localities or planning considerations where short-term rental accommodation is discretionary can be provided through local planning policies or other appropriate mechanisms.

Utilising a local planning policy to guide discretionary decision making, which may include but not be limited to:

- locational factors which may assist in determining appropriate locations for unhosted forms of STRA within residential areas;*
- impact on local housing market, where this has been identified as an issue in the local planning strategy.”*

Proposed LPP 2.2 has been specifically tailored to meet perceived need as relevant to the City of Bunbury and is consistent with strategic direction provided by the City’s Local Planning Strategy 2018. Key elements of the proposed policy (in guiding discretionary decision making) extend to:

Location:

Acknowledging and prioritising the recognised Core Tourism Area (CTA) as the most suitable and supportive location for unhosted STRA.

Residential amenity:

Employing standards to ensure that development of unhosted STRA respects the character and amenity of the locality, and that its use and management reasonably meets the expectations of guests and neighbouring residents. These include adherence to an Operational Management Plan (for which a template is provided – attached as Appendix 10.4.1-C), controls upon the number of occupants, and on-site considerations that would help to mitigate potential sources of nuisance.

Housing supply:

Incorporating measures (a discretionary cap) that provide the ability to limit potential undesirable outcomes should the roll-out unhosted STRA be seen to negatively impact the local long term rental housing market.

Acknowledging the extremely low long term vacancy rental rate that Bunbury has endured over recent times, the discretionary cap is intended to apply to areas of Residential zone located outside the CTA. This discretionary cap will act as a safety-net that is able to be adjusted (up or

down) having regard to housing demand and supply conditions at a given time. Information included within Appendix 3 of draft LPP 2.2 (and within the Scheme Amendment No. 14 report) provides further background rationale for adopting a cap. Most notably:

- Unhosted STRA in locations subject to the cap would be granted development approval on a time limited basis. Renewal (without incurring a fee) then ensures only operating premises will be counted and that the cap does not become unnecessarily clogged with premises no longer offering such accommodation.
- In setting a figure to represent the discretionary cap, noting that the recent analysis has identified around 20-30 ‘unhosted STRA’ properties located in a Residential zone outside the CTA, an initial ceiling of 110 (representing approximately 1% of all private dwellings subject to the cap) would comfortably capture all those identified as currently operating and registered, while also allowing a sizable increase in number. Council will set the figure for the cap by way of a Resolution, and will have the ability to apply discretion on individual applications should the threshold of the cap be reached. Council will also have opportunity to adjust the figure used for the cap (up or down) if desired.

In this regard the City will be further informed by outcomes from detailed research and investigation to be undertaken on behalf of the City by Edith Cowan University during the first half of 2025. Undertaking an analysis of local housing need and supply is consistent with advice from the WAPC and moreover offers the City the opportunity to adopt and continue to operate a tailor made strategic approach relevant to the City of Bunbury:

“If land and housing supply pressures are evident or predicted in a local government area, the tourism component of the local planning strategy should be informed by an accommodation demand/supply study and analysis that forecasts future tourism growth, including likely demand for tourist and short term-rental accommodation and long-term (permanent and rental) housing supply. The detail of the accommodation demand/supply analysis should reflect the extent and importance of local tourism and land use/land supply pressures in the locality.”

(WAPC Planning for Tourism and Short-term Rental Accommodation Guidelines 2023)

As several existing land use classifications are required to be deleted and replaced by new land use classifications a significant number of modifications are necessary within the Schedules of the Scheme (i.e. within the Additional Uses Table and Restricted Uses Table). The majority of these modifications represent ‘like-for-like’ changes, with the name of the formerly recognised land use substituted with the equivalent new name.

Analysis of Financial and Budget Implications

Other than the need for undertaking statutory public advertising there are no additional direct financial or budgetary implications resulting from the proposals.

Community Consultation

Subject to receiving consent to proceed from the Minister for Planning, standard amendments are publicly advertised for a period of not less than 42 days in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

Relevant stakeholders including government bodies, service/utility providers, local STRA management agencies, the Australian Hotels Association, REIWA and landowners / occupiers

(where the status of their land may be affected) will be advised of the proposals and invited to comment.

Public consultation will comprise the following:

- written notification as relevant
- public notices published in a local newspaper
- notice of proposal posted on the City of Bunbury's website
- copies of the scheme amendment report and draft LPP 2.2 made available for viewing at the City of Bunbury Administration Building.

Councillor/Officer Consultation

The scheme amendment report and draft LPP 2.2 have been prepared with the input from and collaboration between the City's Planning, Building Services and Environmental Health teams.

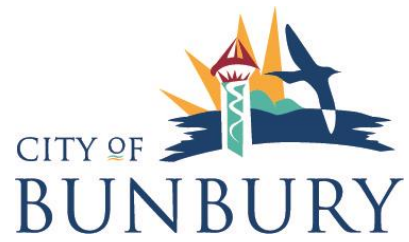
Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Subject to initiation and adoption by Council, the scheme amendment documentation will be submitted to the Minister for Planning in order to seek their consent to proceed to advertising. Once confirmed the scheme amendment proposal and draft LPP 2.2 would be advertised concurrently and in accordance with the Regulations.

For review at the Council
Briefing Session
18 February 2025



Scheme Amendment No. 14
Local Planning Scheme No. 8



Standard Amendment
Short-Term Rental Accommodation
(Regulatory Reform)

January 2025

Production Details

Edition Details:

Title:	Scheme Amendment No. 14 Short-Term Rental Accommodation (Regulatory Reform)
Production Date:	January 2025
Prepared By:	City of Bunbury
Author:	K D Storey
Editor:	-
Review Status:	Draft (for initiation and advertising)
File Reference:	COB/6887 & COB/6889

Modifications List:

Version:	Date:	Amendments:	Prepared by:
Initiation:			KDS
Certification:			
Recommendation:			
Endorsement:			

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Form 2A

Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

City of Bunbury Local Planning Scheme No. 8 Scheme Amendment No. 14

1. Resolved that the local government, pursuant to section 75 of the *Planning and Development Act 2005* amend the above local planning scheme by:
 - 1.1 in clause 48, Division 1, Part 6 – ‘Terms Used’:
 - A. delete the general definition for *short-term accommodation*.
 - B. amend the general definition for *cabin* to:

means a building that –

 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of -*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and

 - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
 - C. amend the general definition for *chalet* to:

means a building that –

 - (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and

 - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
- D. amend the general definition for *Unrestricted Length of Stay* to:

means the occupation of accommodation designed for tourists on either a short-term rental accommodation or permanent basis.

- 1.2 in clause 49, Division 2, Part 6 – ‘Land Use Terms Used’:
- A. delete the definitions for:
 - *bed and breakfast*
 - *holiday accommodation*
 - *holiday house*
 - *motel*
 - *serviced apartment*
 - *tourist development*
 - B. amend the existing land use term for *road house* by deleting paragraph (d) and inserting:

(d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.
 - C. insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions
- 1.3 in clause 17, Table 3 - ‘Zoning Table’, Part 3, insert in alphabetical order the following land uses and permissibility:
- A. *hosted short-term rental accommodation*; designate as ‘**P**’ use in zones where a dwelling is capable of approval (i.e. Regional Centre, District Centre, Neighbourhood Centre, Local Centre, Mixed Use – Commercial, Mixed Use – Residential, Residential and Rural zones); ‘**X**’ use in all other zones (i.e. Private Community Purpose, Service Commercial, Light Industry and General Industry zones) except Tourism zone where it is designated as an ‘**I**’ use.
 - B. *unhosted short-term rental accommodation*; designate as ‘**P**’ use in the Tourism zone, as ‘**D**’ use in zones where a dwelling is permissible (i.e. Regional Centre, District Centre, Neighbourhood Centre, Local Centre, Mixed Use – Commercial, Mixed Use – Residential, Residential and Rural zones) and as ‘**X**’ use in all other zones (i.e. Private Community Purpose, Service Commercial, Light Industry and General Industry zones).
 - C. *tourist and visitor accommodation* and designate as ‘**D**’ use in Regional Centre, District Centre and Tourism zones, as ‘**A**’ use in Mixed Use – Commercial zone, and as ‘**X**’ use in all other zones (i.e. Neighbourhood Centre, Local Centre, Mixed Use - Residential, Residential, Private Community Purpose, Service Commercial, Light Industry, General Industry and Rural zones).
- 1.4 in clause 17, Table 3 - ‘Zoning Table’, Part 3, delete all references to:
- *bed and breakfast*
 - *holiday accommodation*
 - *holiday house*
 - *motel*
 - *serviced apartment*
 - *tourist development*
- 1.5 modify clause 27 ‘Unrestricted Length of Stay’ by replacing the following wording and terms:
- A. subclause (1) “*holiday house, holiday accommodation and serviced apartment*” with ‘*unhosted short-term rental accommodation*’; and “*short-term accommodation*” with ‘*short-term rental accommodation*’.
 - B. subclause (2) “*holiday house, holiday accommodation and serviced apartment uses*” with ‘*unhosted short-term rental accommodation and portions of both tourism and visitor accommodation use and hotel use*’; and “*short-term accommodation*” with ‘*short-term rental accommodation*’.

1.6 in Schedule 1 – Table 4 - Additional Uses Table at:

- A. A.U 14, 'Ocean Drive locality', delete the entry in full
- B. A.U.17, 'Bunbury Turf Club', within column three, delete "Motel" and "Serviced Apartment" land use classes and insert 'Tourism and Visitor Accommodation'
- C. A.U.18, 'Bunbury Trotting Club', within column three, delete "Holiday Accommodation", "Holiday House" and "Serviced Apartment" land use classes, and insert 'Tourism and Visitor Accommodation' and 'Unhosted Short-Term Rental Accommodation'
- D. A.U.19, 'Lot 8 (No.59) Stirling Street, Bunbury, within column three, delete "Holiday Accommodation" land use class and insert 'Unhosted Short-Term Rental Accommodation'; and within column four 'Conditions' at '1' and '4', delete "Holiday Accommodation" and replace with 'Unhosted STRA'.

1.7 in Schedule 2 – Table 5 – Restricted Uses Table at:

- A. R.U.2 Bunbury (Marlston East Precinct), within column three 'Restricted Use', insert 'Unhosted Short-Term Rental Accommodation' within the list of discretionary 'D' uses; and within column four 'Conditions', add a new condition as '4. Unhosted short-term rental accommodation is limited to the occupation of upper floors.'
- B. R.U.4 Bunbury (Koombana North Precinct), within column three 'Restricted Use', delete "Motel", "Tourist Development (e.g. backpackers)" and "Serviced Apartment" and insert 'Unhosted Short-Term Rental Accommodation' as a discretionary 'D' use, and 'Tourism and Visitor Accommodation' as a discretionary A use; and within column four 'Conditions', at '4' delete "Serviced apartment uses" and "short-term accommodation" and replace these with 'unhosted short-term rental accommodation' and 'short-term rental accommodation' respectively
- C. R.U.6 Pelican Point: Sanctuary Golf Resort Strata Lots 39, 40, 41 and 42 (no.105) Old Coast Road, within column three 'Restricted Use', delete "Holiday Accommodation", "Motel", "Serviced Apartment" and "Tourist Development" and insert 'Tourism and Visitor Accommodation' and 'Unhosted Short-Term Rental Accommodation' as discretionary 'D' uses; and

within column four 'Conditions':
 - i) at '1(g)', delete "short-term accommodation" and replace with 'short-term rental accommodation'
 - ii) at '5', delete "short-term accommodation" and replace with 'unhosted short-term rental accommodation'
 - iii) at '6', delete "short-term accommodation units" and replace with 'tourist and visitor accommodation'
 - iv) at 7(a) delete "For any short-stay lots"; and delete "Tourist Accommodation Unit" replace with 'Tourist and Visitor Accommodation'
- D. R.U.8 Bunbury: Lot 11 (No.123) Ocean Drive; and Lot 2 (No.14) Greensell Street, within column three 'Restricted Use', delete "Motel", "Serviced Apartment" and "Tourist Development" and insert "Tourism and Visitor Accommodation" and 'Unhosted Short-Term Rental Accommodation' as discretionary 'D' uses; and

within column four 'Conditions':

- i) at 2.1, delete "*Serviced apartment*" and replace with '*Unhosted short-term rental accommodation*'
 - ii) at 2.2, delete "*serviced apartment uses*" and replace with '*unhosted short-term rental accommodation*'
 - iii) at 2.3, delete "*Tourist Accommodation Unit*" and replace with "*tourism and visitor accommodation*"
- E. R.U.10 Bunbury: Lot 3 (No. 205) Ocean Drive, delete "*Motel*" and "*Serviced Apartment*" and replace with '*Tourism and Visitor Accommodation*' and '*Unhosted Short-Term Rental Accommodation*' as discretionary 'D' uses
- F. R.U.14 Bunbury: Lot 19 Lyons Cove (on Plan 23106), Lot 19 (U 1-7 No.16) Lyons Cove, Lot 19 (U3-29 No.14) Lyons Cove, Lot 19 (No.14) Lyons Cove, Lot 12 (Nos. 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, and 38) Marabank Loop, within column three 'Restricted Use', delete "*Holiday Accommodation*", "*Motel*", "*Serviced Apartment*" and replace with '*Tourist and Visitor Accommodation*' and '*Unhosted Short-Term Accommodation*'; and delete "*Other incidental uses to a tourist resort*".

1.8 in Schedule 3 – Table 6 – Additional Site and Development Requirements Table at:

- A. No. 3 Bunbury, lots as indicated at Marabank Loop, Avonbank Way and Lyons Cove, within column three 'Requirement' at '7.', delete "*short-term accommodation purposes*" and replace with '*short-term rental accommodation*'.
- B. No. 9 Bunbury (Marlston North Precinct): Lot 505 Jetty Road, within column three at '2.1' delete "*Serviced apartment uses*" and replace with '*Unhosted short-term rental accommodation*'

1.9 in Schedule 4 – Table 7 - Car Parking Table at:

- A. column one 'Land Use Classes' and column two 'Minimum Car Parking Requirements' delete the following entries:
 - *Bed and Breakfast*
 - *Holiday Accommodation*
 - *Holiday House*
 - *Motel*
 - *Serviced Apartment*
 - *Tourism Development*
- B. column one 'Land Use Classes', insert "*Hosted Short-Term Accommodation*", with minimum parking standard (column two) provided as 'In accordance with the Residential Design Codes'-
- C. column one 'Land Use Classes' insert '*Tourism and Visitor Accommodation*', with minimum parking standard (column two) provided as:
 - *1 bay per bedroom or accommodation unit; plus*
 - *1 bay per 15 square metres nla of floorspace other than that used for accommodation purposes*

- D. column one 'Land Use Classes' insert '*Unhosted Short-Term Rental Accommodation*', with minimum parking standard (column two) provided as:
 - *1 bay plus 0.5 bays per additional guest bedroom or equivalent*
 - *with Unrestricted Length of Stay, as above, but not less than the relevant R-Code deemed to comply standard*

1.10 modify the Scheme Map by deleting all annotated references to 'A14'

2. Determine that the amendment is 'standard' under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

- A. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- B. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- C. the amendment is not considered a complex or basic amendment.

3. Submit the Scheme Amendment No. 14 Report to WAPC and:

- A. seek approval from the Minister for Planning to proceed the advertise the proposed amendment.
- B. advise the Department of Planning Lands and Heritage (DPLH) that the proposal is considered to be a prescribed class of local scheme amendment that does not require referral to the Environmental Protection Agency (EPA) in accordance Environmental Protection Amendment Regulations 2024 by reason that it satisfies the following criteria:

33C(2)(a) to correct an administrative or minor error.

33C(2)(c) to make the planning scheme consistent with the model provisions set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 1.

33C(2)(d) to include or alter a definition of a land use category if the Western Australian Planning Commission considers that the amendment would not materially impact the operation of the planning scheme.

Dated this day of2025

.....
(Chief Executive Officer)

1 Background

1.1 Purpose of a Local Planning Scheme

The City of Bunbury's Local Planning Framework is chiefly made up of the following documents which are statutory planning instruments:

- local planning strategy
- local planning scheme
- local planning policies.

A local planning scheme is a legal document that sets out objectives and rules for the use, development and protection of land across a local government, that is, the Scheme area. The aim of a local planning scheme is to ensure orderly and proper planning by regulating the way land is to be used and developed, including the coordination of infrastructure provision, in order to achieve Council's objectives within the local government area.

Local planning schemes are made under the *Planning and Development Act 2005*, which sets out the land use planning and development matters that may be addressed in schemes and the requirements for the regular review of schemes. The Act also provides for regulations governing the procedure for the preparation and amendment of local planning schemes and their general provisions, which have application as if part of a scheme. The Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regulations') prescribe the deemed and model provisions that are to be used for the zoning of land and the regulation of land uses and development control.

Endorsement of the City of Bunbury Local Planning Strategy 2018 (LPS) occurred on 1 March 2018 and gazettal of the City of Bunbury Local Planning Scheme No. 8 (LPS8 or 'the Scheme') followed on 9 March 2018. The City of Bunbury's LPS8 is made up of Scheme text and an accompanying Scheme map. The Scheme divides the local government district into zones to designate areas for particular land uses and identifies land reserved for public purposes. Most importantly, the Scheme controls the types of land uses and development allowed in different zones and reserves in a way that seeks to promote desired outcomes while avoiding land use conflict.

The Scheme text and map should be read in conjunction with the LPS, which is the overarching strategic planning instrument of the City's Local Planning Framework. The LPS sets out the long-term planning directions for the local government, applies State and regional planning policies and provides the rationale for the zones and other provisions of the Scheme. In addition to the LPS, the Local Planning Framework provides for local planning policies which must be given due regard with respect to standards for guiding land use and development, and may deal with a range of city-wide or site specific matters such as urban design, car parking, landscape and drainage, etc.

1.2 Amending the Local Planning Scheme

Under Part 5, Division 1, regulation 34 of the Regulations, a 'standard' amendment means any of the following types of amendments to a local planning scheme:

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve*
- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission*
- (c) an amendment to the scheme so that it is consistent with a region planning scheme that*

applies to the scheme area, other than an amendment that is a basic amendment

- (d) *an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan*
- (e) *an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment*
- (f) *an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area*
- (g) *any other amendment that is not a complex or basic amendment.*

1.3 Scheme Amendment Procedure

The proposed scheme amendment has been prepared by the City of Bunbury and is to be progressed in accordance with both the *Planning and Development Act 2005* and the Regulations.

The proposed scheme amendment has not been formally assessed by the Environmental Protection Authority (EPA). The referral of scheme amendments to the EPA is a requirement under section 81 of the *Planning and Development Act 2005* except where the amendment is of a class prescribed by regulations under the *Environmental Protection Act 1986* section 48AAA(2).

The proposal is considered to be a prescribed class of scheme amendment that does not require referral to the EPA - as set out within the Environmental Protection Amendment Regulations 2024. This includes at Section 33C:

- 33C(2)(a) *to correct an administrative or minor error.*
- 33C(2)(c) *an amendment to make the planning scheme consistent with the model provisions set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 1.*
- 33C(2)(d) *an amendment to include or alter a definition of a land use category if the Western Australian Planning Commission considers that the amendment would not materially impact the operation of the planning scheme.*

In accordance with the *Planning and Development Act 2005* section 83A, after resolving to adopt a proposed amendment to a local planning scheme, the local government must submit the proposal to the Minister for Planning who then may:

- (a) *approve the proposed scheme or amendment for advertising under Part 5, Division 4, section 84; or*
- (b) *require the local government to modify the proposed scheme or amendment in such manner as the Minister specifies and to resubmit the proposed scheme or amendment to the Minister under subsection (1); or*
- (c) *refuse approval for the proposed scheme or amendment to be advertised under section 84.*

1.4 Community Consultation

Subject to receiving the Minister's approval to proceed, relevant government authorities and service agencies will be invited to provide their comments, and public advertising would commence in accordance with the Regulations. The statutory advertising period for a standard scheme amendment is not less than 42 days. Following the conclusion of public advertising the amendment proposals shall be returned to Council for its further consideration, together with any submissions received during the advertising period.

Council must consider any submissions received during the public advertising period prior to final adoption of the proposed amendment. The submissions, together with the scheme amending documentation and Council's resolution are then to be forwarded on to the WAPC for its endorsement, and final approval by the Minister for Planning.

Public advertising dates and submission forms can be viewed / downloaded via the 'Community News and Public Notices' pages of the City of Bunbury's website at www.bunbury.wa.gov.au. Submissions can be lodged during the public advertising period in person at Council's administration centre located at 4 Stephen Street, or alternatively posted to:

Chief Executive Officer
City of Bunbury
PO Box 21
Bunbury WA 6231

Submissions can also be emailed to: info@bunbury.wa.gov.au

2 Proposal

2.1 Purpose of the Scheme Amendment

The purpose of this amendment is to update the City's Local Planning Scheme No. 8 to implement the State Government's planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the State planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following provides further detail and information on these changes, including specific implications for the City.

2.2 Rationale for the Scheme Amendment

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission (WAPC) released a 'Planning for Tourism and Short-Term Rental Accommodation' Position Statement and Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry '*Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*'. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the City to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

As part of the previous Scheme, Town Planning Scheme No.7 (TPS7) the City developed and implemented a tailored approach to the provision and regulation of STRA in Bunbury, elements of which were then transferred into LPS8 in 2018. The approach, whilst well founded has become somewhat dated over time, with revision and update of supporting planning documents (e.g. local planning policies) held in abeyance pending outcomes following on from the Parliamentary inquiry held in 2019.

The raft of changes recently introduced by the State, including the Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024, now provide a robust platform for the regulation of STRA with greater certainty, and furthermore offers the opportunity for the City to establish a contemporary, locally relevant local planning framework that reflects circumstances and expectations unique to Bunbury.

2.3 Planning Context

2.3.1 State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the Regulations, backed and supported by WAPC's Position Statement.

Position Statement: Planning for Tourism and Short-Term Rental Accommodation

The Position Statement foreshadowed a series of amendments to the Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in that document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

Planning and Development (Local Planning Schemes) Regulations

The Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme.
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme.
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- (a) new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes
- (b) new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register
- (c) a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions
- (d) a State-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings)
- (e) a 90-night (cumulative) exemption within a 12-month period for 'unhosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the City are addressed within the following sections of this report.

2.3.2 Local Planning Context

Local Planning Strategy

The City of Bunbury Local Planning Strategy (LPS or Strategy) was endorsed by WAPC in 2018. Underpinning the Strategy are 'land use planning themes', with Part 1 containing individual maps and theme-based strategies, and Part 2 providing explanatory text. 'Tourism' and 'Housing' are incorporated as stand-alone themes.

Tourism Theme

The 'Tourism' theme (Part 1) includes the following of particular relevance to the proposal:

Intention 8A:

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

Strategy 8A-2

"Tourist-related Scheme land use definitions"

sub-strategy 8A-2.1

"Include additional relevant land use class definitions in the Scheme in order to enable better guidance of provision and regulation of tourist orientated accommodation, access, attractions, activities and amenities"

Strategy 8A-4:

"Facilitate opportunities for flexible tenure whereby, in appropriate circumstances, the term of stay for occupiers of dwellings and compliant forms of short stay accommodation is not time restricted"

sub-strategy 8A-4.1:

"Having regard to suitability of location, setting and design, incorporate provisions within the Scheme that enables R-Code compliant accommodation to be occupied on either a permanent or temporary (short term) basis"

Strategy 8A-5:

"Promotion and enabling of city centre based tourist accommodation"

sub-strategy 8A-5.1:

"Support planning instruments that encourage and enable the development of quality accommodation services (including hotel and serviced apartments) in the Regional Centre Zone which will benefit from established entertainment facilities and public transport links."

Strategy 8A-6

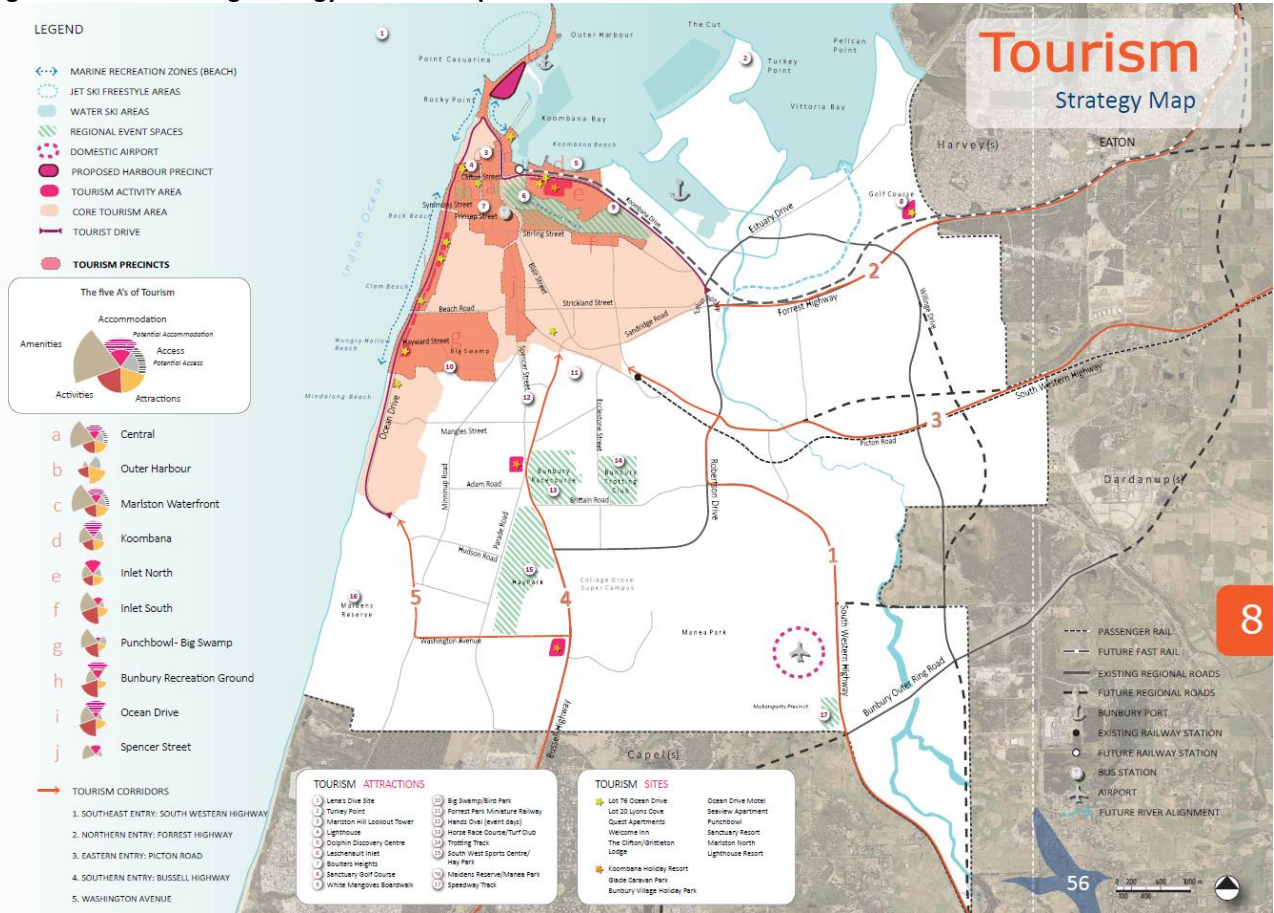
"Promotion of vibrant tourism destinations for both visitors and local residents"

sub-strategy 8A 6.1

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

The Tourism theme strategy map identifies a 'Core Tourism Area' and ten 'Tourism Precincts' (all falling within the boundary of the Core Tourism Area).

Figure 1 Local Planning Strategy Tourism Map



Extract from City of Bunbury Local Planning Strategy 2018

Part 2 of the Strategy (Tourism theme) clarifies the role of the Core Tourism Area:

The core tourism area (CTA) is the recognised hub of visitor activity in Bunbury, combining the widest array of activities, attractions, amenities and accommodation opportunities. The extent of the CTA boundary encompasses parts of the City that together provide the core services and infrastructure that support the tourism/visitor market – nominally the Central Business District, Outer Business District, East Bunbury and Ocean Beach areas.

Within the core area, emphasis is placed upon improving the quality and range of visitor facilities, and strengthening the interaction between them.

The CTA remains imperative to tourism values and strategy outcomes over the long term. Accordingly the Strategy seeks a role for the CTA that:

- consolidates the provision of tourism / visitor services in the vicinity and bolsters the status of Bunbury as a tourist destination
- facilitates improvement in the quality and range of the 5 'A's represented in Bunbury
- provides an accessible network of supporting infrastructure and services to those more isolated sites of accommodation, attractions and activities (i.e. outside the CTA).

Whilst acknowledging that not all parts of the CTA will be suitable for all types of tourism related development, where the Scheme zoning allows discretion in permitting development of

such facilities there would be an element of support from the Local Planning Strategy where they are located within the CTA.

‘Tourism Precincts’ are recognised as follows:

“...contribute to the attractiveness of the tourism product in Bunbury as destination nodes and particular areas of visitor interest within a walkable catchment area. Each of these precincts has a particular profile and distinctiveness within the city, and incorporates – or has the potential to incorporate – the five ‘A’s of tourism destination development.”

Housing Theme and City of Bunbury Local Housing Strategy 2021

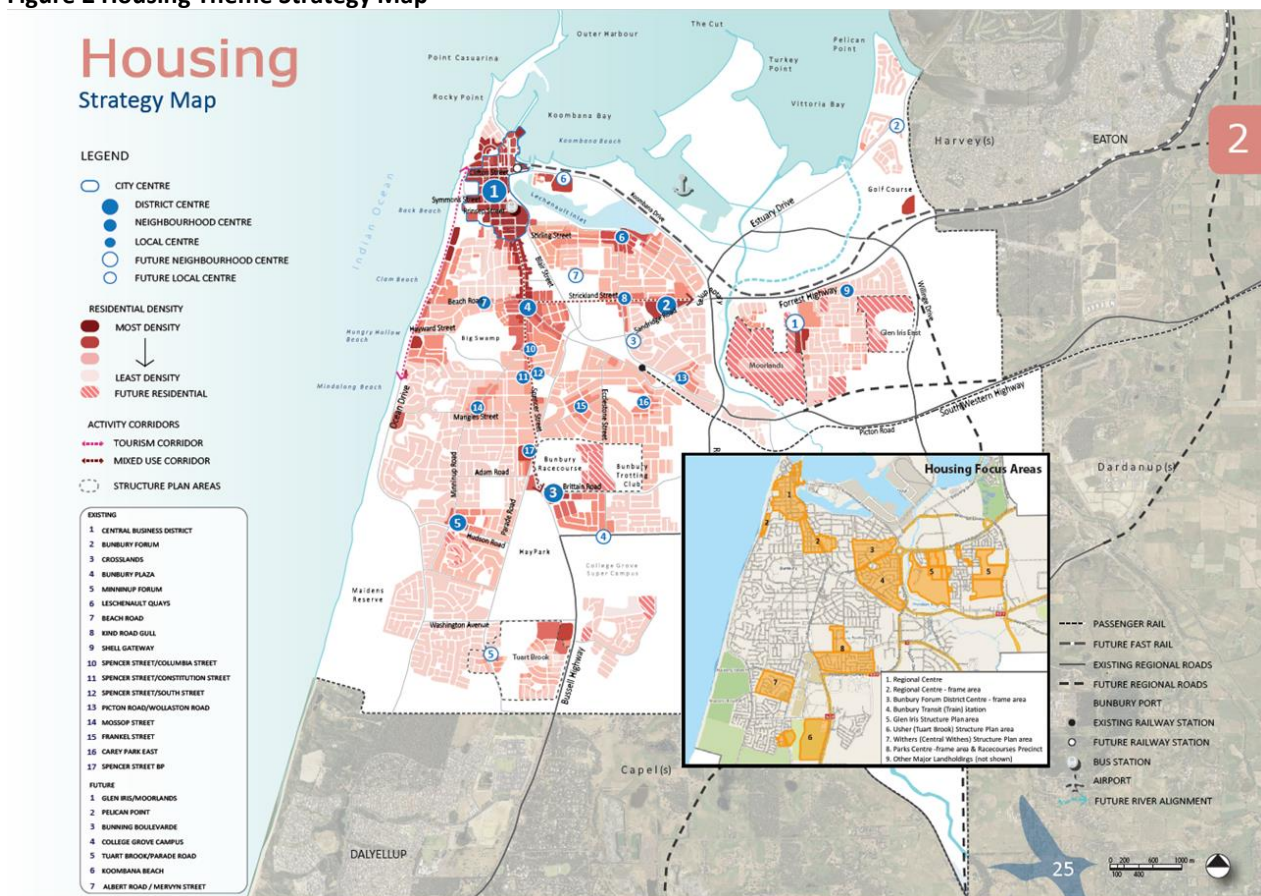
The Housing Theme within Part 1 of the Strategy is currently the subject of an amendment proposal (certified for public advertising by WAPC on 12 November 2024). The basis for the amendment is to capture key recommendations and actions from Bunbury’s Local Housing Strategy adopted by the City in 2021.

Serving to enhance and supplement the strategic direction provided by the Local Planning Strategy 2018, the Local Housing Strategy 2021 considers in depth the housing needs of Bunbury over the next 15 to 20 years. In implementation it seeks to encourage the development of a mix of housing types within suitable locations of the City in a manners that respects local amenity and established character.

The Strategy amendment, as prepared, proposes to introduce the following key elements:

- recognise the ‘Focus Areas’ identified within the Local Housing Strategy
- demonstrate support for a greater diversity of housing types
- facilitate better alignment between housing supply and demand.

Figure 2 Housing Theme Strategy Map



Local Planning Strategy Amendment No.3 – Housing Theme Update report

Local Planning Scheme

City of Bunbury Local Planning Scheme No. 8 (LPS8) is closely aligned with the Regulations model scheme text (MST), including the land use classes and their given meanings.

Levels of permissibility associated with short-term rental accommodation and traditional forms of short stay accommodation land use types varies from zone to zone within the current Scheme.

Figure 3 Existing land use permissibility

Use and Development Class	Zones												
	Regional Centre Zone	District Centre	Neighbourhood Centre Zone	Local Centre Zone	Mixed Use - Commercial Zone	Mixed Use – Residential Zone	Tourism Zone	Residential Zone	Private Community Purpose Zone	Service Commercial Zone	Light Industry Zone	General Industry Zone	Rural Zone
Bed and Breakfast	D	X	X	X	D	D	D	A	X	X	X	X	D
Holiday Accommodation	D	D	X	X	D	X	D	X	X	X	X	X	D
Holiday House	D	X	X	X	D	D	D	X	X	X	X	X	D
Motel	D	D	X	X	A	X	D	X	X	A	X	X	X
Serviced Apartment	P	D	X	X	D	X	D	X	X	X	X	X	X
Tourist Development	D	X	X	X	X	X	D	X	X	X	X	X	X

Extract LPS8 Table 3 – Zoning Table

Supplementing MST, an important inclusion within the City’s Scheme is clause 27 ‘Unrestricted Residential Accommodation’. Consistent with the intent of the Local Planning Strategy 8A-4, clause 27 facilitates the use of accommodation developed primarily for tourism purposes to be occupied either temporarily, or permanently as if a dwelling. The value of this clause remains unchanged by the new STRA Regulations, however references to land use classes within this clause are required to be replaced and updated.

Local Planning Policy

Two current local planning policies of note are ‘LPP: Unrestricted Residential Accommodation’ and ‘LPP: Unrestricted Residential Occupation of Stay’. Adopted in 2011 in accordance with the aims of Town Planning Scheme No.7 (TPS7), each were developed to guide the discretionary approval of short-term rental accommodation in tandem with a residential use. These complimentary policies share the same objectives:

- (a) To broaden the scope and number of short stay accommodation options available to those visiting the City.
- (b) To enhance the depth and variety of the visitor experience within strategically important tourism locations.
- (c) To facilitate the development of dual use permanent residential/short stay accommodation and thus provide landowners and investors with greater flexibility in the use and leasing of residential property>
- (d) To seek to ensure that premises with (URA or URO) use are:
 - located within supportive environments
 - appropriate to their immediate setting
 - suited to the purpose in terms of building form and design
 - managed in an orderly and considerate manner.

Though dated since the Gazettal of LPS8 in 2018, the planning principals employed within these two

policies nevertheless have retained aspects of some value and as such have continued to provide a degree of assistance in appropriate circumstances. Comprehensive review of these policies has been held in abeyance pending anticipated outcomes of the State's planning reforms in this sector. With the roll-out of the reforms these policies will be revoked and replaced.

2.3.3 Twenty years of managing STRA in Bunbury

During 2005 the City became embroiled in a number of planning related disputes whereby it was required to adopt a position regarding the proposed use of residential unit(s) for the purpose of short-term letting.

There were few examples of the City dealing with such requests previously, however on those occasions when such matters had arisen, they were generally dealt with on a case-by-case basis. City of Bunbury TPS7 did not have a specific land use definition for short stay accommodation and such these types of proposals were usually considered as a 'use not listed', and then subsequently judged on their merits having regard to the objectives of the parent zoning.

The ad-hoc approach was considered undesirable noting that Bunbury was keen to promote itself as a major visitor destination. There was a pressing need to bring clarity and consistency to the decision making process and to provide greater certainty to residents and investors alike when developing or purchasing units to let. A comprehensive review was also considered timely given the impending introduction of 'tourism zonings', as recommended by the Ministers Tourism Taskforce in 2006.

During that time Bunbury took the position that STRA should be regarded as a stand-alone land use class that should be regulated in the interests of:

- protecting the established amenity and character of an area
- maintaining the quality of the tourism product
- addressing distortion of the housing market / potential impacts upon housing affordability

In 2006 the City prepared an internal report termed 'Local Planning Approaches to the Occupation of Premises as Short Stay Accommodation'. Findings confirmed inconsistencies in approach across WA and concluded that there was no convenient off-the-shelf model for use in Bunbury. Feeding into review of the local planning framework Bunbury took the step of developing its own strategy, with an approach best suited to the particular challenges and circumstances faced by the city at that time. This culminated in the City adopting a Local Planning Strategy for Tourism in 2009, elements of which were subsequently implemented via amendments to TPS7 and then complementary planning policies.

In establishing a stable and robust land use planning framework for managing all forms of accommodation, the initiative extended to facilitating (in appropriate circumstances), the use of residential dwellings as short-term rental accommodation.

While not intentionally intended to address the emergence and regulation of online booking platforms (such as Airbnb), the City of Bunbury introduced into its local planning framework "Unrestricted Residential Accommodation" (URA) and "Unrestricted Residential Occupation" (URO), each accompanied with a local planning policy (LPP) which have been used to guide (to a greater and lesser extent) forms of unhosted STRA in Bunbury since 2011.

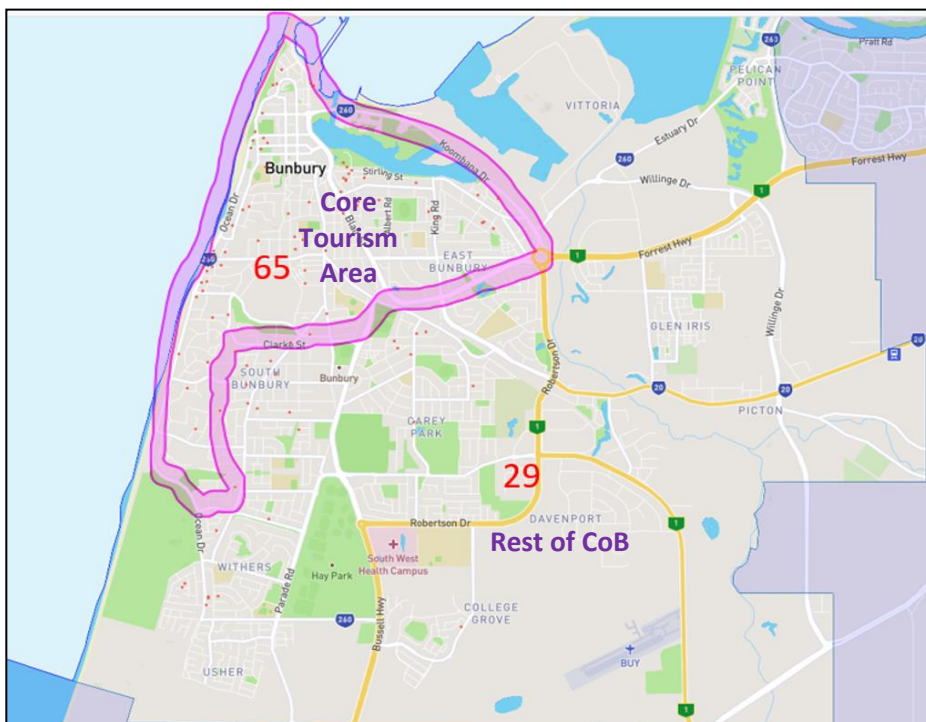
Review and further development of the local planning framework in respect to the management of STRA arena has remained on hold pending outcomes of the EISC Inquiry into Short-Term Rental Accommodation in WA in 2019 (to which the City made a deputation and also provided a submission) and finalisation of WAPC's Position Statement.

2.3.4 Occurrence distribution of unhosted STRA

A recent desktop analysis was conducted by the City to provide an insight into the distribution of occurrence of ‘unhosted STRA’ properties being advertised upon the main online booking platforms (including Airbnb, Stayz, Home to Go, and Booking.com). A snapshot of findings is captured below in *Figure 4*, with occurrence within (65 properties) and outside (29 properties) the designated CTA being recorded. These findings were comparable to those collated and reported by Inside Airbnb¹ - see *Figure 5*.

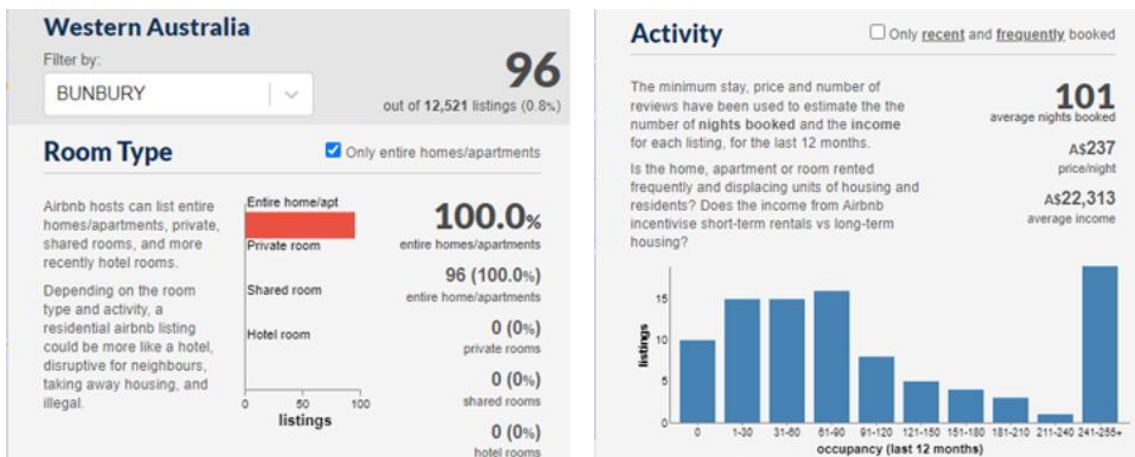
This raw data provides a useful starting point in understanding the extent of unhosted STRA across the City, and also in providing the opportunity to compare numbers with those recorded within other south west jurisdictions. Notably, the 93 (total) unhosted STRA recorded in Bunbury falls well below those figures reported by Inside Airbnb for Busselton (over 1500) and Albany (over 300).

Figure 4 Snapshot of unhosted STRA in Bunbury



By City of Bunbury (webpages accessed July 2024)

Figure 5 Inside Airbnb reporting



Inside Airbnb – accessed September 2024

¹ Reference: <https://insideairbnb.com/western-australia>

2.3.5 Guiding discretionary decision making

Within those zones where unhosted STRA is proposed to become a permissible / discretionary land use, decision-making and implementation will be guided by a new local planning policy – ‘LPP 2.2 Unhosted Short-term Rental Accommodation and Unrestricted Length of Stay’ which has been drafted and is expected to be publicly advertised in tandem with the scheme amendment report. Whilst proposed LPP 2.2 reflects the model template prepared by WALGA for this purpose, approaches captured are somewhat bespoke to Bunbury and intended to directly respond to local issues and circumstance.

As drafted, the proposed LPP2.2 embraces the following objectives:

- To encourage the provision of unhosted STRA in locations and settings most supportive to tourists and overnight visitors, and facilitating their development in a manner that respects and remains consistent with the objectives of the parent zone.
- To maintain the amenity and established character of residential localities/zones through ensuring that the scale and design of unhosted STRA is appropriate to the setting.
- To ensure that the use and management of an unhosted STRA is considerate to neighbouring properties and reasonably satisfies the expectations of the resident community, particularly in terms of safeguarding local character and protecting residential amenity.
- To promote local housing objectives through facilitating an appropriate balance of residential and unhosted short-term rental accommodation uses in the residential zone and by employing measures that provide the ability to limit undesirable outcomes that could lead to excessive loss of housing available to rent on a long-term basis.

Guidance provided by LPP 2.2 is intended to be supplemented by access to locally relevant, up to date information specifically collected and collated for the purpose of facilitating evidence based decision making. This is expected to be particularly useful when considering potential impacts of the development of unhosted STRA upon the long term rental market. In adopting this approach the City acts responsibly in acknowledging the current state of the housing market and in seeking to mitigate any resulting undesirable consequences, noting the historically low long term rental vacancy rates being recorded – see *Figure 6*.

Figure 6 Regions with lowest long term rental vacancy rates in Australia

	Region	Vacancy Rate (Feb 2024)
1	Bunbury, Western Australia	0.45%
2	Sunshine Coast, Queensland	0.58%
3	Melbourne Outer East, Victoria	0.60%
4	Moreton Bay South, Queensland	0.60%
5	Adelaide South, South Australia	0.60%
6	Perth North West, Western Australia	0.60%
7	Barossa, Yorke, Mid North, South Australia	0.60%
8	Moreton Bay North, Queensland	0.61%
9	Perth North East, Western Australia	0.61%
10	Cairns, Queensland	0.63%

“Typically, a healthy vacancy rate is defined as being around 3%. This is one where there is an appropriate balance between the availability of vacant rentals and tenant demand. Just 2% of Australia’s SA4 regions had a vacancy rate sitting above 3% in January. In other words, tenant demand is almost universally outweighing supply across most of the country.”

“Western Australia’s wider Bunbury region recorded the lowest vacancy rate in the country in January, with just 0.45% of rental properties sitting vacant. This was the seventh consecutive month Bunbury has recorded Australia’s lowest vacancy rate.”

Realestate.com.au – reproduced from published online report dated February 2024

Undertaking research and analysis is not only warranted in light of the current housing market conditions being experienced locally, but is also encouraged by the State in such circumstances:

“If land and housing supply pressures are evident or predicted in a local government area, the tourism component of the local planning strategy should be informed by an accommodation demand/supply study and analysis that forecasts future tourism growth, including likely demand for tourist and short term-rental accommodation and long-term (permanent and rental) housing supply. The detail of the accommodation demand/supply analysis should reflect the extent and importance of local tourism and land use/land supply pressures in the locality “

Planning for Tourism and Short-term Rental Accommodation Guidelines, WAPC, 2023

2.3.6 Proposed Amendment

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to the City’s planning scheme. The new exemptions are also ‘deemed’ and as such are already operative, however this amendment does include changes to the zoning table to reflect the hosted STRA exemption as a permitted use.

Deemed Short-term Rental Accommodation Land Use Classes

Whilst the new ‘deemed’ land use classes are automatically read into the City’s Scheme through the Regulations, along with the previously mentioned exemptions, these uses are being incorporated into scheme zoning tables to ensure absolute clarity from an interpretation perspective, particularly given these uses replace long-standing ‘model’ land use classes within the City’s planning framework.

To implement the required changes, this amendment requires deletion of all references to the land use classes of *bed and breakfast and holiday house*, replaced with the new ‘deemed’ definitions of *hosted short-term rental accommodation* and *unhosted short-term rental accommodation*². This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the Regulations, the WAPC Position Statement and WAPC Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this amendment proposes the following designations for these new land use classes:

- ‘Hosted short-term rental accommodation’ is proposed as a Permitted (‘P’) use in all zones where any type of ‘dwelling’ is capable of approval, to reflect the state-wide exemption in the ‘deemed provisions’.
- ‘Hosted short-term rental accommodation’ is proposed as an Incidental (‘I’) use in Tourism zone (to be applicable where relevant, noting that Single House, Grouped Dwelling and Multiple Dwelling are not otherwise permissible land uses in the Zoning Table’s Tourism zone).
- ‘Unhosted short-term rental accommodation’ is proposed to be:
 - designated ‘P’ use in Tourism zone
 - designated ‘D’ use in zones where any type of ‘dwelling’ is capable of approval, that being Regional Centre zone, District Centre zone, Neighbourhood Centre zone, Local Centre zone, Mixed Use – Commercial zone, Mixed Use – Residential zone, Residential zone, and Rural zone, and designated ‘X’ use in all other zones.

² Also extends to *Holiday Accommodation* and where relevant *Serviced Apartment* land use classes

Deemed Provisions

short-term rental accommodation —

- (a) means a dwelling provided, on a commercial basis, for occupation under a short-term rental arrangement; but
- (b) does not include a dwelling that is, or is part of, any of the following —
- (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);
 - (ii) a caravan park;
 - (iii) a lodging house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);
 - (iv) a park home park;
 - (v) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);
 - (vi) workforce accommodation;

short-term rental arrangement means an arrangement under which —

- (a) a dwelling, or part of a dwelling, is provided for occupation by a person; and
- (b) the person occupies the dwelling, or part of the dwelling, for a period or periods not exceeding a total of 3 months in any 12-month period.

unhosted short term accommodation means short-term rental accommodation that —

- (a) is not hosted short-term accommodation; and
- (b) accommodates a maximum of 12 people per night.

hosted short term rental accommodation means any of the following —

- (a) short term rental accommodation where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short term rental arrangement;
- (b) short term rental accommodation that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short term rental arrangement;
- (c) short term rental accommodation that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short term rental arrangement;

Planning and Development (Local Planning Schemes) Regulations 2015

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'tourist and visitor accommodation' has been introduced to supersede various traditional accommodation land use types (excluding 'hotel') and to provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of the City's scheme, uses to be deleted through this change include:

- Motel – specifically referenced in the new land use class definition.
- Serviced apartment – specifically referenced in the new land use class definition.
- Tourist development – directly replaced by the new use class.

Acknowledging and as far as possible reflecting levels of permissibility currently assigned within LPS8, this amendment proposes the following designations for this new land use classes:

- Tourist and Visitor Accommodation is proposed to be:
 - a discretionary 'D' use in Regional Centre zone, District Centre zone and Tourism zone
 - a discretionary 'A' use in Mixed Use – Commercial Zone, and 'X' in all other zones

Model Provisions

tourist and visitor accommodation —

- (a) means a building, or a group of buildings forming a complex, that —
- (i) is wholly managed by a single person or body; and
 - (ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12 month period; and
 - (iii) may include on site services and facilities for use by guests; and
 - (iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night; and
- (b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but
- (c) does not include any of the following —
- (i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);
 - (ii) a caravan park;
 - (iii) hosted short term rental accommodation;
 - (iv) a lodging house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);
 - (v) a park home park;
 - (vi) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);
 - (vii) a road house;
 - (viii) workforce accommodation;

Planning and Development (Local Planning Schemes) Regulations 2015

Figure 7 Proposed land use permissibility

Use and Development Class	Zones												
	Regional Centre Zone	District Centre	Neighbourhood Centre Zone	Local Centre Zone	Mixed Use - Commercial Zone	Mixed Use - Residential Zone	Tourism Zone	Residential Zone	Private Community Purpose Zone	Service Commercial Zone	Light Industry Zone	General Industry Zone	Rural Zone
Hosted STRA	P	P	P	P	P	P	I	P	X	X	X	X	D
Unhosted STRA	D	D	D	D	D	D	P	D	X	X	X	X	D
Tourism and Visitor Accommodation	D	D	X	X	A	X	D	X	X	X	X	X	X

New and Revised Land Use & General Definitions

As part of the Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new short-term rental accommodation land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin', 'chalet' and 'road house'. The new model terms are proposed to be introduced into the scheme text through this amendment.

Clause 27 'Unrestricted Length of Stay'

Consequential changes are necessary to LPS8 clause 27(1) as follows:

- References to 'holiday house', 'holiday accommodation' and 'serviced apartment' deleted and appropriately replaced with 'unhosted short-term rental accommodation' land use class.

- References to 'short-term accommodation' to be appropriately replaced with 'short-term rental accommodation'.

Consequential changes and updates are necessary to clause 27(2) as follows:

- References to 'holiday house', 'holiday accommodation' and 'serviced apartment' deleted and replaced with 'unhosted short-term rental accommodation' and 'portions of tourism and visitor accommodation and hotel' land use classes.
- References to 'short-term accommodation' to be appropriately replaced with 'short-term rental accommodation'.

Clause 27. Unrestricted Length of Stay (ULS) – background rationale

Clause 27(1) Except in the Tourism zone, in zones where 'unhosted short term rental accommodation' is permissible it is intended that their development is in accordance with the R-Codes and specific requirements of the Building Code of Australia in order that they are able to be occupied either temporarily as short-term rental accommodation or permanently as a dwelling.

Whilst ensuring that the resulting design is both fit for purpose and essentially residential in character/character, this approach importantly supports efforts to significantly enhance the number and diversity of the permanent housing stock available in Bunbury. Consequently opportunities arising from development proposals that could reasonably assist in supporting this higher level strategic objective through the duration of their built lifespan are purposefully captured.

Clause 27(2) In the Tourism zone where 'single house', 'grouped dwelling' and 'multiple dwelling' are not permitted (and not an Additional Use with Schedule 1 of the Scheme), in appropriate circumstances, if development is undertaken in accordance with the R-Codes and specific requirements of the Building Code of Australia, 'unhosted short term rental accommodation' may be approved with an 'Unrestricted Length of Stay' provision, thus allowing the premises to be occupied either temporarily for short-term rental accommodation or permanently as if a dwelling.

This approach also extends to portions of both 'tourism and visitor accommodation' and 'hotel' land use classes. By continuing to allow portions of 'tourism and visitor accommodation' and 'hotel' to benefit from ULS (through the discretionary issuing of development approval) the City acknowledges the following benefits:

- the potential/latent capacity of those uses to supplement housing available for rent on a long term basis, thus providing an opportunity to assist in easing housing demand at times when acute shortages are being experienced
- provides traditional operators of short stay accommodation the opportunity to diversify and source supplementary streams of income that will assist in making their overall business model more competitive and potentially more financially viable / sustainable over the longer term (and in this respect is regarded as further "*levelling the playing field*" *)

In respecting the primary 'short stay' purpose of the authorised land use, it is appropriate, particularly when located within the Tourism zone, that the ULS component is both subordinate and discrete in character. This ensures that the integrity of the authorised land use class is safeguarded, and differing amenity expectations / activity patterns of short-term and permanent residents are able to be differentiated and appropriately managed.

** Report of the Economics and Industry Standing Committee – Levelling the Playing Field - Managing the impact of the rapid increase of Short-term Rentals in Western Australia, 2019.*

Other consequential changes

Amendments to Scheme text are required as a direct result of changes to land use class terms. These are primarily contained within the Schedules of the Scheme and extend to the following:

Table 1 Consequential modifications to Schedules

Ref.	Address / Locality	Amendment	Reason
Schedule 1, Table 4, Additional Uses (Part 3 cl.19)			
AU14	'Ocean Drive'	<ul style="list-style-type: none"> delete entire entry 	entry no longer required as <i>Holiday House, Holiday Accommodation and Serviced Apartment</i> are deleted and replaced by 'unhosted STRA', which as proposed is a discretionary 'D' use class within the Residential zone per updates to the Zoning Table
AU17	Bunbury Turf Club	<ul style="list-style-type: none"> delete "<i>Motel</i>" and "<i>Serviced Apartment</i>" land use classes and insert '<i>Tourism and Visitor Accommodation</i>' 	as a result of changes to land use class terms and definitions
AU18	Bunbury Trotting Club	<ul style="list-style-type: none"> delete "<i>Holiday Accommodation</i>", "<i>Holiday House</i>" and "<i>Serviced Apartment</i>" land use classes, and insert '<i>Tourism and Visitor Accommodation</i>' and '<i>Unhosted Short-Term Rental Accommodation</i>' 	as a result of changes to land use class terms and definitions
AU19	Lot 8 Stirling St	<ul style="list-style-type: none"> delete references to "<i>Holiday Accommodation</i>" and insert / replace with '<i>Unhosted Short-Term Rental Accommodation</i>' 	as a result of changes to land use class terms and definitions
Schedule 2, Table 5, Restricted Uses (Part 3, cl.20)			
RU2	Marlston East Precinct	<ul style="list-style-type: none"> insert '<i>Unhosted Short-Term Rental Accommodation</i>' within the list of discretionary 'D' uses add new condition as No.4, '<i>Unhosted short-term rental accommodation is limited to the occupation of upper floors</i>' 	appropriate to character of location / setting
RU4	Koombana North Precinct	<ul style="list-style-type: none"> delete "<i>Motel</i>", "<i>Tourist Development (e.g. backpackers)</i>" and "<i>Serviced Apartment</i>" and insert '<i>Unhosted Short-Term Rental Accommodation</i>' as a discretionary 'D' use, and '<i>Tourism and Visitor Accommodation</i>' as a discretionary A use at Condition 4, delete "<i>Serviced apartment uses</i>" and "<i>short-term</i> 	as a result of changes to land use class terms and definitions

Ref.	Address / Locality	Amendment	Reason
		<i>accommodation</i> " and replace these with ' <i>unhosted short-term rental accommodation</i> ' and ' <i>short-term rental accommodation</i> ' respectively	
RU6	Sanctuary Golf Resort	<ul style="list-style-type: none"> delete "<i>Holiday Accommodation</i>", "<i>Motel</i>", "<i>Serviced Apartment</i>" and "<i>Tourist Development</i>" and insert '<i>Tourism and Visitor Accommodation</i>' and '<i>Unhosted Short-Term Rental Accommodation</i>' as discretionary 'D' uses and replace land use class references within conditions accordingly 	as a result of changes to land use class terms and definitions
RU7	Back Beach precincts, Ocean Drive	n/a	the Back Beach development precincts will form the subject of a separate scheme amendment proposal in due course
RU8	Lot 11 Ocean Drive and Lot 2 Greensell Street	<ul style="list-style-type: none"> delete "<i>Motel</i>", "<i>Serviced Apartment</i>" and "<i>Tourist Development</i>" and insert '<i>Tourism and Visitor Accommodation</i>' and '<i>Unhosted Short-term Rental Accommodation</i>' as discretionary 'D' uses and replace land use class references within conditions accordingly 	as a result of changes to land use class terms and definitions
RU10	Lot 3 Ocean Drive	<ul style="list-style-type: none"> delete "<i>Motel</i>" and "<i>Serviced Apartment</i>" and replace with '<i>Tourism and Visitor Accommodation</i>' and '<i>Unhosted Short-term Rental Accommodation</i>' as discretionary 'D' uses 	as a result of changes to land use class terms and definitions
RU14	Lyons Cove, Marabank Loop	<ul style="list-style-type: none"> delete "<i>Holiday Accommodation</i>", "<i>Motel</i>", "<i>Serviced Apartment</i>" and replace with '<i>Tourist and Visitor Accommodation</i>' and '<i>Unhosted Short-Term Accommodation</i>' and delete "<i>Other incidental uses to a tourist resort</i>" 	as a result of changes to land use class terms and definitions
Schedule 3, Table 6, Additional Site and Development Requirements			
No.3	Marabank Loop, Avonbank Way, Lyons Cove	<ul style="list-style-type: none"> delete "<i>short-term accommodation purposes</i>" and replace with '<i>short-term rental accommodation</i>'. 	as a result of changes to general terms and definitions

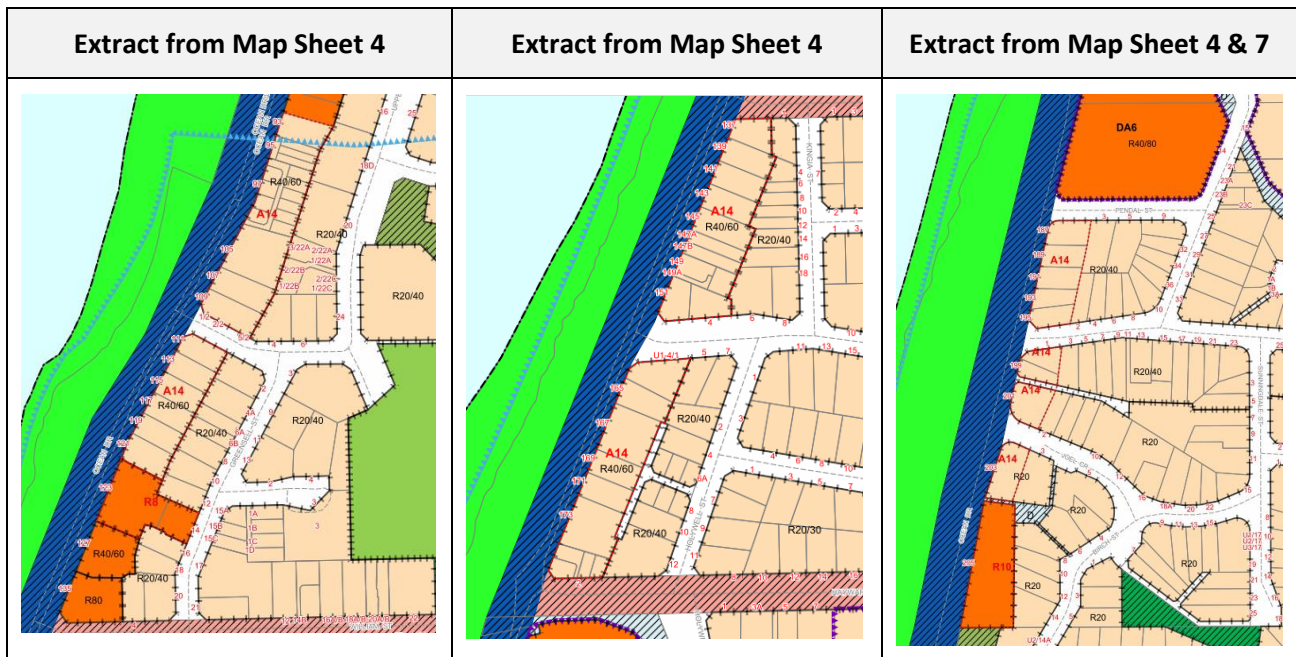
Ref.	Address / Locality	Amendment	Reason
No. 9	Marlston North Precinct	<ul style="list-style-type: none"> delete “<i>Serviced apartment uses</i>” and replace with ‘<i>Unhosted short-term rental accommodation</i>’ 	as a result of changes to land use class terms and definitions
Schedule 4, Table 7, Car Parking (Part 4 cl.41)			
-	Column One & Column Two	<ul style="list-style-type: none"> delete the following entries: “<i>Bed and Breakfast</i>”, “<i>Holiday Accommodation</i>”, “<i>Holiday House</i>”, “<i>Motel</i>”, “<i>Serviced Apartment</i>”, “<i>Tourism Development</i>” and associated minimum parking standard within column two 	as a result of changes to land use class terms and definitions
-	Column One & Column Two	<ul style="list-style-type: none"> delete “<i>Bed and Breakfast</i>” entry and associated minimum parking standard within column two 	as a result of changes to land use class terms and definitions
-	Column One & Column Two	<ul style="list-style-type: none"> insert ‘<i>Hosted Short-Term Accommodation</i>’, with an associated minimum parking standard of (column two) provided as ‘<i>In accordance with the Residential Design Codes</i>’ 	as a result of changes to land use class terms and definitions
-	Column One & Column Two	<ul style="list-style-type: none"> insert ‘<i>Tourism and Visitor Accommodation</i>’, with minimum parking standard (column two) provided as: <ul style="list-style-type: none"> - <i>1 bay per bedroom or accommodation unit; plus</i> - <i>1 bay per 15 square metres n/a of floorspace other than that used for accommodation purposes</i> 	as a result of changes to land use class terms and definitions
-	Column One & Column Two	<ul style="list-style-type: none"> insert ‘<i>Unhosted Short-Term Rental Accommodation</i>’, with minimum parking standard (column two) provided as: <ul style="list-style-type: none"> - <i>1 bay, plus 0.5 bay per additional guest bedroom or equivalent</i> - <i>in conjunction with Unrestricted Length of Stay as above, but not less than the relevant R-Code deemed to comply standard</i> 	a scaled level of off street provision to be made available consistent with the size of the unhosted STRA

Table 2 Summary of proposed car parking requirements

Land Use Classification	Minimum Car Parking Requirements
Unhosted STRA - general	One dedicated parking bay plus 0.5 bay per additional guest bedroom or equivalent: i.e. 1 bedroom/studio unit: = 1 bay 2 bedrooms: 1 plus 0.5 = 2 bays 3 bedrooms 1 plus 2x 0.5 = 2 bays 4 bedrooms 1 plus 3x 0.5 = 3 bays
Unhosted STRA with Unrestricted Length of Stay (ULS)	In accordance with the above, but not less than the relevant Residential Design Codes deemed to comply standard.
Hosted STRA	In accordance with the Residential Design Codes
Tourism and Visitor Accommodation	1 bay per bedroom or accommodation unit, plus 1 bay per 15 square metres nla of floorspace other than that used for accommodation purposes

Scheme Map

In conjunction with the proposed deletion of entry **AU14** (Ocean Drive locality) from Schedule 1, a concurrent modification is required to the Scheme map.



3 Conclusion & Recommendations

3.1 Conclusion

The scheme amendment documentation has been prepared consistent with procedural requirements of the Planning and Development (Local Planning Schemes) Regulations 2015 and is regarded to be consistent with State government requirements and expectations following legislative changes recently introduced associated with the Statewide approach to the regulation of short-term rental accommodation.

3.2 Recommendations

It is recommended that Council, in accordance with the provisions of the *Planning and Development Act 2005* and Planning and Development (Local Planning Schemes) Regulations 2015 determine to:

A.	<p>Initiate and adopt for the purposes of public advertising, Scheme Amendment No.14 to the City of Bunbury Local Planning Scheme No. 8 that modifies:</p> <ul style="list-style-type: none"> • Clause 48, Part 6 - ‘Terms Used’ • Clause 49, Part 6 – ‘Land Use Terms Used’ • Clause 17, Part 3, Table 3 – ‘Zoning Table’, • Clause 27, Part 4, ‘Unrestricted Length of Stay’ • Schedule 1, Table 4 – ‘Additional Uses Table’ • Schedule 2, Table 5 – ‘Restricted Uses Table’ • Schedule 3, Table 6 – ‘Additional Site and Development Requirements Table’ • Schedule 4, Table 7 – ‘Car Parking Table’ • Scheme Map Sheets 4 and 7 <p>in accordance with the Amending Pages of the Scheme Amendment No.14 report.</p>
B.	<p>Determine that proposed Scheme Amendment No. 14 is a ‘standard’ amendment for the following reasons:</p> <ul style="list-style-type: none"> • the amendment would have minimal impact on land in the Scheme area that is not the subject of the amendment • the amendment does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area • the amendment is not considered a complex or basic amendment.
C.	<p>Submit the Scheme Amendment No. 14 report to WAPC and:</p> <ul style="list-style-type: none"> • seek approval from the Minister for Planning to proceed the advertise the proposed amendment • advise the Department of Planning Lands and Heritage (DPLH) that the proposal is considered to be a prescribed class of scheme amendment that does not require referral to the Environmental Protection Agency (EPA).
D.	<p>Subject to the approval of the Minister, refer copies of the Scheme Amendment No. 14 report to relevant public agencies for their consideration and comment, and publicly advertise the proposal over a submission period of not less than 42 days.</p>
E.	<p>Reconsider the proposed scheme amendment together with any public submissions lodged with the City of Bunbury following the completion of the statutory public advertising period.</p>

Amending Pages

Planning and Development Act 2005

CITY OF BUNBURY LOCAL PLANNING SCHEME NO. 8 Scheme Amendment No. 14

The City of Bunbury under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above local planning scheme by:

Scheme Text Amendment 1: Clause 48, Division 1, Part 6 – ‘Terms Used’:

A. deleting the general definition for:

- *Short-term accommodation*

B. amending the general definition for *Cabin* to:

means a building that –

- (a) *is an individual unit other than a chalet; and*
- (b) *forms part of -*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park; and*
- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

C. amending the general definition for *Chalet* to:

means a building that –

- (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park; and*
- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

D. amending the general definition for *Unrestricted Length of Stay* to:

means the occupation of accommodation designed for tourists on either a short-term rental accommodation or permanent basis.

Scheme Text Amendment 2 Clause 49, Division 2, Part 6 – ‘Land Use Terms Used’:

A. deleting the definitions for:

- *Bed and breakfast*
- *Holiday accommodation*
- *Holiday house*

- Motel
- Serviced apartment
- Tourist development

B. amending the existing land use term for Road house by deleting paragraph (d) and inserting:

- (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.

C. insert the definition for tourist and visitor accommodation as per Schedule 1 – Model Provisions

Scheme Text Amendment 3

Clause 17, Table 3 - 'Zoning Table', Part 3

insert in alphabetical order the following land uses and permissibility:

A. hosted short-term rental accommodation; designate as 'P' use in zones where a dwelling is capable of approval (i.e. Regional Centre, District Centre, Neighbourhood Centre, Local Centre, Mixed Use – Commercial, Mixed Use – Residential, Residential and Rural zones); 'X' use in all other zones (i.e. Private Community Purpose, Service Commercial, Light Industry and General Industry zones) except Tourism zone where it is designated as an 'I' use.

B. unhosted short-term rental accommodation; designate as 'P' use in the Tourism zone, as 'D' use in zones where a dwelling is permissible (i.e. Regional Centre, District Centre, Neighbourhood Centre, Local Centre, Mixed Use – Commercial, Mixed Use – Residential, Residential and Rural zones) and as 'X' use in all other zones (i.e. Private Community Purpose, Service Commercial, Light Industry and General Industry zones).

C. tourist and visitor accommodation; designate as 'D' use in Regional Centre, District Centre and Tourism zones, as 'A' use in Mixed Use – Commercial zone, and as 'X' use in all other zones (i.e. Neighbourhood Centre, Local Centre, Mixed Use - Residential, Residential, Private Community Purpose, Service Commercial, Light Industry, General Industry and Rural zones).

Such that they appear in the table as follows:

Use and Development Class	Zones												
	Regional Centre Zone	District Centre	Neighbourhood Centre Zone	Local Centre Zone	Mixed Use - Commercial Zone	Mixed Use – Residential Zone	Tourism Zone	Residential Zone	Private Community Purpose Zone	Service Commercial Zone	Light Industry Zone	General Industry Zone	Rural Zone
Hosted Short-Term Rental Accommodation ⁸	P	P	P	P	P	P	I	P	X	X	X	X	D
Unhosted Short-Term Rental Accommodation ⁹	D	D	D	D	D	D	P	D	X	X	X	X	D
Tourism and Visitor Accommodation	D	D	X	X	A	X	D	X	X	X	X	X	X

D. Add a new note as '8' and a new note as '9' below Table 3 – Zoning Table, to read as follows:

Note:

8. *'I' in the Tourism Zone is applicable where a dwelling (single house, grouped dwelling or multiple dwelling) is identified within Schedule 1 as an Additional Use*
9. *refer to clause 27 - Unrestricted Length of Stay*

Scheme Text Amendment 4

Clause 17, Table 3 - 'Zoning Table', Part 3, delete all references to:

- *bed and breakfast*
- *holiday accommodation*
- *holiday house*
- *motel*
- *serviced apartment*
- *tourist development*

Scheme Text Amendment 5

Clause 27 'Unrestricted Length of Stay'

A. replace in subclause (1) "*holiday house, holiday accommodation and serviced apartment uses are*" with '*unhosted short-term rental accommodation is*', and "*short-term accommodation*" with '*short-term rental accommodation*' such that it reads as follows:

- (1) *Where permissible in the Zoning Table (Table 3), except for the Tourism Zone, unhosted short-term rental accommodation is to be developed in the form of a single house, grouped dwelling or multiple dwelling in accordance with the R-Codes and the specific requirements of Building Class 1a, 2 or 3 of the Building Code of Australia, and must be able to be occupied either permanently as a dwelling or temporarily for short-term rental accommodation purposes.*

B. replace in subclause (2) "*holiday house, holiday accommodation and serviced apartment uses*" with '*unhosted short-term rental accommodation and portions of both tourism and visitor accommodation use and hotel use*', and "*short-term accommodation*" with '*short-term rental accommodation*', such that it reads as follows:

- (2) *Within the Tourism Zone, unhosted short-term rental accommodation and portions of both tourism and visitor use and hotel use developed in accordance with the R-Codes and the specific requirements of Building Class 1a, 2 or 3 of the Building Code of Australia may be occupied permanently as a dwelling or temporarily for short-term rental accommodation purposes (unrestricted length of stay) in accordance with any relevant local planning policy and/or structure plan, subject to the local government having exercised its discretion by granting development approval.*

Scheme Text Amendment 6

Schedule 1 – Table 4 - Additional Uses Table:

A. delete the entire entry at A.U. 14

B. at A.U.17 (Bunbury Turf Club) within column three, delete:

- *Motel*
- *Serviced Apartment*

and insert

- *Tourism and Visitor Accommodation*

C. at A.U.18 (Bunbury Trotting Club) within column three, delete:

- *Holiday Accommodation*
- *Holiday House*
- *Serviced Apartment*

and insert

- *Tourism and Visitor Accommodation*
- *Unhosted Short-Term Rental Accommodation*

D. at A.U.19 (Lot 8, No.59 Stirling Street)

i) within column three delete:

- *Holiday Accommodation*

and insert as a discretionary 'A' use

- *Unhosted Short-Term Rental Accommodation*

ii) within column four 'Conditions' at '1' and '4', delete "*Holiday Accommodation*" and replace with '*Unhosted Short-term Rental Accommodation*', and in '4', correct the spelling from "*Standley Street*" to '*Stanley Street*', such that these read as follows:

1. *Except for Unhosted Short-term rental accommodation and Liquor store – small, the additional uses are limited to a maximum net lettable floor area of 180m2*
4. *Unhosted Short-term rental accommodation is limited to one apartment in addition to the existing dwelling, both of which may be accessed from Stanley Street or Stirling Street.*

Scheme Text Amendment 7

Schedule 2 – Table 5 – Restricted Uses Table

A. at R.U.2 Bunbury (Marlston East Precinct):

i) within column three 'Restricted Use', add to the list of discretionary 'D' uses:

- *Unhosted Short-Term Rental Accommodation*

ii) within column four 'Conditions', add a new condition '4' to read:

4. *Unhosted short-term rental accommodation is limited to the occupation of upper floors.*

B. at R.U.4 Bunbury (Koombana North Precinct)

i) within column three 'Restricted Use' delete:

- *Motel*
- *Tourist Development (e.g. backpackers)*
- *Serviced Apartment*

and insert as a discretionary 'D' use

- *Unhosted Short-Term Rental Accommodation*

and insert as a discretionary 'A' use

- *Tourism and Visitor Accommodation*

ii) replace within column four 'Conditions' at '4' "*Serviced apartment uses*" with '*Unhosted short-term rental accommodation*', and "*short-term accommodation*" with '*short-term rental accommodation*', and "*has*" with '*having*' such that it reads as follows:

4. *Unhosted short-term rental accommodation is to be developed in the form of multiple dwellings in accordance with the R-Codes and the specific requirements of Building Class 3 of the Building Codes of Australia may be occupied permanently as a dwelling or temporarily for short-term rental accommodation purposes (unrestricted length of stay) in accordance with any relevant local planning policy and/or structure plan, subject to the local government having exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.*

C. at R.U.6 Pelican Point: Sanctuary Golf Resort Strata Lots 39, 40, 41 and 42 (no.105) Old Coast Road

i) within column three 'Restricted Use' delete:

- *Holiday Accommodation*
- *Motel*
- *Serviced Apartment*
- *Tourist Development*

and insert as discretionary 'D' uses

- *Tourism and Visitor Accommodation*
- *Unhosted Short-Term Rental Accommodation*

ii) modify text within column four 'Conditions' at '2', '(g)' by replacing "*short-term accommodation*" with '*short-term rental accommodation*' such that it reads as follows:

- (g) *A draft strata management statement to the satisfaction of the City of Bunbury and the Western Australian Planning Commission. Such management statement (to be approved by the local government prior to issuance of any development approval) is to address the management of the short-term rental accommodation and the relationship to the unrestricted length of stay occupancy standard.*

iii) modify text within column four 'Conditions' at '5' by replacing "*Short-term accommodation*" with '*Unhosted Short-term Rental Accommodation*' such that the first line reads as follows:

5. *Unhosted Short-term Rental Accommodation and Unrestricted Length of Stay:*

iv) modify text within column four 'Conditions' by replacing at '6' "*short-term accommodation units*" with '*tourism and visitor accommodation*' such that it reads as follows:

6. *All short-stay accommodation units will be subject to a section 6 restriction under the Strata Titles Act 1985, whereby permanent occupancy of tourism and visitor accommodation will be limited to not more than three months in any 12 month period.*

v) modify text within column four 'Conditions' at 7(a) by deleting "*For any 'short-stay' lots -*" and by replacing "*Tourist Accommodation Unit*" with '*tourism and visitor accommodation*' such that it reads as follows:

7. *As a condition of sub-division, the following notifications are to be included on the certificates of title—*

(a) *No person shall occupy any tourism and visitor accommodation for more than a total of three months in any one 12-month period. In this regard a register of guests is to be made available for perusal by the City of Bunbury as required.*

D. at R.U.8 Bunbury: Lot 11 (No.123) Ocean Drive; and Lot 2 (No.14) Greensell Street

i) within column three 'Restricted Use' delete:

- Motel
- Serviced Apartment
- Tourist Development

and insert as discretionary 'D' uses

- Tourism and Visitor Accommodation
- Unhosted Short-term Rental Accommodation

ii) within column four 'Conditions', at 2.1 and 2.2 replace "*Serviced apartment uses*" with '*Unhosted short-term rental accommodation*', and at 2.3 replace "*Tourism Accommodation Unit*" with '*tourism and visitor accommodation*' such that these read as follows:

2. *Land Use Requirements and Unrestricted Length of Stay:*

2.1 *Unhosted Short-term Rental Accommodation with the unrestricted length of stay occupancy standard shall be designed in accordance with the 'multiple dwelling' type and a residential density code of R80, as prescribed under the R- Codes.*

2.2 *All Unhosted Short-term Rental Accommodation where the unrestricted length of stay occupancy standard has not been approved, will be subject to a 'Section 6' restriction under the Strata Titles Act 1985, whereby permanent occupancy of tourist accommodation*

2.3 *As a condition of subdivision, the following notification is to be included on the certificates of title: 'No person shall occupy any Tourism and Visitor Accommodation for more than a total of three months in any one 12-month period. In this regard a register of guests is to be made available for perusal by the local government as required.'*

E. at R.U.10 Bunbury: Lot 3 (No. 205) Ocean Drive within column three 'Restricted Use', delete:

- Motel
- Serviced Apartment

and insert as discretionary 'D' uses

- Tourism and Visitor Accommodation
- Unhosted Short-term Rental Accommodation

F. at R.U.14 Bunbury: Lot 19 Lyons Cove (on Plan 23106), Lot 19 (U 1-7 No.16) Lyons Cove, Lot 19 (U3-29 No.14) Lyons Cove, Lot 19 (No.14) Lyons Cove, Lot 12 (Nos. 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, and 38) Marabank Loop, within column three ‘Restricted Use’, delete:

- *Holiday Accommodation*
- *Motel*
- *Serviced Apartment*
- *Other incidental uses to a tourist resort*

and insert as ‘P’ uses

- *Tourist and Visitor Accommodation*
- *Unhosted Short-term Accommodation*

Scheme Text Amendment 8

Schedule 3 – Table 6 – Additional Site and Development Requirements Table

A. at No. 3 Bunbury, lots as indicated at Marabank Loop, Avonbank Way and Lyons Cove, within column three ‘Requirement’ at ‘7.’, delete “*short-term accommodation purposes*” and replace with ‘*short-term rental accommodation*’ such that it reads as follows:

7. Subject to zoning and the local government having exercised its discretion by granting development approval, all the single houses and grouped dwellings developed in accordance with the R Codes and specific requirements of Building Class 1a, 2 or 3 of the Building Code of Australia may be occupied permanently as a dwelling or temporarily for short-term rental accommodation.

B. No. 9 Bunbury (Marlston North Precinct): Lot 505 Jetty Road, within column three at ‘2.1’ delete “*Serviced apartment uses are*” and “*short term accommodation purposes, except for ground floors*” and replace with ‘*Unhosted short-term rental accommodation is*’ and ‘*short-term rental accommodation*’ such that it reads as follows:

2.1 *Unhosted short-term rental accommodation is to be developed in the form of multiple dwellings in accordance with the R-Codes and the specific requirements of Building Class 3 of the Building Codes of Australia and must be able to be occupied either permanently as a dwelling or temporarily for short term rental accommodation.*

Scheme Text Amendment 9

In Schedule 4 – Table 7 - Car Parking Table

A. at column one ‘Land Use Classes’ and column two ‘Minimum Car Parking Requirements’ delete the following entries:

- *Bed and Breakfast*
- *Holiday Accommodation*
- *Holiday House*
- *Motel*
- *Serviced Apartment*
- *Tourism Development*

B. at column one ‘Land Use Classes’, insert “*Hosted Short-Term Accommodation*”, with a minimum parking standard (column two) provided as follows:

Hosted Short-Term Rental Accommodation	In accordance with the Residential Design Codes
--	---

C. at column one 'Land Use Classes' insert 'Tourism and Visitor Accommodation', with minimum parking standards (column two) provided as follows:

Tourist and Visitor Accommodation	<ul style="list-style-type: none"> • 1 bay per bedroom or accommodation unit; plus • 1 bay per 15 square metres nla of floorspace other than that used for accommodation purposes
-----------------------------------	---

D. at column one 'Land Use Classes' insert 'Unhosted Short-Term Rental Accommodation', with minimum parking standards (column two) provided as follows:

Unhosted Short-Term Rental Accommodation	<ul style="list-style-type: none"> • 1 dedicated parking bay, plus 0.5 bay per additional guest bedroom or equivalent – i.e.: <table style="margin-left: 20px; border: none;"> <tr> <td>1 bedroom/studio unit:</td> <td>= 1 bay</td> </tr> <tr> <td>2 bedrooms: 1 plus 0.5</td> <td>= 2 bays</td> </tr> <tr> <td>3 bedrooms 1 plus 2x 0.5</td> <td>= 2 bays</td> </tr> <tr> <td>4 bedrooms 1 plus 3x 0.5</td> <td>= 3 bays</td> </tr> </table> • in conjunction with Unrestricted Length of Stay, as above but not less than the relevant R-Code deemed to comply standard 	1 bedroom/studio unit:	= 1 bay	2 bedrooms: 1 plus 0.5	= 2 bays	3 bedrooms 1 plus 2x 0.5	= 2 bays	4 bedrooms 1 plus 3x 0.5	= 3 bays
1 bedroom/studio unit:	= 1 bay								
2 bedrooms: 1 plus 0.5	= 2 bays								
3 bedrooms 1 plus 2x 0.5	= 2 bays								
4 bedrooms 1 plus 3x 0.5	= 3 bays								

10. Scheme Map Amendment (sheet 4 and sheet 7)

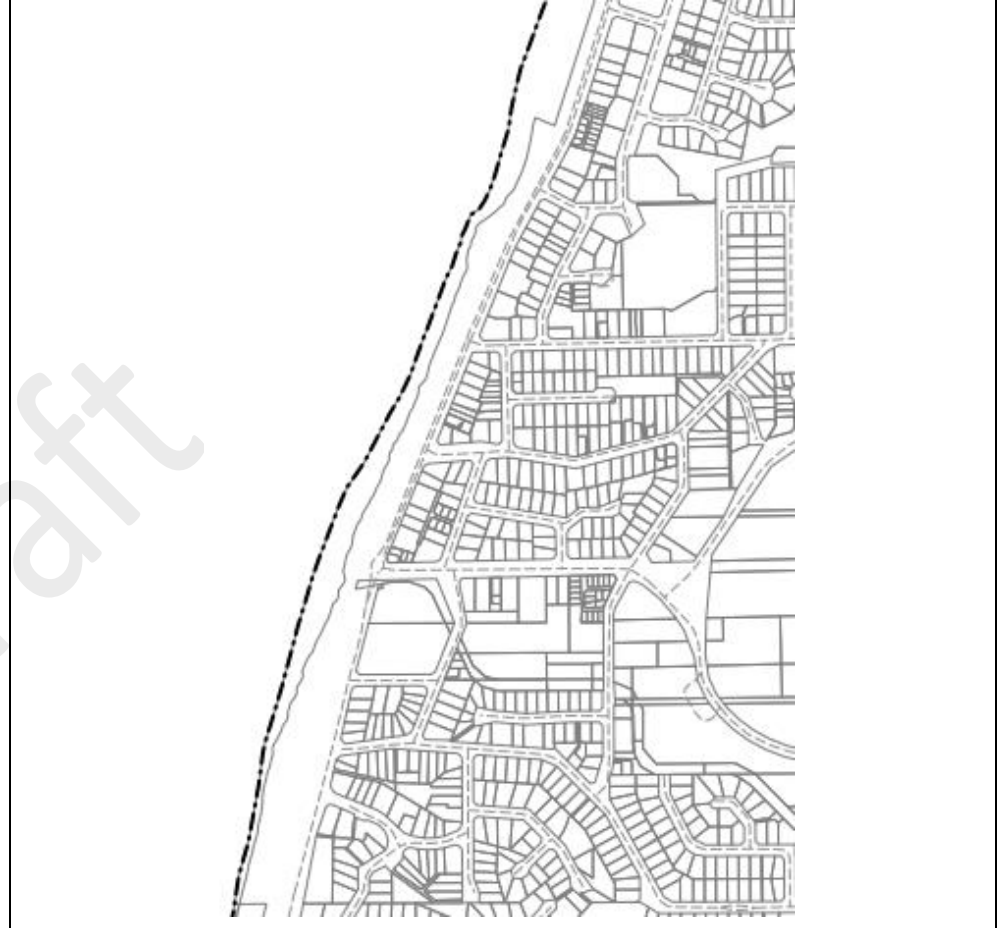
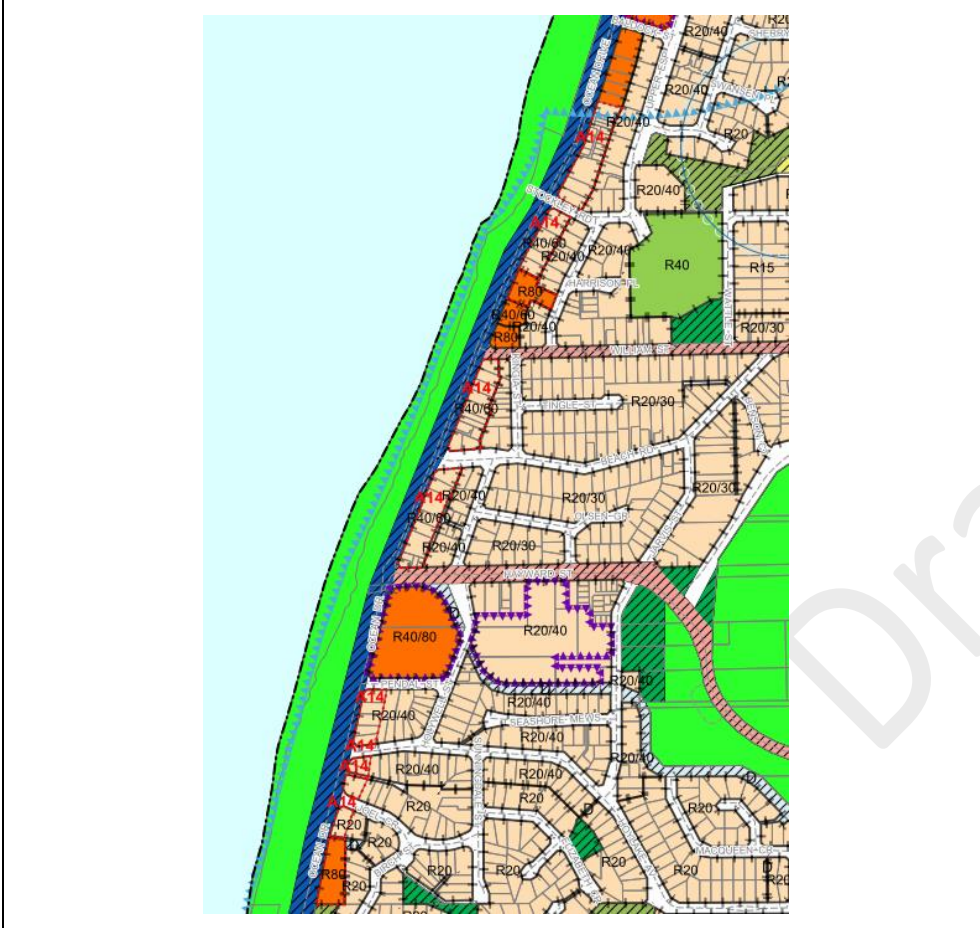
Delete all references to 'A14' (boundary delineation and notations), as depicted on the following page:




Scheme Map Amendment

Existing Map

Proposed Map (A14 delineation and notation removed)





**CITY OF
BUNBURY**

REGIONAL SCHEME RESERVES (GBRS)

- Regional open space
- Waterways

LOCAL SCHEME ZONES

- R-codes
- SCA Development Area
- DISTRICT DISTRIBUTOR ROAD
- ENVIRONMENTAL CONSERVATION
- LOCAL ROAD

PUBLIC OPEN SPACE

- PUBLIC OPEN SPACE
- PUBLIC PURPOSES - DRAINAGE
- RESIDENTIAL
- TOURISM
- LOCAL DISTRIBUTOR ROAD

OTHER CATEGORIES

- Cadastre
- ADDITIONAL USES

OTHER CATEGORIES

- Cadastre

0 100 200 300 400 m

City of Bunbury

Scheme Amendment 14

Map Sheets 4 & 7

1	2	3
4	5	6
7	8	9
10	11	12
		13

Adoption Page

Final Approval

Adopted for final approval by resolution of the City of Bunbury at its Ordinary Meeting of the Council held on the day of, 2025 (Decision Number /2025); and the Common Seal of the City of Bunbury was hereunto affixed by the authority of a resolution of the Council in the presence of:

Mayor Signed:
Jaysen de San Miguel

Chief Executive Officer Signed:
Alan Ferris



Recommended/Submitted for Final Approval

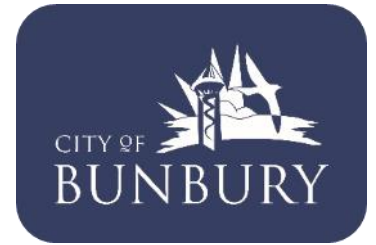
Delegated under section 16 of the *Planning and Development Act 2005* Signed: Date: ____ / ____ / ____

Final Approval Granted

Minister for Planning Signed: Date: ____ / ____ / ____

LPP 2.2

Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay



1.0 Citation

This Local Planning Policy is prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. The Policy may be cited as Local Planning Policy (LPP) 2.2 – Unhosted Short-Term Rental Accommodation and Unrestricted Length of Stay.

2.0 Introduction

Tourism (in conjunction with business, medical and educational travel) significantly contributes the local economy¹ and the planning system has an important role to play in ensuring that supporting services are appropriately provided, including a range of short stay accommodation options.

This policy provides a framework primarily for the assessment of development applications for unhosted short-term rental accommodation (unhosted STRA) and seeks to guide the responsible management of potential impacts arising from the approval of such development.

3.0 Purpose

To guide the orderly and proper development of unhosted STRA and the facilitation of Unrestricted Length of Stay (ULS) within the City of Bunbury.

4.0 Objectives

To:

- (a) provide a consistent approach to the assessment and discretionary approval of development applications for unhosted STRA and in the consideration of ULS
- (b) encourage the provision of unhosted STRA in locations and settings most supportive to tourists and overnight visitors, and facilitating their development in a manner that respects and remains consistent with the underlying objectives of the parent zone
- (c) maintain the amenity and established character of residential localities/zones through ensuring that the scale and design of unhosted short-term rental accommodation is appropriate to the setting
- (d) ensure that the use and management of an unhosted STRA is considerate to neighbouring properties and reasonably satisfies expectations of the residential community, particularly in terms of safeguarding established local character and protecting residential amenity

¹ Various, including 'Our Visitor Economy', Bunbury-Geographe website:

<https://corporate.visitbunburygeographe.com.au/about-us/our-visitor-economy/>

- (e) promote local housing objectives through facilitating an appropriate balance of residential and unhosted short term rental accommodation uses in the Residential zone and by employing measures that provide the ability to limit undesirable outcomes that could lead to excessive loss of housing available to rent on a long-term basis.

5.0 Applications subject of this Policy

This Policy applies to the assessment and conditional approval of unhosted STRA where the land use is permissible under the Scheme and also provides guidance on the application of Unrestricted Length of Stay (ULS) in accordance with clause 27 of the Scheme.

6.0 Policy Provisions

6.1 Location

- 6.1.1 Where permissible and consistent with relevant Scheme zone objectives, the Core Tourism Area (CTA) as identified within the City's Local Planning Strategy is regarded as the preferred location for the provision of unhosted STRA. This is reproduced as Appendix 2 of this policy.
- 6.1.2 Within residential areas, including the Residential zone, unhosted STRA may be regarded as appropriate subject to safeguards that satisfactorily manage:
 - (a) undesirable impacts upon the local housing market
 - (b) residential amenity, in terms of:
 - i) limiting actions and activities that may give rise to nuisance, and by ensuring that the unhosted STRA operates in a considerate, neighbourly manner
 - ii) regulating the scale of proposed development (individually, and potentially collectively if excessive clustering becomes a concern) to ensure ongoing compatibility with Residential zone objectives.

6.2 Housing Supply

- 6.2.1 Outside the recognised Bunbury CTA, applications for unhosted STRA within the Residential zone will be subject to a discretionary cap established (and adjusted from time to time) by resolution of Council.
- 6.2.2 Any development applications received that would exceed the recognised cap will be reported to Council for their review and determination on a case by case basis having regard to prevailing local housing market conditions.²

6.3 Residential amenity and occupancy

- 6.3.1 In the interest of protecting residential amenity, reasonable design measures (e.g. installing privacy screening or suitable side/rear fencing if not already provided) may be deemed appropriate to address:
 - (a) potential / excessive overlooking - from outdoor areas and at close quarters
 - (b) potential / excessive light spill and noise at unsociable hours (primarily between the

² Utilising available KPIs - for example the Dwelling Rental Vacancy Rate (DRVR)

hours of 10pm and 7am)

- (c) potential odours from outdoor cooking and bin storage
- (d) the safe movement of pedestrians and vehicles into and out of premises.

6.3.2 To ensure reasonable amenity outcomes are achieved for both guests and neighbouring residents, unhosted STRA will generally be approved subject to a standard condition that limits occupancy to a maximum of six persons³.

6.3.3 Proposals that seek to cater for guest numbers in excess of 6 persons will be assessed on a case-by-case basis having regard to the:

- (a) suitability of premises, including size and number of bedrooms, sleeping arrangements, number of bathrooms and capacity of existing on-site effluent disposal
- (b) type and setting of premises, and interface / level of interaction with neighbouring properties

notably in respect of subclauses 67(2) (k), (l), (m), (n), (s), (t), (u) (x) and (y) of the Deemed Provisions⁴.

6.3.4 Within the Residential zone, where an unhosted STRA catering for more than 6 guests is proposed, the City may, at its discretion, publicly advertise the development application in accordance with clause 64 of the Deemed Provisions.

6.4 Signage

On-site signage is to be provided that is visible from the street where practicable, that readily identifies the unhosted STRA and provides the contact details of the person responsible for managing the premises. The proposed location and form of the signage is to be submitted in conjunction with the development application, and should:

- (a) be non-illuminated
- (b) not exceed 0.2m² in total (face) area
- (c) have regard to City of Bunbury LPP – Signage and Advertisements.

6.5 Operational Management Plan

6.5.1 An Operational Management Plan (OMP) will be required to be submitted as part of any development application and the agreed plan shall form part of subsequent development approval⁵. The OMP shall address, to the satisfaction of the City, the way the unhosted STRA is intended to operate and must include:

- (a) a nominated manager/caretaker with a 24hr contact number, responsible for the day to day smooth running of the premises and for adherence to the approved Operational Management Plan⁶
- (b) details of how house cleaning, garden maintenance, domestic waste disposal and collection are to be managed

³ With respect to occupancy, two children of 10 years or younger are counted as one adult person

⁴ Planning and Development (Local Planning Schemes) Regulations 2015

⁵ An OMP template has been prepared for this purpose

⁶ The nominated person should be in a position to appropriately respond to matters arising in a timely manner

- (c) a copy of the proposed code of conduct / renter agreement that guests will be obliged to abide to, particularly in respect of:
 - (i) maximum number of occupants including young children (aged 10 and under)
 - (ii) gatherings and non-residing guest/visitor number limitations at any one time
 - (iii) noise curfews
 - (iv) use of outdoor areas
 - (v) car parking
 - (vi) trailer/equipment storage
 - (vii) pets
- (d) a copy of the procedure that will be followed should complaints be received, including details of how reports of nuisance will be followed up and dealt with in a timely and appropriate manner
- (e) a copy of the Emergency Response and Fire Management Plan.

6.5.2 The OMP must be kept up to date and the City is to be advised if modifications are proposed and an updated copy provided. Information contained within the OMP may, at the discretion of the City, be made available to members of the public upon request.

6.6 Vehicular Access and Car Parking Requirements

6.6.1 Vehicular access to and from the unhosted STRA should not adversely impact on the movement of local traffic or be detrimental to road safety.

6.6.2 Except where variation may apply (section 9), car parking is to be in accordance with Schedule 4 – Car Parking Table of the Scheme. All car parking is to be provided on site and the design of parking bays, carports and garages shall generally conform with relevant design principles contained within the Residential Design Codes. Road and verge side parking shall not be considered to contribute to meeting the required car parking standard.

6.7 Time Limited Approvals

6.7.1 Where it is desirable to monitor compliance with conditions of approval and potential impacts upon local amenity, proposals for unhosted STRA may be initially granted subject to a time limited approval (generally between 12 - 24 months). Following this period the City may consider granting permanent approval taking into consideration any valid complaints received and modifications to the OMP as appropriate.

6.7.2 Notwithstanding clause 6.7.1, unhosted STRA located both outside the CTA and within a Residential zone are intended to be subject to a rolling time limited approval and renewal of not more than 24 months⁷.

6.8 Body Corporate / Common Property

Where the subject premises involves visitors gaining access over common property the applicant is encouraged to inform their strata company or the individual strata owners that hold a joint interest in the land.

⁷ Initially set to expire at the end of the following financial year.

7.0 Unrestricted Length of Stay (ULS)

- 7.1 ULS provides for the use of accommodation developed primarily for tourism purposes to be occupied either temporarily in keeping with its approved / authorised use class, or permanently as if a dwelling, in accordance with clause 27 of the Scheme.
- 7.2 Where permissible under the Zoning Table, except for the Tourism zone, unhosted STRA seeking ULS should be developed in the form of a single house, grouped dwelling or multiple dwelling in accordance with the R-Codes and the BCA requirements of Class 1a, 2 or 3.
- 7.3 Where ULS is sought within the Tourism Zone approval is at the discretion of the City of Bunbury on a case-by-case basis having regard to Scheme provisions. In instances where ULS is proposed in conjunction with 'tourism and visitor accommodation' use or 'hotel' use, such development should remain subordinate and discrete in character, preferably being located within a separate floor, wing or block. Prospective applicants are advised to contact the City for advice prior to preparing a development proposal in such circumstances.

8.0 Variations to Development Standards / Consultation Requirements

- 8.1 Applications seeking variations this LPP shall be determined having regard to the objectives of both the Policy and those applicable to the zone objectives of the Scheme.
- 8.2 Where an application does not meet the standards and/or requirements set out in Section 6.0, the City may require public consultation in accordance with clause 64 of the Deemed Provisions prior to determining the development application.
- 8.3 Within the Regional Centre zone, car parking requirements for change of use applications will be considered on a case by case basis. At the discretion of local government, the standard car parking requirement may be waived or varied where outcomes take advantage of previously underutilised space (e.g. vacant shop-top floorspace).
- 8.4 Outside the Tourism Zone, proposals seeking unhosted STRA within premises not already authorised for use as a dwelling and that are unable to conform with design standards that would facilitate their concurrent approval as a dwelling in accordance with the Residential Design Codes of WA will be considered on a case-by-case basis, having regard to the objectives and provisions of this LPP and supporting information satisfactorily demonstrating that:
 - (a) design standards / acceptable outcomes as required by the R-Codes facilitating approval as a dwelling are not practicable or reasonably achievable
 - (b) the setting and design of the proposed unhosted STRA is otherwise appropriate for occupation as short-term rental accommodation and provides/retains a satisfactory level of amenity for prospective guests and occupiers of neighbouring premises.

9.0 Definitions

In accordance with the meanings provided in the Planning and Development (Local Planning Schemes Regulations 2015).

10.0 Other Regulation

Note 1: Building Advice

A building licence may be required to be submitted to and approved by Local Government before the premises is first occupied by guests for the intended commercial purpose. Applicants are advised to contact the City's Building Team to discuss relevant requirements of the Building Code of Australia (BCA).

Note 2: Environmental Health Advice

- i) If your property is connected to an onsite effluent disposal system, you may be required to upgrade the system to ensure adequate capacity.
- ii) Any water body (spa pool, swimming pool, swimming bath, water slide and wave pool) located at unhosted STRA accommodation, operated as a business, is considered an aquatic facility under the Health (Aquatic Facilities) Regulations 2007 and will require written approval from the State Health Department.

iii) Note 3: STRA Registration

Under the *Short-Term Rental Accommodation Act 2024*, all providers of STRA within Western Australia, both hosted and un-hosted, are required to register their property with the Department of Energy, Mines, Industry Regulation and Safety.

LPP Document Control:

Responsible Business Unit	City Planning	
LPP Category	Land Use	
Last Adoption Date	n/a	
Next Review Date	12 months from the date of adoption	
Previous Policy Title (if relevant)	n/a	
Adopted Version Details:	Decision to Adopt/Amend	Brief Summary of Modifications
1.	(meeting date / decision number)	n/a
-	-	-
WAPC Approval (if relevant)	n/a	
Reason for Referral to WAPC	(Schedule 2, Division 2, clause 4(3A) of the Regulations)	
Document Ref: (for internal use)	TBA	

Appendix 1 – Development application requirements

Development applications for unhosted STRA are to be accompanied by the following information to inform the assessment of the application.

(a) City of Bunbury mandatory application requirements

- i) development application form
- ii) application fee
- iii) certificate of title

(b) Scaled site plan clearly showing:

- i) building footprint of all buildings on the lot and areas of common property
- ii) distances to lot boundaries and existing boundary treatments
- iii) the position and use of buildings adjoining the subject site
- iv) vehicle access / egress and car parking layout
- v) bin storage and collection areas
- vi) swimming pool(s) and pool fencing (if provided)

(c) Scaled floor plans indicating:

- i) the internal arrangement of rooms and their use (existing and proposed)
- ii) demarcation of guest areas any reserved (non-accessible) private areas

(d) Proposed signage

a plan showing details of:

- dimensions and materials
- information / wording displayed
- location / positioning of sign

(e) Completed Operational Management Plan

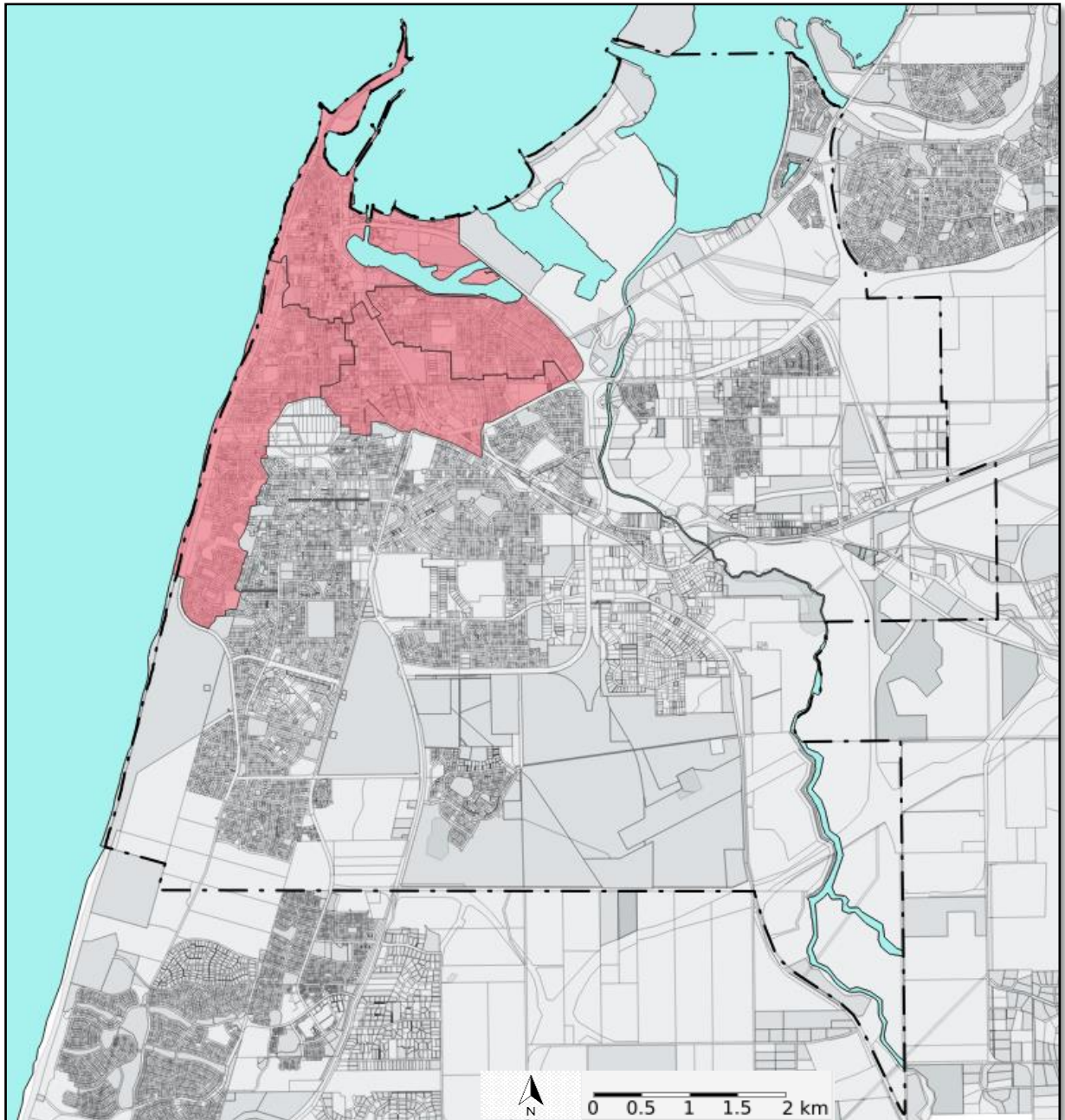
using the template provided and attaching copies of:

- the Code of Conduct / Renter Agreement issued to guests
- a Fire and Emergency Response Plan

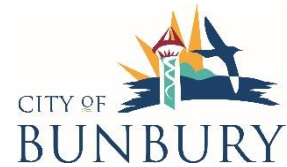
(f) Other

- i) details / plans of any building modifications or other works proposed, including those that are intended to mitigate the potential for disturbance to neighbouring properties (e.g. enhanced boundary treatments)
- ii) any other relevant information (including that which may be requested by the City) to assist in the decision-making process.

Appendix 2 – Core Tourism Area



 Core Tourism Area (CTA)



Appendix 3: Policy Provisions - Explanatory Information

Location

The Core Tourism Area is identified within the City's Local Planning Strategy (Tourism Theme):

*"The core tourism area (CTA) is the recognised hub of visitor activity in Bunbury, combining the widest array of activities, attractions, amenities and accommodation opportunities. The extent of the CTA boundary encompasses parts of the city that together combine to provide the core services and infrastructure that support the tourism/visitor market"*⁸

"Within this core area, emphasis is placed upon improving the quality and range of visitor facilities, and strengthening the interaction between them."

Housing Supply

Increasing the availability of unhosted STRA has potential to impact upon the local housing market. The displacement of long term renters, increased housing rents/prices and decreased affordability are common points of debate and concern⁹. Given the significant housing supply difficulties Bunbury continues to experience, it is responsible and reasonable to adopt a measured approach to approving unhosted STRA, and one that can deftly respond to changing conditions.

In order to safeguard the manage and regulate the undesirable impacts of unhosted STRA upon the local housing rental market / housing availability generally, development approvals within Residential zones located outside the CTA, (synonymous with areas of suburban housing in Bunbury) shall be subject to a discretionary cap on their numbers. The cap, set at a figure determined (and adjusted) by resolution of Council will be subject to regular monitoring and review of KPIs derived through outcomes of housing supply and demand analysis.

Residential amenity and occupancy

Short stay accommodation can generate greater activity than that normally associated with a typical residence. In certain settings, particularly where a proposed unhosted STRA forms part of a grouped or multiple dwelling development and/or requires access over common property, it may be necessary to demonstrate how potential impacts and incidence of nuisance are to be appropriately mitigated.

Time Limited Approvals

Not all approved unhosted STRA will ultimately be used for such a purpose, and some operators may choose not to continue into the future. Issuing on-going time limited approvals to properties located in the Residential zone that lie outside the CTA ensures that the regulatory cap over time does not become populated by non-active premises.

Where applicable, unhosted STRA property owners would be reminded by the City for the need to renew their approval should they wish to continue to operate as an authorised unhosted STRA. A renewal form is made available for this purpose; no fee is involved or currently incurred as part of

⁸ Essentially comprising the delineated local planning areas of CBD/Three Waters, Ocean Beach, East Bunbury and Outer Business District).

⁹ Widely reported – for example *Technological disruption in private housing markets: the case of Airbnb*, Australian Housing and Urban Research Institute 2018

the unhosted STRA renewal process. Applications to renew should be received approximately 8 weeks prior to the approval expiry date. It is the responsibility of the unhosted STRA owner to ensure renewal is sought in a timely manner.

Body Corporate / Common Property

Under current strata laws, strata companies can adopt standard by-laws which enable them to:

- *manage some of the impacts that may arise from uses such as short-term rental accommodation, including management of common property; and*
- *require that an owner/occupier must notify the strata company of a change of use of that lot including if it is to be used for short-term rental accommodation.*

Strata companies and community corporations can also formulate their own by-laws to help manage the behaviour of owners/occupiers and invitees, noise, vehicle parking, the appearance of a lot and waste disposal.

The requirements of the Strata Titles Act 1985 and Community Titles Act 2018 must be observed in all circumstances. If strata or community scheme by-laws do not permit a use and the strata company has not approved the use, the use remains illegal under the Strata Titles Act 1985 and Community Titles Act 2018. A planning approval does not override the need for an approval of the strata company or community corporation. Where it is proposed to use a strata or community titles property for short-term rental accommodation (or other form of tourist accommodation) the onus is on the owner to confirm the permissibility of the use under the relevant by-laws.

(Extract for Tourism and Short-term Rental Accommodation Guidelines – November 2023)

Unrestricted Length of Stay (ULS)

Clause 27 (1) of the Scheme requires unhosted STRA to be developed in accordance with the R-Codes and specific requirements of the Building Code of Australia, thereby facilitating occupation either permanently as a dwelling or temporarily for short-term rental accommodation. Whilst ensuring that the design of the premises is then fit for purpose and essentially residential in character and appearance, this approach also importantly supports efforts that seek to significantly enhance the number and diversity of permanent housing stock available within Bunbury. Consequently opportunities arising from development proposals that could reasonably assist in supporting this higher level strategic objective within their lifespan are not squandered. As such the approval of unhosted STRA as a stand-alone use should generally only be considered in exceptional circumstances where significant constraints would be encountered in seeking to achieve conformity with the R-Codes (e.g. in the change of use / conversion of an existing non-residential premises).

In zones where a residential uses class (i.e. single house, grouped dwelling or multiple dwelling) is permissible and the unhosted STRA proposal supported, the resulting development approval notice would:

- a) in the case of a change of use where a single house, grouped dwelling or multiple dwelling is already recognised as the approved / established use on the subject site, comprise a new / separate approval issued for 'unhosted STRA' - that then operates concurrently as an additional permitted use over the site
- b) in the case of new build, in the first instance be issued for the dwelling (unless exempt and only requiring a building permit), and following its construction then follow the change of use arrangement as set out in 'a)' above.

In the Tourism Zone where single house, grouped dwelling or multiple dwelling are not permitted (and do not appear as an Additional Use with Schedule 1 of the Scheme), if supported by the discretionary granting of development approval, the resulting approval notice would indicate that the particular short-stay land use class designation extends to the occupation of all (in the case of an 'unhosted STRA') or portions (in the case of 'Tourism and Visitor Accommodation' or 'Hotel' uses) of the premises for Unrestricted Length of Stay in accordance with clause 27(2) of the Scheme.

Allowing portions of Tourism and Visitor Accommodation use and Hotel use to benefit from ULS (through the discretionary issuing of approval by the City) acknowledges the following:

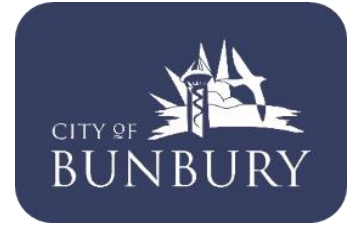
- the potential capacity of such uses to supplement housing available for rent on a long term basis, thus offering an opportunity assist in easing housing demand at a time when acute shortage is being experienced
- provides traditional operators of short stay accommodation the opportunity to diversify and source an alternative stream of income, with the potential of making their overall business model more competitive and financially viable over the longer term, and arguably further levels this side of the playing field¹⁰.

In respecting the primary purpose of the authorised short-stay land use, it is appropriate, especially if located within the Tourism zone, that ULS within a Tourism and Visitor Accommodation use or Hotel use remains 'subordinate' and 'discrete'. In this way:

- (i) the integrity of the authorised land use class is safeguarded, and
 - (ii) the differing amenity expectations / movement patterns of short-stay guests and longer term residents are able to be differentiated and appropriately managed.
-

¹⁰ Reference to '*Levelling the Playing Field; Managing the impact of the rapid increase of Short-Term Rentals in Western Australia*' – Report by Economics and Industry Standing Committee, Government of Western Australia 2019

UNHOSTED STRA OPERATIONAL MANAGEMENT PLAN



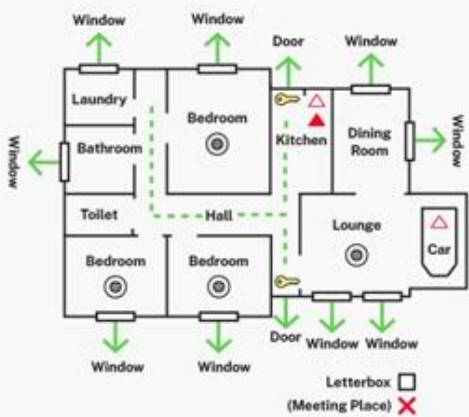
An Operational Management Plan (OMP) will be required to be submitted as part of the development application and the agreed plan shall form part of any subsequent development approval. Relevant at times when the property is being used as unhosted STRA, the OMP must be kept up to date and the City be advised of any changes or intended modifications to the agreed plan.

The OMP is primarily intended mitigate impacts on local residential amenity and minimise incidents of nuisance by committing to operate the unhosted STRA (Short Term Rental Accommodation) premises in a considerate, neighbourly manner. Information contained within the OMP may be made available to members of the public upon request. A standard OMP template is provided for completion below. Additional details /information may be provided within the section at the end of this form. Text appearing in *grey* is for guidance purposes only and should be replaced during completion of the form.

STRA Property	Address:
Nominated Manager (responsible for implementation of the OMP and shall be the point of contact should there be a complaint or in an emergency)	Name: Address: Email: Mobile / phone contact (24 hours): Alternative phone number (if applicable): Signature of Manager: Date:

<p>Property Owner(s) contact details if different from the above</p> <p>(details of any additional owners should be provided in the space available at the end of this form)</p>	<p>Name:</p> <p>Address:</p> <p>Email:</p> <p>Mobile / Phone contact:</p> <p>Signature of Property Owner:</p> <p>Date:</p>
<p>Accommodation Details</p>	<p>Maximum number of residing guests / occupants:</p> <p>Maximum number of non-residing guests / visitors (at gatherings):</p> <p>Check in – Check out arrangements:</p> <p>Arrangements for pets: <i>Information:</i> <ul style="list-style-type: none"> - whether pets are permitted or not permitted - maximum number of pets (if permitted) <i>Expectation:</i> <ul style="list-style-type: none"> - that pets are managed not to cause nuisance. </p> <p>Noise management / curfews: <i>Information:</i> <p>The Noise Regulations sets different permitted noise levels for different times of the day, that should not be exceeded at the property boundary. It is important to note that the permitted noise levels scale down in the evenings to a lower level between 7pm to 10pm, and then further down, to the lowest level between the hours of 10pm to 7am, Monday to Saturday, or 10pm to 9am on Sundays and Public holidays, to allow undisturbed sleep. Although the levels are least restrictive during the day, consideration should be given to neighbours that may be working from home, have young children who need to nap, or those that work nightshift so require sleep during the day.</p> <i>Expectation:</i> <p>Any activity at the property must comply with assigned noise levels within the Environmental Protection (Noise) Regulations 1997 (The Regulations).</p> </p>

	<p>Use of Outdoor Areas: <i>Expectation:</i> <i>Camping on the premises in a tent, caravan, campervan or similar is not permitted</i></p> <p>Off-street parking arrangements: <i>Expectation:</i> <ul style="list-style-type: none"> - <i>sufficient off street parking is provided for guests</i> - <i>on-street parking of vehicles is not permitted</i> </p> <p>Trailer / equipment storage arrangements: <i>Expectation:</i> <ul style="list-style-type: none"> - <i>details of arrangements if provided</i> - <i>on-street parking of trailers is not permitted</i> </p> <p>Code of Conduct: <i>Attach a copy of the Code of Conduct that will be issued to guests</i></p>
<p>Strata company / joint owners</p>	<p>Has the Strata company / joint strata landowners been informed of the unhosted STRA proposal / application? Please tick as appropriate:</p> <p style="text-align: center;"> NOT APPLICABLE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> </p> <p><i>(whilst notification is not a planning requirement it is encouraged)</i></p>
<p>Neighbours</p>	<p>Have adjoining landowners been informed of the proposed unhosted STRA application? Please tick as appropriate:</p> <p style="text-align: center;"> YES <input type="checkbox"/> NO <input type="checkbox"/> </p> <p><i>(whilst notification is not a planning requirement it is encouraged)</i></p>
<p>Complaints Procedure</p>	<p>Details of the procedure that will be followed should complaints be received from nearby occupiers / residents, including how reports of nuisance will be followed up and dealt with in a timely manner:</p> <p><i>Expectation:</i> <ul style="list-style-type: none"> - <i>a complaints procedure explaining how complaints will be handled</i> - <i>reasonable timeframe(s) for providing a response (appropriate to the nature of the complaint).</i> </p> <p>Example Complaints Procedure <i>In the event a complaint is received the following steps shall be taken:</i></p> <ul style="list-style-type: none"> - <i>the complaint entered into a register of complaints, outlining details of the issue</i> - <i>identification of the source of the issue and resolving any immediate impact as soon as practical</i> - <i>review of the circumstances which resulted in the issue occurring</i> - <i>determine whether any measures can be put in place to reduce the likelihood of the issue reoccurring</i> - <i>respond to the complainant to advise of the action taken to address the issue and any preventive action taken to ensure likelihood of reoccurrence is minimised</i> <p><i>A register of complaints maintained by the nominated manager of the unhosted STRA, and available for inspection by authorised officer of the local government. The register is to contain the following information for each complaint received:</i></p> <ul style="list-style-type: none"> - <i>the date and time of the complaint</i> - <i>the name and address of the complainant</i> - <i>the nature of the complaint</i> - <i>investigations carried out</i> - <i>action taken; and</i> - <i>response to complainant.</i>

<p>Cleaning and maintenance of premises</p>	<p>Details of arrangements in place for the cleaning and maintenance of internal and external areas (including garden and verge where applicable):</p> <p><i>Expectation:</i> Arrangements in place ensuring such areas do not become overgrown / are otherwise well maintained</p>
<p>Waste Management</p>	<p>Details of arrangements in place for the managed disposal and collection of domestic waste:</p> <p><i>Expectation:</i> The manager to ensure that each receptacle for rubbish and recycling is placed for collection on designated collection days and ensure that any additional rubbish that exceeds the receptacle is removed from the property.</p>
<p>Fire and Emergency Response Plan</p>	<p>Please attach a copy of any Fire and Emergency Plan that has been prepared and will be made available to guests.</p> <p><i>Information:</i> https://www.dfes.wa.gov.au/hazard-information/fire-in-the-home/preventing</p> <p><i>Example:</i></p>  <p>KEY</p> <ul style="list-style-type: none"> ⊙ Smoke alarms 🔑 Location of door & windows keys △ Fire extinguishers ▲ Fire blanket ↑ Escape routes ✗ Meeting place
<p>Bushfire Prone Areas</p>	<p>Is the proposed unhosted STRA located within a bushfire prone area as designated by the Department of Fire and Emergency Services?</p> <p>Please tick as appropriate:</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>Information:</i> https://www.dfes.wa.gov.au/hazard-information/bushfire/bushfire-prone-areas#map-of-bpa</p> <p><i>Expectation:</i> Operators to advise guests if the unhosted STRA is located within a bushfire prone area, and consider providing additional management plans and evacuation procedures for use by guests in the case of a bushfire emergency.</p>

Other Information

Use this section to include any additional information.

DRAFT

10.4.2 Proposed Amendment to the City of Bunbury Local Planning Strategy

File Ref:	COB/6681
Applicant/Proponent:	Internal Report
Responsible Officer:	Kelvin Storey, Principal Planning Officer
Responsible Manager:	Barbara Macaulay, Manager Planning and Building
Executive:	Andrew, McRobert Director Sustainable Development
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 10.4.2-A Strategy Amendment No.3 report Appendix 10.4.2-B Schedule of Submissions

Summary

The City of Bunbury Local Housing Strategy was adopted by Council in 2021 and serves to enhance and supplement the strategic direction provided by the City 's Local Planning Strategy 2018.

In order that key recommendations and actions identified within the Local Housing Strategy are more broadly acknowledged and provided with greater statutory weight in decision making (especially at the State level), these need to be captured by way of an amendment to the Local Planning Strategy. The Strategy Amendment No. 3 report (attached as Appendix 10.4.2-A) has been publicly advertised and is now returned for Council's further consideration.

Executive Recommendation

That Council, in accordance with the *Planning and Development Act 2005* and the Planning and Development (Local Planning Schemes) Regulations 2015 resolves to:

1. Advise the Western Australian Planning Commission that Council supports 'Strategy Amendment No.3 – Housing Theme Update' that proposes to modify:
 - (a) the text box on page 23 by revising and updating the list of documents appearing under 'Relevant State strategies, plans or policies', and by inserting a new entry under 'Relevant Local strategies, plans or policies' that acknowledges the 'City of Bunbury Local Housing Strategy 2021'
 - (b) strategy text boxes appearing on page 24 under 'Strategies'
 - (c) text on page 24 that provides the detail associated with each numbered strategy
 - (d) the Housing Theme Strategy Map on Page 25 by including identified 'Housing Focus Areas' as a graphic insert

as depicted within the Strategy Amendment No.3 report.

2. Refer the Scheme Amendment No. 3 report, Schedule of Submissions and supporting documentation to the Western Australian Planning Commission for their review and consideration.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated vibrant and well planned city
Outcome No. 7	A community with high-quality urban design and housing diversity
Objective No. 7.1	Promote responsible planning and development

Regional Impact Statement

The proposed amendments align with and support both strategic directions and population growth aspirations contained within the Bunbury Geopraphe Sub-regional Strategy 2022 (BGSrS), most notably:

BGSrS Theme - Growth:

- 2. Provide for the growth of the sub-region's population to 200,000 by identifying sufficient residential and employment land to cater for this target population.*
- 3. Recognise the broader aspiration for a population of 300,000 in the subregion and respond to accelerated rates of growth by identifying additional residential and employment land, through regular monitoring and updating the Strategy as required.*

BGSrS Theme – Urban Settlement:

- 10. Promote a consolidated urban form for the Bunbury Metropolitan Area through urban infill and increased residential densities around activity centres and other areas identified in a local planning strategy, while respecting heritage values and the distinctive character of each locality.*

Background

Prepared by City of Bunbury staff in consultation with key stakeholder groups and the local community, the Local Housing Strategy 2021 considers the housing needs of the City over the next 15 to 20 years. In implementation it seeks to encourage the development of a mix of housing types within suitable locations of the City in a manner that respects local amenity and established character.

The adopted Local Housing Strategy incorporates 'Actions' and identifies housing 'Focus Areas' within which further planning investigations are to be undertaken. While activities associated with a number of the stated actions have commenced (notably within Glen Iris, Withers, Spencer/Blair and Back Beach precincts), in order to provide greater statutory weight to key aspects of the Local Housing Strategy an amendment to the Local Planning Strategy is required by modifying and updating text and mapping within LPS Part 1 - Housing Theme.

Council Policy Compliance

The Strategy amendment as drafted is consistent with the Local Housing Strategy adopted by Council in 2021.

Legislative Compliance

The proposed amendment is being progressed in accordance with requirements of the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations').

Officer Comments

The scope of the amendment is set out within the Strategy Amendment No. 3 report. In particular the Strategy amendment seeks to:

- (a) recognise the Focus Areas identified within the Local Housing Strategy
- (b) demonstrate support for a greater diversity of housing types
- (c) facilitate better alignment between housing supply and demand.

Accommodating further growth in focus areas will, as stated in the Local Housing Strategy:

“...allow the areas retained at lower density to maintain a balance in the mix and availability of housing type. It is intended that the resulting mix will provide a range of choice for families with dependents while enabling growth in the city centre and other activity centres to provide different opportunities for all sectors of Bunbury’s community, especially singles and older residents looking to downsize within the local area.”

Analysis of Financial and Budget Implications

There are no financial or budgetary implications in progressing with the proposed amendment.

Community Consultation

Prior to the Local Housing Strategy’s adoption by Council in 2021 consultation was undertaken in line with a Communication and Engagement Plan that included:

- survey responses / comment via the City’s social pinpoint platform
- community and BGCCI briefings
- individual stakeholder teleconferences and meetings
- advertising via social and printed media
- direct email and mail contact.

Following consent from the Western Australian Planning Commission, draft Local Planning Strategy Amendment No. 3 was publicly advertised for community comment for 21 days in accordance with the Regulations. This included:

- a public notice published within the local press (x3)
- a public notice appearing on the City’s website
- hard copies of the documentation made available at the City’s Administration Building.

No submissions from the public were received. Service agencies were advised of the proposal and comments from those that provided a response are captured within the Schedule of Submissions which is attached as Appendix 10.4.2-B. Further opportunity for comment by both the public and service agencies can be expected during subsequent stages of plan preparation and assessment.

Councillor/Officer Consultation

The Local Planning Strategy amendment as proposed was a recommended action (Action 3) in the ‘Strategy and Scheme – First Cycle Review 2018-2023’ report that was prepared by City Officers and presented to elected Members at an information session held on 27 February 2024.

Strategy Amendment No. 3 was initiated for the purpose of public advertising by a resolution of Council on 29 May 2024.

Timeline: Council Decision Implementation

The resolution of Council to support Strategy Amendment No. 3 together with the amendment documentation will be referred to the Western Australian Planning Commission.

DRAFT
For review at the Council
Briefing Session
18 February 2025



Strategy Amendment No. 3
City of Bunbury Local Planning Strategy
Housing Theme Update

May 2024

Cover image: City of Bunbury

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Production Details

Edition Details:

Title:	City of Bunbury Local Planning Strategy Amendment No. 3 Report – Housing Theme Update
Production Date:	May 2024
Prepared By:	City of Bunbury
Author:	Kelvin D Storey (Principal Strategic Planner)
Editor:	-
Review Status:	Certified for advertising
Project Name:	-
Project Number:	-

Modifications List:

Version:	Date:	Amendments:	Prepared by:
Initiation:	29 May 2024	N/A	KDS
Certification:	7 October 2024	Replacing 'State Planning Code Regulations' with 'R-Codes'	KDS
Recommendation:			
Endorsement:			

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 1.2 Amending a Local Planning Strategy 3

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Certification, Recommendation & Endorsement

Advertising

In accordance with regulation 12(4) of the Planning and Development (Local Planning Schemes) Regulations 2015, the City of Bunbury Local Planning Strategy Amendment No. 3 was certified for advertising on the 21st day of November, 2024.

Signed for and on behalf of the Western Australian Planning Commission:

An officer of the Commission duly authorised by the Commission (pursuant to the <i>Planning and Development Act 2005</i>)	 Signed:
--	---

Local Government Recommendation

In accordance with regulation 14(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, by resolution of the City of Bunbury at its ordinary meeting of the Council held on the _____ day of _____ 20__ (Decision Number: ___ / ___), the City of Bunbury Local Planning Strategy Amendment No. 3 is supported:

- (a) without modifications; or
- (b) with modifications.

WAPC Endorsement

Endorsed by the Western Australian Planning Commission on the _____ day of _____, 20 :

An officer of the Commission duly authorised by the Commission (pursuant to the <i>Planning and Development Act 2005</i>)	Signed:
--	---------------

Summary Information

Proposal

Strategy TEXT:	<p>a) Amending Strategy Text (Part One – Housing Theme) by:</p> <ul style="list-style-type: none"> i) modifying the text box on page 23 by revising and updating the list of documents appearing under ‘Relevant State strategies, plans or policies’, and by inserting a new entry under ‘Relevant Local strategies, plans or policies’ that acknowledges the ‘City of Bunbury Local Housing Strategy 2021 ii) adding and modifying strategy text boxes appearing on page 24 under ‘Strategies’ iii) adding and modifying text on page 24 that provides the detail associated with each numbered strategy, as set out in the amending pages of this document.
Strategy MAP:	<p>b) Modifying the Housing Theme Strategy Map by:</p> <ul style="list-style-type: none"> iv) including identified ‘Housing Focus Areas’ (extract from Local Housing Strategy 2021) as a graphic insert.

State Planning Framework

State Planning Strategy:	State Planning Strategy 2050, WAPC
Regional Strategies and Policies:	Bunbury Geographe Sub-regional Strategy 2022, WAPC
Region Scheme:	Greater Bunbury Region Scheme 2008, WAPC
Other:	-

Local Planning Framework

Local Planning Strategy:	City of Bunbury Local Planning Strategy (2018)
Local Planning Scheme:	City of Bunbury Local Planning Scheme No. 8 (LPS8)
Other (as relevant):	City of Bunbury Local Housing Strategy 2021

1 Background

1.1 Purpose of a Local Planning Strategy

Prepared in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 a local planning strategy is required to:

- set out the local government's long term planning directions
- apply state and regional policies
- provide the rationale for the zones and other Scheme provisions.

The City of Bunbury Local Planning Strategy (LPS) was endorsed by the Western Australian Planning Commission (WAPC) in 2018. It undertakes the following:

- presents strategic land use planning concepts within a number of theme areas across the whole city
- provides a bridge between the high level goals and vision found within Council's Strategic Community Plan, the zoning found within the Scheme and directions for individual areas of the city
- communicates a purpose, functions and principles of land use planning and design
- presents a guiding rationale for Local Planning Scheme No. 8 (LPS8)
- provides a context and framework for Council actions and prioritisation.

1.2 Amending a Local Planning Strategy

The City of Bunbury's LPS establishes a flexible principles based approach to strategic planning throughout the life of LPS8 in order to ensure that the Scheme remains relevant and aligned with the rationale that guided its preparation. Accordingly in appropriate circumstances, as determined by the WAPC, the LPS may be amended in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.

1.3 Spatial Context

The LPS extends over the administrative jurisdiction of the City of Bunbury which occupies a land area of 65.7km² and is located 175km south of Perth.

The City of Bunbury is home to approximately 32,500 people (ABS 2021) and forms an integral part of the Bunbury Metropolitan Area as recognised within the Bunbury Geographe Sub-regional Strategy (Figure 1).

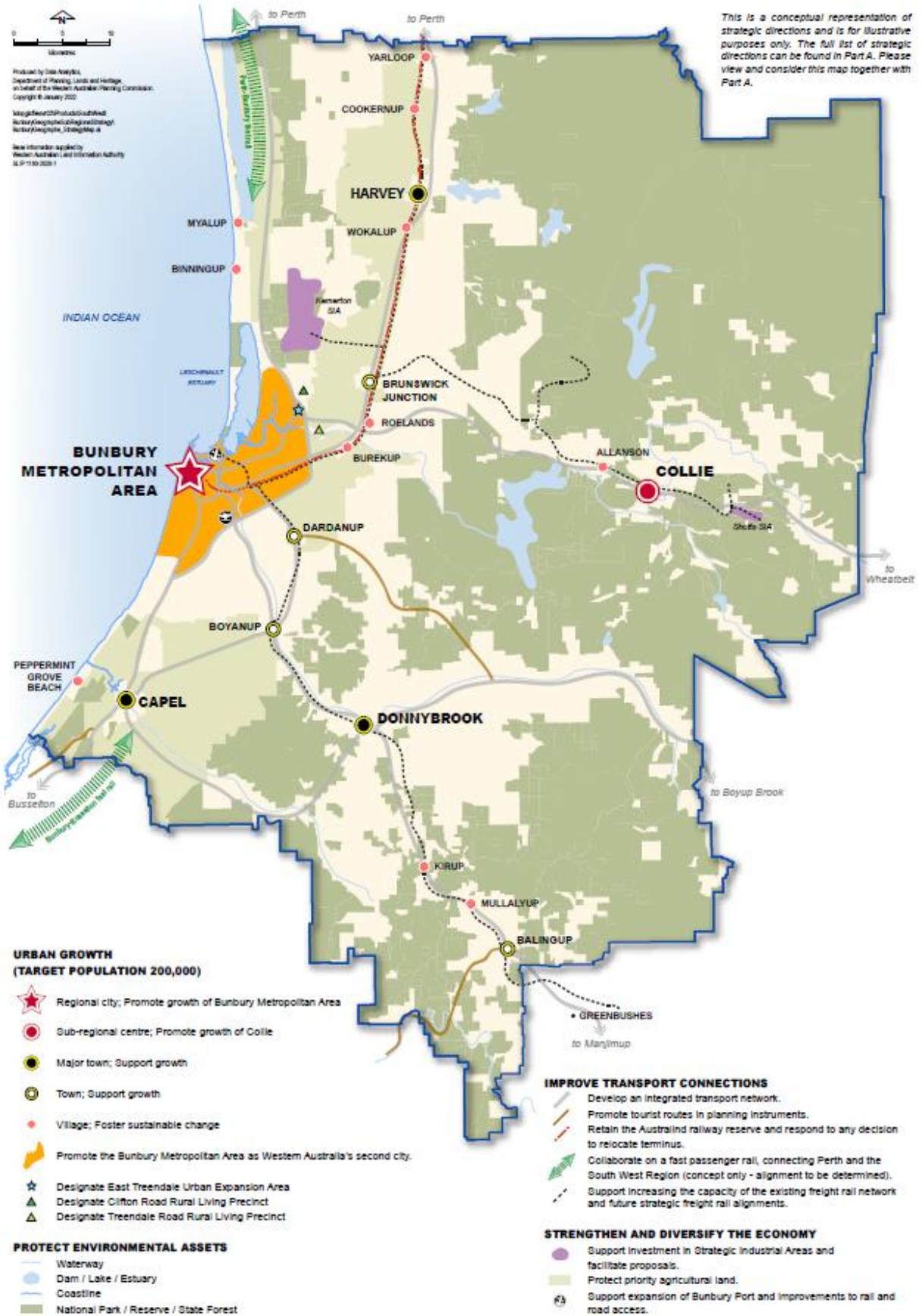
1.4 Planning Context

The City of Bunbury LPS is required to be consistent with the State Planning Framework. The guiding principles of the following overarching strategy and policy documents are of particular relevance to the amendment proposal:

- (a) State Planning Strategy 2050
- (b) Bunbury Geographe Sub-regional Strategy 2022
- (c) Greater Bunbury Region Scheme 2008.

Figure 1: City of Bunbury and Surrounding Area

Strategy map



Source: Bunbury-Geographe Sub-regional Strategy 2022

The Strategic Community Plan is the Council's highest level policy document and recognises key priority areas with which the LPS is to remain aligned. In implementation the LPS endeavours to deliver outcomes that reflect priority area objectives identified within the Strategic Community Plan (largely through the translation of spatial intent to LPS8). Amendments proposed to the LPS and any resultant changes to other planning instruments forming part of the local planning framework are expected to retain consistency with the Strategic Community Plan (as updated from time to time).

1.5 Strategy Amendment Procedure

The proposed amendment has been prepared by the City of Bunbury and is to be progressed in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Subject to certification by the WAPC, in proceeding with the amendment the proposal is to be advertised for public comment for a period of not less than 21 days. On completion of public advertising, the strategy amending documentation is to be referred back to Council together with submissions received for further consideration. Council is then required to determine to either:

- (a) support the local planning strategy amendment as proposed, or
- (b) support the local planning strategy amendment with proposed modifications to address issues raised in the submissions.

The strategy amending documentation, along with the schedule of submissions (and a schedule of modifications if relevant) is then referred to the WAPC for its consideration and endorsement as a revision to the LPS.

1.6 Community and Stakeholder Consultation

Once the WAPC provides certification to the local government (allowing public advertising of the proposed amendment), public notices will be placed in locally circulated newspapers once a week for at least two consecutive weeks and the proposed amendment referred to all relevant state government agencies and publicly advertised for comment during a formal advertising period of not less than 21 days. Council must consider any submissions received during the public advertising period prior to making their recommendation to WAPC.

Public advertising dates and submission forms can be downloaded from the public notices and advertisements page of the City of Bunbury's website at www.bunbury.wa.gov.au. Submissions can be lodged during the public advertising period in person at Council's administration centre located at 4 Stephen Street, Bunbury, or alternatively posted to:

Chief Executive Officer
City of Bunbury
PO Box 21
Bunbury WA 6231

Submissions can also be emailed to: info@bunbury.wa.gov.au

2 Proposal

2.1 Rationale for Strategy Amendment

The City of Bunbury Local Housing Strategy (LHS) was adopted in 2021¹ and serves to enhance and supplement information contained within City of Bunbury LPS 2018. Prepared by City of Bunbury staff in consultation with key stakeholder groups and the local community the LHS considers the housing needs of the City over the next 15 to 20 years. In implementation it seeks to encourage the development of a mix of housing types within suitable locations of the City in a manner that respects local amenity and established character.

The formulation of the Local Housing Strategy was prepared generally in accordance with the Western Australian Local Government Association's Local Government Housing Strategy Guide (WALGA, draft 2017), and prior to its adoption consultation was undertaken in line with a Communication and Engagement Plan and this included:

- survey responses / comment via the City's social pinpoint platform
- community and BGCCI briefings
- individual stakeholder teleconferences and meetings
- advertising via social and printed media²
- direct email and mail contact.

The adopted LHS incorporates 'Actions' and identifies housing 'Focus Areas' within which further planning investigations are to be undertaken. While activities associated with a number of the stated actions have commenced, in order to provide greater statutory weight to key aspects of the LHS an amendment is proposed that modifies and updates existing text and mapping within LPS Part 1 - Housing Theme. In particular the amendment seeks to:

- (a) recognise identified Focus Areas
- (b) demonstrate support for a greater diversity of housing types
- (c) facilitate better alignment between housing supply and demand.

The Focus Areas identified for further investigation and review (with respect to potential for an increase in the housing yield, range and diversity) are listed below and captured within Figure 2 overleaf.

Focus area 1 - Regional Centre

Focus area 2 - Regional Centre frame area:

2.1 Contained between Spencer St, Blair St, Cornwall St and Strickland St

2.2 Homemaker Centre

2.3 Back Beach precinct

Focus area 3 - Bunbury Forum District Centre frame area

Focus area 4 - Bunbury Transit (Train) Station

Focus area 5 - Glen Iris District Structure Plan Area

Focus area 6 - Usher (Tuart Brook) Structure Plan Area

Focus area 7 - Withers (Central Withers) Structure Plan Area

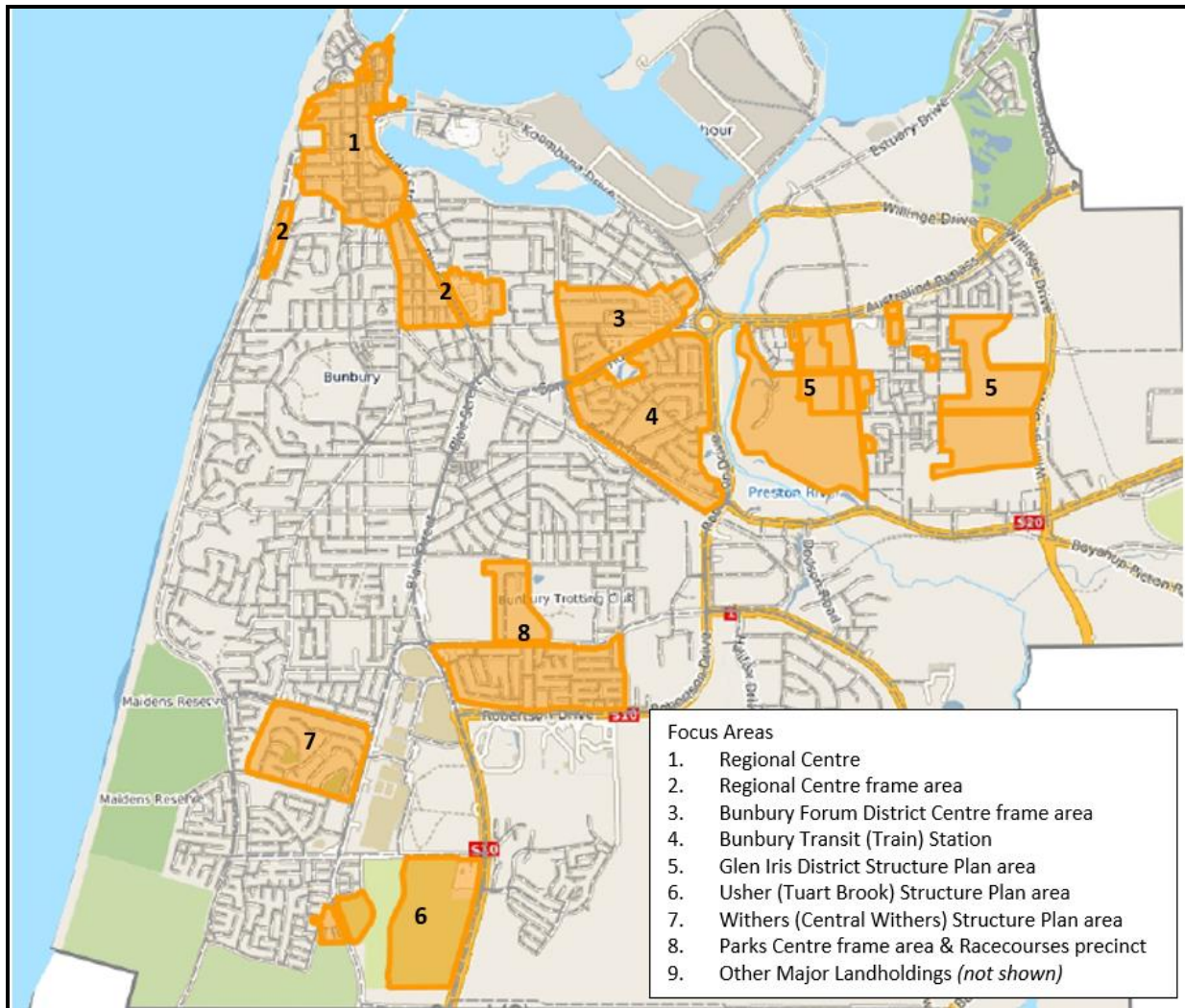
Focus area 8 - Parks Centre frame area, including the Racecourses Precinct

Focus area 9 - Other major land holdings or consolidated sites

¹ The Local Housing Strategy 2021 may be viewed on /downloaded from the following City of Bunbury webpage:
<https://communityconnect.bunbury.wa.gov.au/housingstrategy>

² Formal advertising took place between 8 February 2021 – 22 March 2021.

Figure 2: Housing Focus Areas



City of Bunbury Local Housing Strategy 2021

The LHS intends that:

“Accommodating further growth in the above areas will allow the areas retained at lower density to maintain a balance in the mix and availability of housing type. It is intended that the resulting mix will provide a range of choice for families with dependents while enabling growth in the city centre and other activity centres to provide different opportunities for all sectors of Bunbury’s community, especially singles and older residents looking to downsize within the local area.”

Investigations into matters such as movement and transport, zoning changes and development controls are anticipated to be undertaken (over a short, medium or long term) to guide future development within each Focus Area. The City’s main structure planning areas are included as these offer the best opportunity to increase potential housing yields while at the same time delivering a comprehensively planned and well serviced community. Planning response(s) will be further informed by consultation with the community and key stakeholders at the appropriate time.

The adopted LHS and the changes proposed to be introduced into the LPS align with strategic directions of the Bunbury-Geopraphe Sub-regional Strategy (BGSrS), most notably:

Theme - Growth:

2. Provide for the growth of the sub-region’s population to 200,000 by identifying sufficient residential and employment land to cater for this target population.

3. *Recognise the broader aspiration for a population of 300,000 in the subregion and respond to accelerated rates of growth by identifying additional residential and employment land, through regular monitoring and updating the Strategy as required.*

Theme – Urban Settlement:

10. *Promote a consolidated urban form for the Bunbury Metropolitan Area through urban infill and increased residential densities around activity centres and other areas identified in a local planning strategy, while respecting heritage values and the distinctive character of each locality.*

2.2 Scope of Amendment

(a) LPS Part 1 - Housing Theme Text

- i) The “MOST STRONGLY RELATES TO” text box that appears to the left on page 23 is proposed to be updated under the sub-heading ‘Relevant Local strategies, plans or policies’ to acknowledge the preparation and adoption (by the City) of the Local Housing Strategy 2021. Reference to the ‘Bunbury-Geographe Sub-regional Strategy 2022’ is also intended to be added below the sub-heading ‘Relevant State strategies, plans or policies’. As some of the documents listed under this heading have also been revised or updated since 2018 their publishing dates are removed, and an asterisk inserted to reflect an ‘as updated’ status.

- ii) Strategies relevant to Intentions 2A, 2B and 2C appearing on page 24 are proposed to be modified as follows:

Strategies 2A-1.1 and 2A-2.1 promote higher residential densities in and around designated activity centres and along mixed use activity corridors. While this general intent remains valid and relevant, restricting residential densities to a maximum of R20 in all other locations limits opportunities for both increased housing yields to occur in greenfield/structure planning settings, and for residential infill to become a significant source of new housing. In keeping with the strategic directions adopted in the Bunbury-Geographe Sub-regional Strategy and the thrust of the LHS, it is proposed to remove the reference to a ‘Base Code R20’ and replace this with more flexible wording that facilitates a range of both low and medium densities:

Base R20 coding
Accommodate low and medium density in residential areas while safeguarding residential character

Intention 2B 'Housing Diversity and Need' is proposed to be supplemented with an additional strategy '2B-5.1' that is intended to demonstrate support for initiatives that emerge aimed at delivering greater housing choice.

Facilitate greater housing choice

Intention 2C 'Residential Character' is proposed to be supplemented with an additional strategy '2C-3.1' that demonstrates support for initiatives that, in appropriate circumstances, facilitate consideration of variances to minimum and average lot sizes.

Applying variations to minimum standards in appropriate circumstances

While adding strategies 2B-5.1 and 2C-3.1 encourages the development of initiatives that assist in delivering greater housing choice and opportunity in accordance with recommendations of the LHS, it is recognised that since the strategy's adoption in 2021 the State has investigated significant time in preparing and instigating changes to the Residential Design Codes that in part seek to deliver similar outcomes. Following a period of implementation, monitoring and review of outcomes driven by the recently revised Residential Design Codes will assist in gauging to what extent developing additional initiatives may be required/suitable.

iii) Text on page 24 that provides the detail / action underpinning each strategy is proposed to be modified as follows (where red/strikethrough text is intended to be deleted and blue text is new):

Strategy 2A-1.1:

Apply medium or high-density R-codes appropriate to each level of the activity centres hierarchy within the walkable catchments of the activity centres (including City Centre) and the mixed-use activity corridors ~~(and nowhere else)~~.

Strategy 2A-2.1:

Respecting established character, ~~Apply a~~ ~~base R Code of R20~~ ~~balanced~~ range of low to medium (R40) density over all residential zoned areas, except:

- a) in the vicinity of designated activity centres
- b) where co-locating new residential development alongside a major transport hub in keeping with transport orientated (TOD) principles
- c) subject to comprehensive planning and investigation, appropriate land parcels within a recognised Housing Focus Area.

Strategy 2B-4.1:

Assist the State government in the preparation of population and settlement ~~housing need~~ studies and implementation of related projects ~~as identified ('actions') within the Greater Bunbury Strategy~~, as contemplated by the Bunbury-Geographic Sub-regional Strategy.

Strategy 2B-5.1:

Investigate, trial, and implement initiatives within established urban areas that will improve the range, availability, and affordability of local housing stock.

Strategy 2C-2.1:

In planning for new residential neighbourhoods ensure ~~that any residential density coding above R20 is applied only within an easy walking distance from an activity centre, and that sufficient~~ residential or mixed-use land adjacent to or in the vicinity (**walkable pedshed**) of an activity centre is **always** appropriately coded for medium or high residential density.

Strategy 2C-3.1:

The support of variations to minimum and average lot sizes will be considered in accordance with the R-Codes where this achieves satisfactory infill design and development outcomes.

(b) LPS Part 1 - Housing Theme Strategy Map

- iv) Housing Focus Areas, as identified within the Local Housing Strategy 2021 (captured within this report as Figure 2) are intended to be recognised within a new graphic insert placed upon the Housing Theme Strategy Map at Page 25.

2.3 Summary of Amendment

In accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, the City of Bunbury requests that the WAPC amend the LPS at Part 1 - Housing Theme by:

(a) Text:

- modifying the text box on page 23 by revising and updating the list of documents appearing under ‘Relevant State strategies, plans or policies’, and by inserting a new entry under ‘Relevant Local strategies, plans or policies’ that acknowledges the ‘City of Bunbury Local Housing Strategy 2021’
- adding and modifying strategy of text boxes appearing on page 24 under ‘Strategies’
- adding to and modifying text on page 24 that provides the detail associated with each numbered strategy

(b) Mapping:

- adding ‘Housing Focus Areas’ as a graphic insert to the Housing Theme Strategy Map on Page 25

as set out within the Amending Pages of this report.

Amending Pages

- i) Modifying the “MOST STRONGLY RELATES TO” text box on page 23 by revising and updating the list of documents under the sub-heading ‘Relevant State strategies, plans or policies’, and by inserting a new entry under ‘Relevant Local strategies, plans or policies’ that acknowledges the ‘City of Bunbury Local Housing Strategy 2021, such that the page appears as follows:

Housing

2

MOST STRONGLY RELATES TO:

Relevant State strategies, plans or policies*:

- State Planning Strategy 2050
- SPP 3.0: Urban Growth and Settlement
- SPP 4.2: Activity Centres
- SPP 7.0 Design of the Built Environment
- Residential Design Codes
- Liveable Neighbourhoods
- Bunbury-Geographic Sub-regional Strategy 2022
- South West Regional Planning and Infrastructure Framework

Strategic Community Plan key priority areas:

KEY PRIORITY AREA

2 Transport and Infrastructure

KEY PRIORITY AREA

3 Natural and Built Environment

KEY PRIORITY AREA

4 Regional Economy

Strategic Community Plan objectives:

Objective 2.3: Maintain a high standard of community infrastructure
Objective 3.4: Facilitate urban design, diversity of land uses, and enabling infrastructure
Objective 3.5: Deliver sustainable waste management services
Objective 4.3: Promote Bunbury as a place that supports commercial, residential and social development

Strategic Community Plan community themes:

Theme Two - Sustainability
Theme Seven - Community connection
Theme Ten - Health

Relevant Local strategies, plans or policies:

- Local Planning Strategy: Activity Centres and Neighbourhoods (LPS-ACN) (2011)
- Bunbury Local Housing Strategy 2021

* as updated

Neighbourhoods need to be safe, accessible and vibrant, and offer residents with diverse lifestyle needs opportunities to live in a range of house types.

Introduction

Population, housing trends and the demand for future dwellings in Bunbury need to be considered in context. The City of Bunbury is not a ‘stand-alone town’, rather it is in effect the ‘inner city’ for the Greater Bunbury urban area. As such, Bunbury’s demographics and housing characteristics are somewhat different to those of the wider region. The trends most relevant to Bunbury can be briefly summarised as follows:

- steady population and dwellings growth over time
- significant ageing of the population
- rapidly increasing numbers of one and two person households
- the dominance of the separate house type to remain
- flats, units, apartments, semi-detached dwellings and townhouses to be the main focus of future housing demand.

Broad Strategic Intent

The LPS-ACN was adopted by the City in 2011 and supported through the subsequent approval by the Minister for Planning of the R-Codes Omnibus Amendment (Scheme Amendment No. 38). It introduced an integrated strategic approach that essentially put in place the spatial framework that is intended to underpin the growth and development of residential neighbourhoods and housing densities (alongside activity centres and mixed use precincts) into the foreseeable future.

- The number of medium and high density dwelling types combined is projected to grow by a substantial 57% with their relative importance also increasing, from 24% of total dwellings in 2006 to 31% of total dwellings by 2026.

Whilst acknowledging the above estimates, the approach adopted with LPS-ACN is not dependent upon any particular forecast of future demand as it is designed to be sufficiently flexible to respond to whatever actual situation unfolds. It is the intent of the LPS to consolidate this established approach which is regarded as well placed to address relevant ‘challenges’ identified within the Greater Bunbury Region Strategy.

Using a trend-based estimate for future demand, LPS-ACN provided the following projections:

- The total number of dwellings in the City is likely to increase by 24% from 13,444 to some 16,670 by 2026
- Although the number of separate houses is expected to increase 13.4%, the proportion of separate houses relative to total dwellings is likely to continue decreasing, from 74% in 2006 to 68% by 2026



ii) Adding and modifying strategy text boxes appearing under ‘Strategies’, and iii) Text that provides the detail associated with each numbered strategy on page 24, such that the page appears as follows:

2

2A-1.1 Apply medium or high density R-codes appropriate to each level of the activity centres hierarchy within the walkable catchments of the activity centres (including City Centre) and the mixed use activity corridors.

2A-2.1 Respecting established character, apply a balanced range of low to medium (R40) density over all residential areas, except:
 a) in the vicinity of designated activity centres
 b) where co-locating new residential development alongside a major transport hub in keeping with transport orientated (TOD) principles
 c) subject to comprehensive planning and investigation, appropriate land parcels within a recognised Housing Focus Area.

2B-1.1 Support initiatives geared towards the provision of special needs housing including affordable housing, social housing and housing for the aged.

2B-2.1 Consider housing need, including adaptability and affordability in the preparation of local structure plans.

2B-3.1 Introduce provisions into the Scheme that addresses housing for aged persons and guides opportunities for appropriate housing development within community purpose zoning.

2B-4.1 Assist the State government in the preparation of population and settlement studies and implementation of related projects as contemplated by the Bunbury-Geographe Sub-regional Strategy.

2B-5.1 Investigate, trial and implement initiatives within established urban areas that will improve the range, availability and affordability of local housing stock.

2C-1.1 Prepare and apply design standards and policy area guidelines as appropriate within residential precincts and neighbourhoods that ensure new development, including higher density infill development, maintains or improves streetscapes and the established (or intended) character and amenity of the locality.

2C-2.1 In planning for new residential neighbourhoods ensure that residential or mixed-use land adjacent to or in the vicinity (walkable pedshed) of an activity centre is appropriately coded for medium or high residential density.

2C-3.1 The support of variations to minimum and average lot sizes will be considered in accordance with the R-Codes where this achieves satisfactory infill design and development outcomes.

Strategies

Higher density R-codes in activity centres

Accommodate low and medium density in residential areas while safeguarding residential character

Activity centre planning information

Housing need consideration in structure planning

Support for aged persons accommodation

Assist housing needs assessment projects

Facilitate greater housing choice

Residential design standards and guidance

Appropriate R-Coding in new residential neighbourhoods

Applying variations to minimum standards in appropriate circumstances

Intentions

General

2A: To facilitate the evolution of a pattern of mutually supportive residential neighbourhoods and their activity centres, that contribute to the economic, social and environmental sustainability of Bunbury.

Housing Diversity and Need

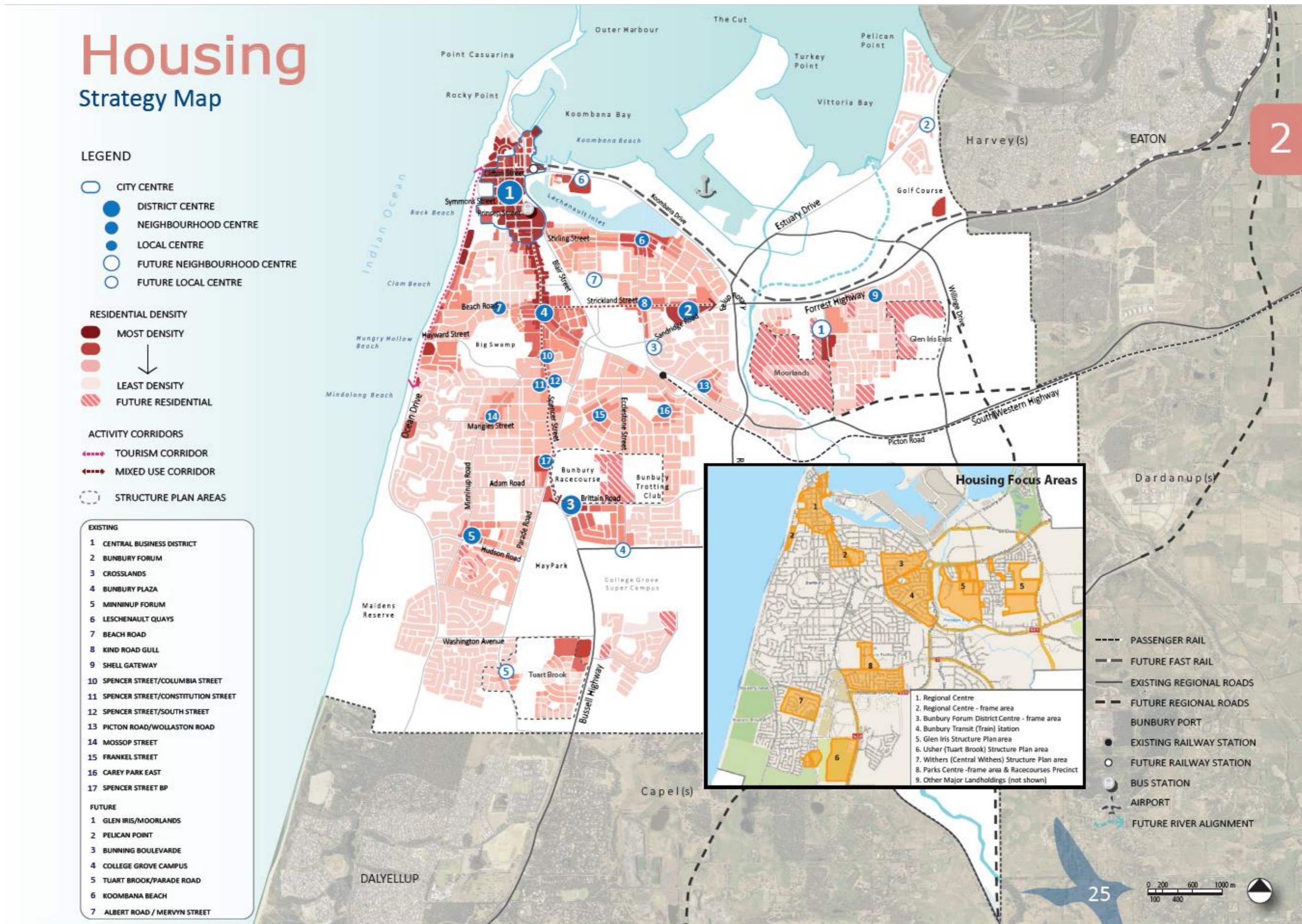
2B: To provide a diverse range of housing in terms of lot sizes and housing types that reflect changing demographics, housing need and lifestyle preferences.

Residential Character

2C: To safeguard and enhance the valued individual character and amenity of established residential neighbourhoods whilst accommodating change that delivers or contributes to, an improved quality of place over time.



iv) Modifying the Housing Theme Strategy Map on page 25 by including identified 'Housing Focus Areas' as a graphic insert, such that the page appears as follows:

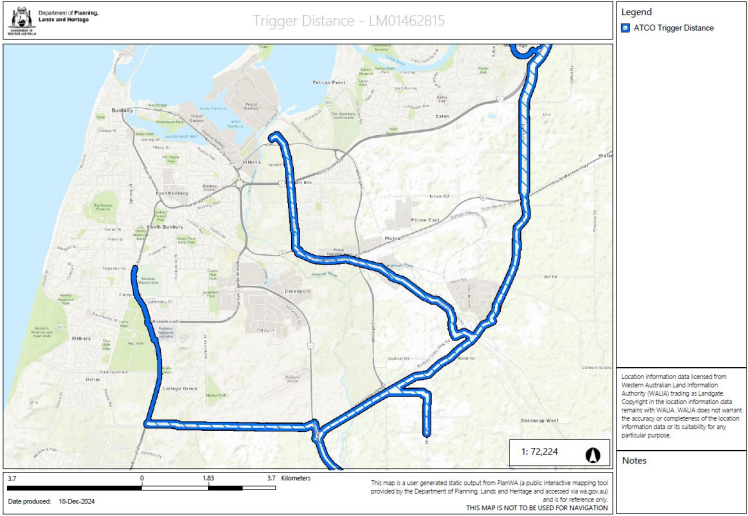




Schedule of Submissions

Local Planning Strategy Amendment No.3 – Housing Theme

#	Name / Address	Submission	Officer Comments on Submission
Government / Service Agency Comments			
1.	Department of Water & Environmental Regulation, South West Region, 71 McCombe Road, Bunbury WA 6230	<p>Thank you for referring Local Planning Strategy Amendment No. 3 (Amendment) to the Department of Water and Environmental Regulation (Department) to consider.</p> <p>The Amendment seeks to capture key actions and recommendations contained within the City’s Local Housing Strategy; and to encourage the development mixed housing types in suitable locations of the City, in a manner that respects local amenity and established character.</p> <p>Whereas the Department has no objection to the amendment, it is assumed that the terms “local amenity and established character” have considered matters such as maintaining tree canopy, particularly in the case of the intention for urban infill and increased residential densities.</p> <p>It would be expected that the local government also seeks to accelerate the expansion of tree canopy and vegetation cover, to help make the City greener, cooler, and more liveable into the future.</p> <p>Expanding tree canopy and vegetative cover in high urban heat areas will help address the impacts of climate change, provide for biodiversity, and improve the liveability of neighbourhoods.</p> <p>The Department supports strategies that conserve water resources, support urban greening, biodiversity, the tree canopy, and urban cooling, to create climate-resilient communities.</p>	<p>Noted.</p> <p>Matters associated with of ‘local amenity’ and ‘established character’ are expected to be addressed during subsequent stages of planning (e.g. structure planning, local area planning, development assessment) and having regard to the following:</p> <ul style="list-style-type: none"> Local Planning Strategy 2C-2.1: <i>“Prepare and apply design standards and policy area guidelines as appropriate within residential precincts and neighbourhoods to ensure new development, including higher density infill development, maintains or improves streetscapes and the established (or intended) character and amenity of the locality.”</i> State Planning Policy including SPP 7.0 Design of the Built Environment and supporting planning instruments. City of Bunbury Greening Plan.

#	Name / Address	Submission	Officer Comments on Submission
2.	ATCO, Gas Division, 81 Princep Road, Jandakot, WA 6164	<p>ATCO Gas Australia (ATCO) has no objection to the proposed application, based on the information and plan provided, subject to the following advice notes:</p> <p>Advice notes:</p> <ul style="list-style-type: none"> The proposed areas fall within the WAPC Draft Development Control 4.3 Trigger Distance for ATCO Infrastructure (area hatched blue in attachment). Any sensitive land use or high density community use developments within this Trigger Distance of a High Pressure Gas Pipeline requires further consultation with ATCO prior to preliminary designs being finalised. Please consider the WAPC’s draft DC4.3 and also the site; PlanWA for development planning.  <ul style="list-style-type: none"> ATCO identifies that the proposed future development may require additional safety measures to be considered, identified and in place for the high pressure gas pipeline risk mitigation. 	<p>Noted.</p> <p>No specific development or works are associated with the strategy amendment proposal. The advice provided will have greater relevance at subsequent stages of planning and plan preparation.</p>

#	Name / Address	Submission	Officer Comments on Submission
		<ul style="list-style-type: none"> • Anyone proposing to carry out construction or excavation works within 15 metres of Critical Asset Infrastructure must contact 'Before You Dig Australia' (www.byda.com.au) to determine the location of buried gas infrastructure. Refer to ATCO document AGA-O&M-PR24- Additional Information for Working Around Gas Infrastructure https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html • All works occurring within 15 metres of Critical Asset Infrastructure must undergo ATCO Engineering Assessment to determine if additional safety measures are required. Risk mitigation and asset protection measures may be necessary. Notification for the works must be submitted to ATCO via the online web portal. • All works occurring within 15 metres of Critical Asset Infrastructure must comply with the ATCO document Additional Information for Working Around Gas Infrastructure - AGA-O&M-PR24 https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html • Future construction and any proposed access roads across the ATCO Critical Asset gas mains (including proposed roads and road upgrades) need to be managed in accordance with the ATCO document Additional Information for Working Around Gas Infrastructure - AGA-O&M-PR24 https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html • Anyone proposing to carry out construction or excavation works must contact 'Before You Dig Australia' (www.byda.com.au) to determine the location of buried gas 	

#	Name / Address	Submission	Officer Comments on Submission
		<p>infrastructure. Refer to ATCO document AGA-O&M-PR24-Additional Information for Working Around Gas Infrastructure https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html</p> <ul style="list-style-type: none"> If the disconnection and/or removal of an ATCO gas service is required, a request can be submitted via the online ATCO portal found here. 	
3.	Water Corporation, Development Services, PO Box 100 Leederville WA 6902	<p>Thank you for your letter dated 28 November 2024. We offer the following comments regarding this proposal.</p> <p>Water</p> <p>The Water Corporation is not the water service provider in this area, please contact the local water service provider for advice.</p> <p>Wastewater</p> <p>The Water Corporation has concerns regarding wastewater for the Focus areas below:</p> <p>Focus Area 3 – Bunbury District Frame Area</p> <p>Part of this focus area falls into the Picton Rd Vacuum Pumpstation, this vacuum pump station has been designed to only take a certain amount of flow and was not designed to have more flow within the catchment. Increasing the density in this catchment could trigger upgrades within this catchment.</p> <p>Further information will be required at the structure planning stage regarding the final dwelling yield and the wastewater flows from the site to assess the impacts on the sewerage system.</p>	<p>Noted.</p> <p>No specific development or works are associated with the strategy amendment proposal. The advice provided will have greater relevance at subsequent stages of planning and plan preparation.</p>

#	Name / Address	Submission	Officer Comments on Submission
		<p>Focus Area 4 – Bunbury Transit (Train) Station</p> <p>Part of this focus area falls into the Picton Rd Vacuum Pumpstation, this vacuum pump station has been designed to only take a certain amount of flow and was not designed to have more flow within the catchment. Increasing the density in this catchment will trigger upgrades within this catchment.</p> <p>Further information will be required at the structure planning stage regarding the final dwelling yield and the wastewater flows from the site to assess the impacts on the sewerage system.</p> <p>Focus Area 5 - Glen Iris Structure Plan Area</p> <p>The Glen Iris structure plan is within our Scheme Planning and therefore we have made allowance for it. Due to the low-lying nature of the western portion near the river there will be some requirement for fill to enable gravity connection to the existing sewer network to the north on Moreland Ave.</p> <p>The Southern Portion west of Vittoria Rd will require the construction of a wastewater pump station referred to as Glen Iris PS B. Funding of this will need to be discussed with us to ensure coordination with the staging of the development of the area. The location of the pump station will need to be considered at the Local Structure Plan stage, it is ideally integrated with Public Open Space to ensure the visual and odour impact is minimised.</p> <p>Majority of the area east of Vittoria Rd will require the construction of a wastewater pump station referred to as Glen Iris PS A as well as several gravity sewers. This pump station is not scheduled on the Water Corporation's 5 year Capital Investment Program. The location of the pump station will need to be considered at the Local Structure Plan stage, it is ideally integrated with Public Open Space to ensure</p>	

#	Name / Address	Submission	Officer Comments on Submission
		<p>the visual and odour impact is minimised.</p> <p>Focus Area 6 – Usher (Tuart Hill) Structure Plan Area</p> <p>The Tuart Hill structure plan is within our Scheme Planning and therefore we have made allowance for it and will require the construction of a wastewater pump station referred to as Bunbury PS K. Funding of this will need to be discussed with us to ensure coordination with the staging of the development of the area. The location of the pump station will need to be considered at the Local Structure Plan stage, it is ideally integrated with Public Open Space to ensure the visual and odour impact is minimised.</p> <p>Drainage</p> <p>Some of the subject area falls within a rural drainage system. Rural drains are not designed to always give flood protection, and some inundation of land can be expected. Water Corporation maintains its existing drains to ensure they are capable of clearing water from adjacent rural properties within three days of a storm event, where contours and internal drainage make this physically possible.</p> <p>The Water Corporation has concerns regarding drainage for the focus areas below:</p> <p>Focus Area 5 - Glen Iris Structure Plan Area</p> <p>The Water Corporation is responsible for maintaining the Preston River levee banks adjacent to this area, internal drainage for the development is the responsibility of the City. Any potential impact on the Preston River will need to be discussed with the Water Corporation.</p> <p>General Comments</p>	

#	Name / Address	Submission	Officer Comments on Submission
		The information provided above is subject to review and may change. If the proposal has not proceeded within the next 12 months, please contact us to confirm that this information is still valid.	
4	Department of Education, 151 Royal St, East Perth, WA 6004	<p>Thank you for your email on 28 November 2024 providing the Department of Education (Department) with the opportunity to comment on the City of Bunbury (City) Local Planning Strategy Amendment No. 3 - Housing Theme (Amendment), which proposes to capture key actions and recommendations contained within the City's Local Housing Strategy, adopted in 2021.</p> <p>It is worth noting that every new residential development or intensification of residential density creates demand for, or on public schools. Preliminary analysis reveals that the existing public primary schools within the municipality will not be able to be accommodated by the resultant student demand from the City's Housing Strategy dwelling yield targets. To effectively plan for public primary school sites, the Department recommends that the next update to the Local Planning Strategy should reflect the need for increased public schooling in alignment with the Western Australian Planning Commission's Operational Policy 2.4 – Planning for School Sites.</p> <p>In view of the above, the Department has no in principle objection to the proposed Amendment. The Department will continue to monitor residential growth and student enrolment demand of public schooling within the City. The Department welcomes the opportunity to work with the City to forward plan for the educational needs of the community in the long term.</p>	Recommendation noted. Further collaboration with the Department of Education will be undertaken at that time and also during the preparation of local area based planning initiatives as appropriate.
5	Main Roads WA, South West Region PO Box 5010, Bunbury WA 6231	I refer to the City's request for comment regarding the above and advise that Main Roads has no objection to the proposed changes in principle. We do offer the following general comments in relation to housing 'Focus Area No. 2 – Regional Frame Area', more specifically	<p>Comments Noted.</p> <p>Further investigation (and consultation with Main Roads WA as appropriate) will be undertaken at subsequent stages of</p>

#	Name / Address	Submission	Officer Comments on Submission
		<p>Areas 2.1 and 2.2, and Focus Areas 4 and 5 – Bunbury Transit (Train) Station & the Glen Iris District Structure Plan area.</p> <p>It is noted that Focus Area 2.1 is described as the area ‘contained between Spencer St, Blair St, Cornwall St and Strickland St’ and Focus Area 2.2 is described as the ‘Homemaker Centre’. It is further noted that the Strategy on page 7 indicates:</p> <p>“Investigations into matters such as movement and transport, zoning changes and development controls are anticipated to be undertaken (over short, medium or long term) to guide future development within each Focus Area.”</p> <p>In this regard it is noted that the City has a limited number of major integrator/arterial roads which provides access into the Regional Centre and the Regional Centre Frame Area. It is recommended, particularly in relation to the Regional Centre Frame Area given the future importance and function of the Blair Street corridor, that consideration be given to the preparation of Transport Improvement Plans and/or Access Strategies for these precincts to integrate transport and land use planning to support and accommodate future traffic demands on these key road and movement corridors.</p> <p>It is also understood that the City has previously during the development of the Glen Iris District Structure Plan expressed some views in relation to future potential linking of Focus Areas 4 and 5 as an Activity Centre Corridor across the Preston River, which, if supported in principle by the State, is likely to attract the need for significant infrastructure funding in relation to the Preston River crossing and corridor connectivity and improvement beyond.</p> <p>Consideration should be given to the early investigation into and possible development of developer contribution schemes, which could either be based on a broad Scheme Area-wide monetary</p>	<p>planning, and this can be expected to extend to a review of funding opportunities / responsibilities for proposed new or upgraded road infrastructure.</p>

#	Name / Address	Submission	Officer Comments on Submission
		<p>contribution approach and/or individual precincts, to help co-fund future infrastructure requirements. It is likely that such a contribution scheme will need to be sufficiently developed and underpinned by planned road and other civil infrastructure concept designs (which have sufficiently been developed to a point where they can be used for broad cost estimate purposes) and a robust traffic model, including broad assumptions regarding land use and the future uptake of development, to inform monetary and/or 'in-kind' contributions and determine the likely timing and/or staging of infrastructure improvements or delivery.</p> <p>It is anticipated that the City would be required to pre-fund and undertake these investigations due to the scope and scale of these investigations.</p> <p>I trust the above advice may be of some assistance to the City in the ongoing review and development of its strategic planning framework.</p>	
Public Comments – OBJECTION –			
	<i>none</i>	-	
Public Comments – NO OBJECTION / SUPPORT			
	<i>none</i>	-	

10.5 Director Infrastructure

10.5.1 South West Sports Centre (SWSC) Swimming Pool Liner Replacement

File Ref:	RFT2425/008
Applicant/Proponent:	Internal
Responsible Officer:	Alec Williams - Contracts and Procurement Officer Shahin Mahmud – Coordinator Property Management & Maintenance
Responsible Manager:	David Ransom - Manager Finance Tristan Davenport – Manager Infrastructure Maintenance Services
Executive:	Aileen Clemens – Director Infrastructure
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Confidential Appendix 10.5.1-A Evaluation Report

Summary

The City of Bunbury issued a Request for Tender RFT2425/008 SWSC Swimming Pool Liner Replacement with a view to engaging a suitably qualified contractor to replace the existing vinyl liner finish with tiling in the 25m leisure pool at the SWSC.

The City received three (3) tender submissions, and it is recommended that Council accept the response recommended in the Confidential Appendix 10.5.1-A Evaluation Report.

Executive Recommendation

That the Council:

1. Authorise additional funds of \$278,236.21 (Ex. GST) required to award this tender which have been sourced from the following projects that are no longer proceeding:
 - a. PR-4877 Renew/Upgrade Local Roads – Strickland Street - \$200,000;
 - b. PR-5278 Renew/Upgrade Local Roads (Industrial) - \$48,400; and
 - c. No further works will occur in PR-5168 Refurbish City Facilities, Changerooms and Public Conveniences or PR-4268 Renewable Energy and Energy Efficient Projects after the current financial commitments are discharged which will cover the balance of the budget difference of \$29,836.21.
2. Accepts the recommendation as contained in the Confidential Appendix 10.5.1-A Evaluation Report.
3. Authorise the Chief Executive Officer to:
 - a. negotiate and agree minor variations with the recommended respondent; and
 - b. enter into a contract with the recommended respondent.
4. Upon resolution of the recommendation, directs that the successful respondents' name, and the estimated total consideration under the resulting contract be made public, and included within the minutes of this meeting.

Voting Requirement: Absolute Majority for item 1.

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy and connected community
Outcome 3	A healthy and active community
Objective 2	Encourage participation in sport, recreation and leisure facilities

Regional Impact Statement

The leisure and walking pool at the SWSC is a regional facility catering for a total of circa 600,000 patrons per annum. The nearest facilities are at Busselton and Leschenault respectively. The long-term repair of this facility via tiling will ensure continued service into the region for the future. The leisure pool is imperative amongst other uses to service the in excess of 1,500 children enrolled in the swim school per term.

Background

The tender was advertised in the West Australian and the Bunbury South West Times newspapers on Wednesday, 20th November 2024 and Thursday, 21st November 2024 respectively. The tender document(s) were made available via the City’s procurement portal through VendorPanel.

A total of 32 suppliers viewed the advertisement and at closing 3 responses were received.

Tenders received from:									
Maurimosaic	Pty	Ltd	[ABN	95	609	158	769]	2-4 Shepparton Road, Helensvale QLD 4212	
Paragon	Construction	Solutions	Pty	Ltd	[ABN	22	645	233	736]
Suite 2 Level 1 41-43 Ord Street, West Perth WA 6005									
Distinctive	Pools	Pty	Ltd	[ABN	51	619	280	278]	5 Langar Way, Landsdale WA 6065

The tenders were evaluated using the following criteria:

Qualitative Criteria	Weighting (%)
Relevant Experience and Key Personnel	25
Demonstrated Understanding	15
Materials & Quality	15
Workmanship Standards	15
Price	30
Total	100

Council Policy Compliance

Tendering for goods and services is conducted in accordance with:

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

Legislative Compliance

The total consideration under the resulting contract is greater than \$400,000, or \$1,200,000 for a multi-year contract. Therefore, in accordance with section 5.43(b) of the *Local Government Act 1995* (the Act) read with Delegation 1.1.11, the tender is required to be presented to Council.

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

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

With regard to RFT2425/008, City officers have complied with abovementioned legislative requirements.

Officer Comments

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

The progression of this project to tile the leisure pool is pivotal for the pool to continue operation. The current liner is failing and needs replacement. Through a consultant, tiling has been provided as a better more effective long term solution to ensure that the asset continues to have an extended useful life. The pool has required the liner to be replaced approximately every 4 years since the centre opened. The tiling of the pool is expected to last for approximately 20 years which will ensure minimal service disruption in the longer term.

Details of the evaluation and officer comments can be viewed in Confidential Appendix 10.5.1-A Evaluation Report.

Analysis of Financial and Budget Implications

The initial estimated cost for this procurement was \$253,000 (Ex. GST), which included a 15% contingency. The base contract price is \$459,236.21 (Ex. GST); however, it could increase to approximately \$531,236.21 (Ex. GST) depending on the utilisation of the provisional sums outlined in the contract.

Project PR-5164 Renew or Refurbish Community, Corporate, Sport and Leisure Buildings 2024/25 has an adopted budget of \$500,000 (Ex. GST). Replacing the SWSC Swimming Pool Liner was one of eight jobs identified to be delivered in 2024/25 with an original estimate of \$253,000 (Ex. GST).

To find sufficient funds to cover the difference in budget, project PR-4877 Renew/Upgrade Local Roads – Strickland Street (\$200,000) and PR-5278 – Renew/Upgrade Local Roads (Industrial) (\$48,400) will not proceed. No further works will occur in PR-5168 Refurbish City Facilities, Changerooms and Public Conveniences and PR-4268 Renewable Energy and Energy Efficient Projects after the current financial commitments are discharged which will cover the balance of the budget difference.

Evaluation of the tender prices (and ranking) has been assessed but as the results are "commercial in confidence" this can be viewed in Confidential Appendix 10.5.1-A Evaluation Report.

Community Consultation

Community consultation was not necessary for this project to be progressed. Direct feedback we have received from the community is that the liner is reaching the end of its useful life and needs replacing.

Councillor/Officer Consultation

Consultation took place with Manager Infrastructure Maintenance Services, Manager Sport and Recreation, Team Leader Sport and Recreation and Coordinator Infrastructure Maintenance Services as well as the Director Infrastructure and Director Sustainable Development to ensure the successful delivery of the tiling of the 25m walking lane at SWSC.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The contract is expected to commence within one (1) week of council endorsement.

DRAFT
For review at the Council
Briefing Session
18 February 2025

Background

The City of Bunbury is a current participant in the WALGA Sustainable Energy Project. The Project is an Australian Competition & Consumer Commission (ACCC) approved buying group of Local Governments that has contracted electricity under a volume aggregated purchasing process. Participants benefit from access to renewable energy and reduced energy prices.

There are 48 Local Government participants contracted to the Phase One contract term which commenced on 1 April 2022 and will expire on 31 March 2025. The Phase One term of the Project is estimated to have saved Local Governments \$34 million in expenditure and offset over 120,000 tonnes of carbon.

The City is estimated to have saved \$834,247 in expenditure and offset 1646 tonnes of carbon during phase one.

The previous council decision is included below.

Council Decision 262/21

That Council:

- 1. Endorses the City of Bunbury's participation in the Western Australian Local Government Association (WALGA) Energy Sustainability and Renewables Energy Project.*
- 2. Accepts WALGA's Energy Framework Offer and authorises the Chief Executive Officer to negotiate and enter into an Electricity Supply Agreement with Electricity Generation and Retail Corporation, trading as Synergy (Synergy) for the supply of electricity to the City's contestable sites for the period commencing 1 July 2022 and ending 20 June 2025 on the basis of accepting an unbundled price structure and Natural Power (renewable energy) to be provided in increasing percentages (Year 1 – 25%, Year 2 – 50% and Year 3 -100%) over the term of the Electricity Supply Agreement.*
- 3. Request the CEO present Council with options for the City's contestable sites to provide their own renewable energy, prior to the end of the 3-year Electricity Supply Agreement.*
- 4. Request the CEO collaborate with surrounding Local Governments to identify opportunities for investment in the production of renewable energy for the region.*

CARRIED

Council Policy Compliance

The proposed contract is in accordance with

- Purchasing Council Policy
- Sustainability and Environmental Strategy 2023-2028

Legislative Compliance

The total consideration under the resulting contract is greater than \$400,000, or \$1,200,000 for a multi-year contract. Therefore, in accordance with section 5.43(b) of the *Local Government Act 1995* (the Act) read with Delegation 1.1.12, the quotation is required to be considered by Council.

Officer Comments

In December 2023, the City of Bunbury entered an MOU with WALGA allowing the City's contestable energy spend to be represented into this procurement process for the purposes of

pricing. WALGA ran a Request For Quotation (RFQ) for a new contract which was overseen by a steering committee and evaluated by a team of WALGA officers, Local Government officers, and independent technical consultants.

Modelling from WALGA shows that the Western Australian Wholesale Electricity Market (WEM) has changed significantly since the Project was first tendered to the market in 2021. The short-term electricity market price has increased from \$48.03 in Q3 2021 to \$98.54 at the end of June 2024, an increase of 105%.

The most advantageous offer from the RFQ was an alternative offer received from Synergy, which is summarised as follows:

- A three-year contract term from 1 April 2025 to 31 March 2028
- A new Time-of-Offer band that allows for Peak, Midday and Off-Peak rates allowing for spend optimisation by scheduling consumption into a business hours period that has a cheaper supply rate
- Unbundled pricing
- Value added services that include an option to apply NaturalPower to street lighting

Synergy's terms are dependent on 100% of Participants agreeing to the contract. The WALGA Sustainable Energy Project Phase Two offer includes fall back options (1 & 2) depending on the percentage of participation.

Analysis of Financial and Budget Implications

WALGA modelling estimates that by accepting the most advantageous offer from Synergy, WALGA Members will incur an estimated average 36% increase from their incumbent three-year contract (locked in rates from 2022). This compares to an estimated increase in costs (62% for unbundled and 81% for bundled offers) that would otherwise occur were it not for the continuation of the WALGA Sustainable Energy Project.

The City's offer represents a 32% increase in costs for Bunbury's 13 contestable sites, which will be incorporated into future budget projections. However, this is a 17% saving when compared to open market pricing over the 3 years.

Detailed breakdown of the contract pricing has been provided in *Confidential Appendix 10.5.2-A WALGA Sustainable Energy Project Phase Two* as the pricing contained in the attachment is commercial in confidence.

Community Consultation

Not applicable.

Councillor/Officer Consultation

This recommendation has been prepared in consultation with the Director Infrastructure, and the Manager Finance.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The City must provide a signed contract back to WALGA before 7 March 2025 to participate.
The new contract will commence 1 April 2025.

DRAFT
For review at the Council
Briefing Session
18 February 2025

11. Applications for Leave of Absence

11.1 Mayor Miguel

The Mayor requests a leave of absence from all Council-related business from 31 March to 11 April 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*, the Mayor is granted a leave of absence from all Council-related business from 31 March to 11 April 2025 inclusive.

DRAFT
For review at the Council
Briefing Session
18 February 2025

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

DRAFT
For review at the Council
Briefing Session
18 February 2025