



City of Bunbury Council

Notice of Meeting and Agenda 18 March 2025



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

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Acknowledgement of Country

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

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

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

WE ARE OPEN

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

WE ARE BRAVE

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

Nature of Council’s Role in Decision Making

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

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

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

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

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

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

City of Bunbury Council Notice of Meeting

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



Alan Ferris
Chief Executive Officer
(Date of Issue: 13 March 2025)

Agenda

18 March 2025

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

Council Members:

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

1. Declaration of Opening / Announcements of Visitors

2. Disclaimer

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

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

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

Copyright

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

Recording and Webstreaming of Meetings

- All Ordinary and Special Council Meetings are electronically recorded in accordance with Section 5.23A of the *Local Government Act 1995*.
- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office
- The live stream can be accessed at <http://www.bunbury.wa.gov.au/Pages/Live-Stream.aspx> or <https://www.youtube.com/@CityofBunbury>.
- Recordings can be accessed at <https://www.youtube.com/@CityofBunbury>
- If you have any issues or concerns regarding the live streaming and recording of meetings, please contact the City's Governance Officer on 9792 7000.

3. Announcements from the Presiding Member

4. Attendance

4.1 Apologies

4.2 Approved Leave of Absence

5. Declaration of Interest

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

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

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

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

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



Declaration of Interest Form

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

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

Directions:

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

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

6. Public Question Time

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

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

6.1 Public Question Time

6.2 Responses to Public Questions Taken 'On Notice'

Nil

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

7.1 Minutes

7.1.1 Minutes – Ordinary Council Meeting

The minutes of the Ordinary meeting of the City of Bunbury Council held 25 February 2025 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 25 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: CEO Performance Review Committee Minutes 27 February 2025 Appendix 7.1.2-B: Audit Committee Minutes 4 March 2025

Summary

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

1. Title: CEO Performance Review Committee
Author: Maureen Keegan, Senior Governance Officer
Appendix: 7.1.2-B
2. Title: Audit Committee
Author: Greg Golinski, Manager Governance and Integrated Planning
Appendix: 7.1.2-A

Council Committee Recommendation

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

1. CEO Performance Review Committee 27 February 2025
2. Audit Committee 4 March 2025

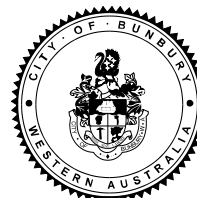


CEO Performance Review Committee

Minutes

27 February 2025

CEO Performance Review Committee



CITY OF BUNBURY
4 Stephen Street
Bunbury WA 6230
Western Australia
Correspondence to:
Post Office Box 21
Bunbury WA 6231

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Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

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We have the courage to improve and simplify

1. Declaration of Opening

The Presiding Member declared the meeting open at 12pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Mayor Jaysen Miguel	City of Bunbury
Councillor Cheryl Kozisek	City of Bunbury
Councillor Marina Quain	City of Bunbury
Councillor Tresslyn Smith (proxy)	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mr Alan Ferris	CEO

Support Staff:

Name	Title
Mrs Maureen Keegan	Senior Governance Officer

4.1 Apologies

4.2 Approved Leave of Absence

Cr Steele is on an approved leave of absence until 10 March 2025.

5. Declaration of Interest

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

6. Confirmation of Minutes

Committee Decision: Moved Cr Kozisek Seconded Cr Quain

The minutes of the CEO Performance Review Committee meeting held on 25 June 2024 are confirmed as a true and accurate record.

CARRIED

7. Method of Dealing with Agenda Business

As items are listed.

8. Reports

8.1 CEO Salary Review

File Ref:	COB/515
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Alan Ferris – Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Confidential Report CRUSC-1 – CEO Salary Review Confidential Appendix CRUSC-2 Summary Report CEO Performance and Remuneration Review

This report is confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees*

The confidential report and recommendation were circulated to members **under separate cover** (Confidential Reports CRUSC-1 & CRUSC-2). The report is not for circulation.

Outcome of Meeting

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

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

9. Questions from Members

9.1 *Response to Previous Questions from Members taken on Notice*

Nil

9.2 *Questions from Members*

10. Urgent Business

Nil

11. Date of Next Meeting

TBD

12. Close of Meeting

The Presiding Member declared the meeting closed at 12:09pm



Audit Committee

Minutes

4 March 2025

Audit Committee

City of Bunbury
4 Stephen Street
Bunbury WA 6230
Western Australia
Correspondence to:
Post Office Box 21
Bunbury WA 6231

Audit Committee Terms of Reference

The duties and responsibilities of the committee will be:

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

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Audit Committee Minutes

4 March 2024

Acknowledgement of Country

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

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

1. Declaration of Opening

In the absence of the Chair and there being no Deputy Presiding Members of the Audit Committee, the members chose Mr Stuart Eaton to Chair this meeting in accordance with section 5.14 of the *Local Government Act 1995*.

The Presiding Member declared the meeting open at 2pm welcoming those in attendance, including guests online being Mr Jay Teichert and Mr James Arthur from the OAG and Moore Australia respectively.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Mayor Jaysen Miguel	City of Bunbury
Cr Marina Quain	City of Bunbury
Mr John Barratt	Independent Member
Mr Stuart Eaton (Presiding)	Independent Member

Support Staff/Visitors:

Name	Title
Greg Golinski	Manager Governance
David Ransom	Manager Finance
Karin Strachan	Director Corporate and Community Services
Delise Fynn	Internal Auditor
Donelle Bruton	Team Leader Financial Accounting
Maureen Keegan	Senior Governance Officer
Jay Teichert	OAG
James Arthur	Moore Australia

4.1 Apologies

Cr Ghasseb and Cr Steck were apologies as was the CEO.

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

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

Nil

6. Public Question Time

Not applicable to this committee.

7. Confirmation of Minutes

Committee Decision: Moved: Mr Barratt Seconded: Cr Quain

The minutes of the Audit Committee Meeting held on 19 November 2024 are confirmed as a true and accurate record.

CARRIED

8. Presentations

8.1 Audit Entrance Meeting

Representatives from the OAG and Moore Australia will be in attendance to conduct an entrance meeting for the City's FY2025 financial audit, refer **Appendix 8.1 Audit Strategy Memorandum.**

Outcome of Meeting 4 March 2024

Mr Teichert introduced himself as the OAG representative managing the financial audit of the City of Bunbury replacing Carly Meagher, who had served in the role for 7 years.

Mr Arthur provided the committee with an overview the audit scope and approach for the FY25 audit as will be undertaken by Moore Australia. Key focus areas will include:

1. Valuation of Land and Buildings and Infrastructure
2. Revenue Recognition
3. Completeness of Liabilities
4. Management Override of Controls and Fraud
5. Valuation of Employee Related Provisions
6. Accounting for Joint Arrangements
7. Accounting for Rehabilitation Costs
8. Internal Controls (including IT controls)
9. Other Disclosures in the Financial Report

9. Method of Dealing with Agenda Business

Items were dealt with in the order they appeared in the agenda.

10. Reports

10.1 Compliance Audit Return

File Ref:	COB/6329
Applicant/Proponent:	Internal
Responsible Officer:	Liam Murphy, Governance Officer
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 type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1: 2024 Compliance Audit Return

Summary

The purpose of this report is for Council to consider the Statutory Compliance Audit Return (the Return) for the calendar year 1 January to 31 December 2024.

Executive Recommendation

That the Audit Committee recommend that Council endorse the Statutory Compliance Audit Return for the City of Bunbury for the period 1 January to 31 December 2024.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Not applicable

Background

Each year the Department of Local Government, Sport and Cultural Industries requires local governments to conduct an annual assessment of their compliance with key components of the *Local Government Act 1995* (the Act) and associated Regulations. The 2024 Return is to be provided to the Department by 31 March 2025.

Council Policy Compliance

There is no current Council Policy relevant to this item.

Legislative Compliance

Completion of the statutory Compliance Audit Return is a requirement under the provisions of section 7.13(1)(i) of the *Local Government Act 1995* and regulations 13 and 14 of the *Local Government (Audit) Regulations 1996*.

Officer Comments

Mangers and Officers were provided with copies of the relevant sections of the Return for assessment and completion. The City's Internal Auditor then conducted an audit to validate the provided responses and request additional information as necessary. The final Return has been compiled on-line using the information provided.

There following instances of non-compliance were identified for the 2024 period:

1. There was 1 instance of non-compliance in relation to the submission of a primary return.
2. There was 1 instance of non-compliance in relation to the submission of an annual return.
3. The register of primary and annual returns included persons who should have been removed; however, this has since been rectified.
4. There were 2 submitted primary/annual returns which were not acknowledged by the CEO

A copy of the return is attached at appendix 10.1 Any comments where appropriate are included in the Return to assist in either validating compliance or explaining non-compliance.

In the case of points 1 and 2, both of these have been reported to the DLGSCI as required. Although they are considered lower risk, points 3 and 4 have also now been rectified.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable

Councillor/Officer Consultation

Relevant Officers, the Internal Auditor, and the Executive Leadership Team have been consulted in relation to the completion of the 2024 Return, which is now presented to the Audit Committee for consideration.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Following Council Endorsement, the Return will be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.

Outcome of Meeting 4 March 2024

The recommendation (as printed) was moved by Mayor Miguel and seconded by Cr Quain and was carried unanimously as follows:

That the Audit Committee recommend that Council endorse the Statutory Compliance Audit Return for the City of Bunbury for the period 1 January to 31 December 2024.

Audit Committee

10.2 Annual Leave Balances

File Ref:	COB/6817
Applicant/Proponent:	Internal Audit Department
Responsible Officer:	Delise Fynn, Internal Auditor
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Confidential Appendix 10.2: Annual Leave Report as at December 2024*

* Confidential Appendix 10.2 is provided under separate cover for committee members in accordance with LGA s.5.23(2)(a) as it relates to a matter affecting an employee or employees.

Summary

The purpose of this report is to provide the Audit Committee (the Committee) with information relating to Annual Leave accruals for City staff.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

The CEO has previously been requested by the Committee to provide a recurring report concerning accrued staff leave. This was requested based on the risk presented to the City in carrying excessive leave liabilities.

This report fulfils this requirement and is provided bi-annually as at 30 June and 31 December each year.

Council Policy Compliance

There are no Council policies relating to this report.

Legislative Compliance

N/A

Officer Comments

The attached report (Confidential Appendix 8.2) details the City's leave liabilities as at 31 December 2024, as well as trend data for earlier periods.

The figures represent liabilities in excess of annual entitlements (4, or 5 weeks depending on the Officer) and also liabilities in excess of 8 weeks, which is defined by Fair Work Australia as being "excessive".

Note that the total leave liability includes the annual leave loading of 17.5% and 14% on costs being workers compensation and superannuation.

The report is presented for information and discussion as appropriate.

Analysis of Financial and Budget Implications

Nil

Community Consultation

N/A

Councillor/Officer Consultation

N/A

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A

Outcome of Meeting 4 March 2024

The recommendation (as printed) was moved by Cr Quain and seconded by Mr Barratt and was carried unanimously as follows:

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

Audit Committee

10.3 Review of the City of Nedlands Audit Findings

File Ref:	COB/7100		
Applicant/Proponent:	Internal Audit		
Responsible Officer:	Delise Fynn, Internal Auditor		
Responsible Manager:	Greg Golinski, Manager Governance & Integrated Planning		
Executive:	Karin Strachan, Director Corporate and Community		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input checked="" type="checkbox"/> Information Purposes	
Attachments:	Nil		

Summary

In June 2024, the City of Nedlands received a disclaimer of opinion result for their financial audit for the year ending June 2023. In light of the factors contributing to this disclaimer, the City of Bunbury conducted a review of the findings in comparison with our own practices.

Based on this review, it is concluded that the City of Bunbury’s current practices are well-established and functioning effectively, ensuring efficient operations and compliance with relevant standards.

The purpose of this report is to provide the Audit Committee with an overview of this review and its outcomes.

Executive Recommendation

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

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

N/A

Background

The Office of the Auditor General (OAG) report on Local Government 2022-23 Financial Audit Results was presented to the Parliament of Western Australia on 6 June 2024. The report stated that of the 137 local government entities audited, only the City of Nedlands received a disclaimer of opinion.

In accordance with the Audit Committee's request, the City of Bunbury has undertaken a review of the City of Nedlands audit findings to assess their relevance and applicability to our own practices and processes. This review aimed to identify any areas where improvements can be made, ensuring alignment with best practices and compliance with relevant standards. The report into the City of Nedlands has been provided to committee members previously.

Council Policy Compliance

There are no Council policies relating to this report.

Legislative Compliance

N/A

Officer Comments

Below are factors leading to the disclaimer of opinion, as well as a comparison with current practices at the City of Bunbury.

Factors leading to the Disclaimer of Opinion

The following outlines the factors that led to the disclaimer of opinion for the City of Nedlands audit, along with a comparison (in blue) of the practices followed by the City of Bunbury.

1. Inadequate infrastructure revaluation

Infrastructure is the City's largest balance sheet item and in accordance with the City's accounting policy was subject to external revaluation on 30 June 2023. The net infrastructure valuation increase recorded in the financial report was \$152.7million.

The City's delay in engaging a suitably qualified valuer coupled with incomplete asset listings meant the final valuation results were not available to meet the agreed audit timetable. Furthermore, the City did not appropriately review the valuation report and the key underlying valuation assumptions prior to submission to the auditor. Consequently, queries arose during the audit and the auditor noted numerous material adjustments.

City of Bunbury Practice:

Under the Local Government (Financial Management) Regulations 1996, the City is obligated to revalue its asset infrastructure within five years of the last valuation or revaluation. This responsibility is outlined in the Asset Project Officer's position description and is considered a core duty of the role, ensuring revaluations are completed within the timeframes specified by the financial regulations.

The City of Bunbury's assets are managed through Asset Finda System and asset revaluations are carried out by the Projects and Asset Management team.

Planning for revaluations begins before the next financial year to ensure that all infrastructure assets due for revaluation are addressed. The methods used to ensure the accuracy of revaluations include:

- ***In-house assessments:*** *These cover open spaces, pathways, roads & parking, structures, and shelter assets.*
- ***External valuations:*** *For assets such as bridges, marine, stormwater and public art.*

Revaluation reports are completed once revaluations are finalized. These reports detail the assets revalued, along with financial notes and assumptions used in the revaluation process.

According to the Financial Audit Concluding Report for the financial year ending June 2024, the external auditors conducted key audit procedures were satisfied that the infrastructure assets are fairly and accurately stated as of 30 June 2024.

2. Unsupported general journals and inaccurate transactions.

The OAG found journal samples selected for testing did not have supporting documentation to explain transactions. These journals had a pervasive impact across the financial report. Additionally, there was a failure to accrue and account for transactions within the correct accounting period and multiple instances were found where accrual and prepayment transactions were recognised as invoiced in the year ended 30 June 2023 when they related to the prior or future accounting periods.

City of Bunbury Practice:

When the need for a journal is determined, the person preparing the journal collates the relevant supporting documentation to substantiate the journal entry. The person authorising the journal entry is the Financial Manager or Supervisor with financial oversight responsibilities.

The reviewer will check the journal entry for accuracy. Ensuring that the correct accounts, amounts, and dates are used. Any discrepancies in the supporting documentation are resolved before final approval. The journal is signed by the preparer and the reviewer.

Supporting documentation is filed for future reference and audit/compliance purposes.

Based on the recent financial audit conclusion report for year ended 30 June 2024, journal entries and other adjustments were examined, and the auditors stated that they were confident that the risk of fraud from management override has been mitigated to an acceptable level.

3. Incomplete transition to OneCouncil

During FY23, the City partially changed its accounting software from Civica Authority to OneCouncil with the effective date of 1 July 2022. However, data migration was incomplete and accounting opening balances not properly reconciled. The system-related challenges delayed preparation of the finance report and also meant finance staff were unable to provide complete, accurate and reconciled financial information during the audit.

City of Bunbury Response:

This finding is specific to the City of Nedlands as the City of Bunbury is not currently in the process of transitioning to a new Enterprise Resource Planning product.

4. Lack of balance sheet reconciliations

During the audit process, finance staff were unable to provide explanations for balance sheet reconciliation variances to the 30 June 2023 trial balance. The City lacked effective end of month balance sheet processes with discrepancies and errors carried forward each month, dating back several years. The audit findings also indicated multiple suspense accounts, and the finance staff were unable to provide explanations for posted transactions.

City of Bunbury Practice:

A structured process for monthly balance sheet reconciliations is established, where discrepancies are identified and resolved, with relevant supporting documentation attached. Reconciliations are signed by the preparer and their supervisor after review.

5. General computer controls

General computer controls are integral to effectively support the preparation of the financial report, delivery of key services, confidentiality, integrity and availability of information systems. The auditors identified four 'Significant' findings relating to privileged account access, authentication and user access. The information system control weaknesses impacted the timing and extent of the audit approach.

City of Bunbury Practice:

Below is a summary of the City's approach to managing risks associated with general computer controls. It is important to note that while many of these controls follow best practices, some are newly introduced and are still being tested for their effectiveness.

i. Access & Administration Management

- *Implementation of the principle of least privilege to ensure users only have access necessary for their roles.*
 - *Regular review of admin and elevated access permissions.*
 - *Role-based access controls (RBAC) and logging of privileged user activities.*
 - *Multi-factor authentication (MFA) enforced for all administrative accounts. of the principle of least privilege to ensure users only have access necessary for their roles.*
 - *Regular review of admin and elevated access permissions.*
 - *Role-based access controls (RBAC) and logging of privileged user activities.*
 - *Multi-factor authentication (MFA) enforced for all administrative accounts.*
- ii. Password & Network Security Policy**
- *A group policy enforces password complexity, non-reuse of previous passwords, and expiration requirements.*
 - *Cyber awareness training reinforces the importance of strong passwords.*
- iii. Firewall & WiFi Security**
- *An Intrusion Prevention System (IPS) is active.*
 - *Firewall firmware is kept up to date, and log-level configurations are periodically reviewed.*
 - *WiFi networks are regularly audited for misconfigurations, shared passwords, and outdated firmware.*
- iv. VPN & Remote Access Security**
- *Multi-Factor Authentication (MFA) is required for remote access via VPN.*
 - *Failed login attempts result in account lockouts to prevent unauthorized access*
- v. Cryptographic Storage & Compliance**
- *Passwords are stored in compliance with SOC2 & SOC3 standards.*
 - *Multi-tiered access control is implemented for sensitive data.*
- vi. Traffic Control & Network Management**
- *On-premise applications and cloud-based solutions have performance monitoring and security controls in place.*
 - *Additional network configurations are implemented for cloud applications to enhance security and reliability.*
- vii. Data Classification & Privacy Training**
- *Training is being developed to ensure appropriate handling and classification of sensitive data to prevent data breaches.*
- viii. Cyber Awareness Training (Induction & Ongoing Training)**

- *The City of Bunbury provides cyber awareness training to staff, volunteers, and contractors as part of their onboarding process.*
- *Ongoing training is scheduled to ensure continuous awareness of emerging threats.*
- *The effectiveness of training is still to be formally tested but is a newly introduced initiative.*

ix. Patch Management

- *A patch management process is in place to ensure vulnerabilities are addressed promptly.*
- *Emergency fixes and firmware updates are deployed as required.*

x. Backup and Restore Capabilities

- *Regular backups are performed, and periodic restore tests are conducted to validate data integrity and availability.*
- *This process mitigates the risk of data loss due to hardware, application, or network failures.*

xi. Endpoint & Malware Protection

- *TrendMicro is installed on all servers and endpoints with default settings to remove potential threats.*
- *Microsoft 365 email scanning enhances phishing and malware protection.*
- *USB device use is monitored and restricted as necessary.*

xii. Business Continuity Planning

- *Procedures are established to ensure resilience against disruptions.*
- *Testing of contingency plans and recovery processes is scheduled for validation.*
- *Testing of contingency plans and recovery processes is scheduled for validation.*

6. Internal audit management

The City of Nedlands has a strategic internal audit plan conducted externally by Moore Australia.

It is noted that several external audit findings had previously been identified by the internal auditor. For example, on 20 February 2023 Moore's report on Asset Management was presented to the Audit Committee. The report noted no fixed asset module was being maintained in either the Civa Authority or OneCouncil, incomplete reconciliations of the asset registers to the general ledger, capital work in progress not capitalised, regular depreciation postings missing, and the underlying records did not support financial reports.

Despite consequential internal audit findings, the Audit Committee only received limited commentary from executive management, and the meeting minutes only record brief generic wording under the section titled Strategic Implications. The annual internal auditor plan, findings and recommended actions, and implementation of remediation actions were under the responsibility of Director Cole.

City of Bunbury Practice:

An active internal audit plan is in place and executed internally by the City's Internal Auditor. This complements the annual financial audit and Financial Management Systems Review that is undertaken by the City's external auditors.

An audit findings database and follow-up process to monitor and ensure that management's actions to audit findings (both internal and external) have been effectively implemented or that senior management has accepted the risk of not acting. Updates on the audit findings database are provided to the Audit Committee on a quarterly basis.

7. External audit readiness

On 6 September 2023 the OAG had advised the City of Nedlands if key information and people were not reasonably available within the agreed audit schedule it would no longer wait as was done in prior years. However, there was no structured process for CEO Parker or the Audit Committee to systematically track and report to Council the preparation and progress of the audit, to recognise if additional skills and resources were required to meet the agreed audit schedule.

City of Bunbury Practice:

For the City of Bunbury, the process of managing external audits begins with a communication from the Office of the Auditor General (OAG) to the Finance team, notifying them of the appointment of external auditors. Once this notification is received, the following steps are typically taken to ensure the audit deadlines are met:

- **Initiating contact:** *Once notified on the appointment on external auditors, the Finance team reaches out to them to confirm key details, such as the specific audit dates, scope of the audit, and any initial requirements or documentation that need to be provided.*
- **Finalising the audit schedule:** *Once the dates are confirmed, a formal audit schedule is created, outlining specific timeframes for various phases of the audit process, such as preliminary meetings, fieldwork, and final reporting.*
- **Identifying key deadlines:** *The audit plan outlines the key deadlines leading up to and during the audit. This includes internal deadlines for document preparation and submission, ensuring everything is in place before the auditors begin their fieldwork.*
- **Ensuring compliance:** *The finance team ensures that all relevant documentation and supporting evidence are ready for the audit process.*
- **Coordinating with other departments:** *If the audit involves other departments outside of finance, the Finance team will coordinate with those departments to gather any additional information that may be requested.*
- **Providing support during the audit:** *Once the audit begins, the Finance team is available to assist the external auditors by answering questions, providing access to relevant documents, and facilitating interviews or meetings.*

8. Financial staff resourcing and turnover

Effective end of month processes and provision of the annual financial report are fundamental responsibilities of the Manager Financial Services. There was turnover in this position during FY22, FY23 and FY24 with significant impact on the 30 June 2023 financial reporting and audit result.

The position of Manager Financial Services became vacant on 4 May 2022. On 19 April 2022 Mr Billingham was appointed as an external hire on an interim basis for six months. The interim hiring decision was initiated by Director Cole and approved by CEO Parker. On 8 August 2022 the appointment was extended by three years following a formal recruitment process. This extension was approved by CEO Parker based on a suitability statement provided by Director Cole who also conducted the recruitment interview with two staff from the Human Resources team. The City’s records do not mention receipt of further references.

There was a turnover in the Coordinator Financial Accounting position on 14 April 2023. This position had cross over duties within the OneCouncil team and the loss of the incumbent had a particularly significant impact on the finance team’s OneCouncil capabilities, accounting expertise, and financial reporting skills. There was also a turnover of other financial staff roles during the external audit preparation and fieldwork phases which hindered audit progress

City of Bunbury Response:

The senior finance staff at the City of Bunbury have extensive experience within the organization, contributing to a deep understanding of its operations and financial processes. Below is a breakdown of their tenure:

<i>Finance Manager</i>	<i>31 Years</i>
<i>Financial Accounting Team Leader</i>	<i>19 Years</i>
<i>Senior Finance Officer (1)</i>	<i>15 Years</i>
<i>Senior Finance Officer (2)</i>	<i>5 Years</i>

Additionally, the previous Financial Accounting Team Leader, who recently resigned, had been with the City for 16 years. Their long tenure reflects a strong commitment to the organization and its financial management practices.

Analysis of Financial and Budget Implications

Nil

Community Consultation

N/A

Councillor/Officer Consultation

N/A

Applicant Consultation

N/A

Timeline: Council Decision Implementation

N/A

Outcome of Meeting 4 March 2024

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

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

The committee also requested that a copy of this report be sent to the OAG for their information, in the context of the City's assessment against the factors that lead to the disclaimer of opinion at the City of Nedlands.

11. Response to Previous Questions from Members taken on notice

Nil

12. Urgent Business

Nil

13. Date of Next Meeting

TBC pending completion of interim audit, likely June 2025.

14. Close of Meeting

The Presiding Member closed the meeting at 2.35pm.

These minutes of the Audit Committee held on 4 March 2025 were confirmed as a true and accurate record at the Audit Committee meeting held on _____ 2025.

Chair

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

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

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

8.2 Presentations

8.3 Deputations

8.4 Council Delegates' Reports

8.5 Conference Delegates' Reports

9. Method of Dealing with Agenda Business

10. Reports

10.1 Recommendations from Advisory Committees

10.1.1 Compliance Audit Return

File Ref:	COB/6329
Applicant/Proponent:	Audit Committee
Responsible Officer:	Liam Murphy, Governance Officer
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 type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.1.1-A: 2024 Compliance Audit Return

Summary

The purpose of this report is for Council to consider the Statutory Compliance Audit Return (the Return) for the calendar year 1 January to 31 December 2024.

Committee and Executive Recommendation

That Council endorse the Statutory Compliance Audit Return for the City of Bunbury for the period 1 January to 31 December 2024 as attached at Appendix 10.1.1-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

Not applicable

Background

Each year the Department of Local Government, Sport and Cultural Industries requires local governments to conduct an annual assessment of their compliance with key components of the *Local Government Act 1995* (the Act) and associated Regulations. The 2024 Return is to be provided to the Department by 31 March 2025.

Council Policy Compliance

There is no current Council Policy relevant to this item.

Legislative Compliance

Completion of the statutory Compliance Audit Return is a requirement under the provisions of section 7.13(1)(i) of the *Local Government Act 1995* and regulations 13 and 14 of the *Local Government (Audit) Regulations 1996*.

Officer Comments

Mangers and Officers were provided with copies of the relevant sections of the Return for assessment and completion. The City’s Internal Auditor then conducted an audit to validate the provided responses and request additional information as necessary. The final Return has been compiled on-line using the information provided.

There following instances of non-compliance were identified for the 2024 period:

1. There was 1 instance of non-compliance in relation to the submission of a primary return.
2. There was 1 instance of non-compliance in relation to the submission of an annual return.
3. The register of primary and annual returns included persons who should have been removed; however, this has since been rectified.
4. There were 2 submitted primary/annual returns which were not acknowledged by the CEO

A copy of the return is attached at appendix 10.1.1-A. Any comments where appropriate are included in the Return to assist in either validating compliance or explaining non-compliance.

In the case of points 1 and 2, both of these have been reported to the DLGSCI as required. Although they are considered lower risk, points 3 and 4 have also now been rectified.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Not applicable

Councillor/Officer Consultation

Relevant Officers, the Internal Auditor, and the Executive Leadership Team have been consulted in relation to the completion of the 2024 Return, which is now presented to Council by the Audit Committee for consideration.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Following Council Endorsement, the Return will be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.



Bunbury – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	City of Bunbury Committees do not have delegated authority.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	City of Bunbury Committees do not have delegated authority.
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	City of Bunbury Committees do not have delegated authority.
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	City of Bunbury Committees do not have delegated authority.



5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	City of Bunbury Committees do not have delegated authority.
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	Refer to the delegation register DOC/1347872
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Refer to Council Decision 084/24 Minutes of Meeting 14 May 2024 DOC/1317645"
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Refer to COB/371
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Refer to COB/371
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Refer to Council Decision 084/24 Minutes of Meeting 14 May 2024 DOC/1317645
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Refer to the delegation register DOC/1347872
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Refer to Council Decision 084/24 Minutes of Meeting 14 May 2024 DOC/1317645
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	Processes are in place to ensure staff keep required records in Content Manager, Attain, and Authority

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Recorded within Council minutes.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Recorded within Council minutes.



3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	Recorded within Council minutes.
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	<p>There was 1 instance of non-compliance which was reported to the CCC. A note of the non-compliance has been recorded within the City's compliance register.</p> <p>The Director Sustainable Development failed to lodge a Primary Return within 30 days of commencing in the role. The form was due 2 October 2024 and was submitted on 9 October 2024.</p>
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	No	<p>There was 1 instance of non-compliance which was reported to the CCC. A note of the non-compliance has been recorded within the City's compliance register.</p> <p>A Ranger/Fire Control Officer was on Maternity Leave and failed to lodge their Annual Return by 31 August 2024. The Annual Return was lodged on 2 January 2025.</p> <p>The Governance team has communicated to People and Safety the requirement to be informed when a staff member will take extended leave. To ensure a return can be completed prior to leave.</p>
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	No	<p>Recorded within attain.</p> <p>There are currently 2 outstanding returns to be noted by the CEO. Ranger/Fire control officer submitted 1 July 2024. Senior Planning Officer submitted 29 October 2024.</p>



7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	Recorded within Attain
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	Recorded in Content Manager - DOC/419467
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	No	The register maintained in Attain was updated with the finalisation date of all ceased personnel. Removing ceased persons from the active and current register. The register published on the City website incorrectly included a date range of 5 years.
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Recorded within Attain
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Recorded within Attain
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/gift-registers
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	Recorded within Attain
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Recorded in Content Manager - DOC/419467
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Recorded in Content Manager - DOC/419467



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	25 July 2023 Council Decision 129/23
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	25 July 2023 Council Decision 129/23
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	In 2024, the following advertisements were released regarding the sale of land: 1. 1 Fielder Street - Record DOC/1415578: Statutory Advertising 1 Fielder - Council Decision 262/24 OCM 26 November



				<p>2024</p> <p>2. 11 Nyabing Way</p> <ul style="list-style-type: none"> - Record DOC/1415600: Statutory Advertising 11 Nyabing - CEO delegation as disposal was under \$500 000. <p>3. WACHS Lease</p> <ul style="list-style-type: none"> - Record DOC/1455476: Statutory Advertising - WACHS - Council Decision Council Decision 272/24 OCM 10 December 2024."
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	<p>In 2024, the following disposals were exempt under not-for-profit:</p> <ul style="list-style-type: none"> · Carey Park Football Club · South West Football League · Marist Cricket Club and Dynamos Soccer Club · WA Hang Gliding · Bunbury Dog Club"

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	<p>Register within Content Manager - DOC/433467</p> <p>No declarations were made at the 2023 election, no elections in 2024</p>



2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No election was held in 2024
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	https://www.bunbury.wa.gov.au/live/yourcouncil/governance-and-transparency/giftregisters

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	OCM 7 November 2023, Council Decision 237/23.
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	The audit committee does not have delegated authority
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	The audit report was received by Council 26 November 2024, Council Decision 241/24.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	The following three matters were raised in the Management Letter: 1. Bunbury Harvey Regional Council 2. Information Technology Controls 3. Procurement – Segregation of Duties Management responses were provided and no further action was required from management.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those	N/A	The Auditor's Report did not identify any significant matters.



		matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?		
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	The Auditor's Report did not identify any significant matters.
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	The Auditor's Report is dated 19 November 2024 and was received by Council 26 November 2024, Council Decision 241/24.

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	<p>The Director Sustainable Communities role was advertised Statewide, Nationally and Internationally and included the following channels: City of Bunbury Careers Page: https://cityofbunbury.recruitment.com.au/Vacancies/ from the 24 April 2024 until the 26 May 2024, LinkedIn, Seek, and other national and international networks utilised by the consultant.</p> <p>The Director Infrastructure role was advertised Statewide, Nationally and Internationally and included the following channels: City of Bunbury Careers Page: https://cityofbunbury.recruitment.com.au/Vacancies/ from the 27 May 2024 until the 23 June 2024, LinkedIn, Seek, and other national and international networks utilised by the consultant.</p>



2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Director Sustainable Development – Council Decision 120/24 25 June 2024 Director Infrastructure – Council Decision 176/24 13 August 2024
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The Director Corporate and Community is the complaints officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/conduct-and-ethics

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
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1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Controls to ensure compliance: regular training; Vendor Panel centralised procurement activities, and online requisition system restricts non-compliance prior to a Purchase Order being raised.
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	There is continued analysis on baseline expenditure to ensure that spending over a three-year cumulative period is in line with WALGA recommendations.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Tenders invited via public notice within The West Australian and South West Times.
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	General purchasing staff do not have access to raise requisitions above 75k, these are raised & vetted by a centralised procurement team who have a deep understanding of the legislative requirements.
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	Vendor Panel system automates notification to all tenderers of variations to tender information.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	Two officers present and identified on tender register to dual opening.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Tender registers are completed in accordance with the regulations and available for public inspection, as well as published on the City of Bunbury Website.



8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	Vendor Panel system does not allow for tenders to be submitted after the tender closing date / time.
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Evaluation matrices are utilised to assess which tender is the most advantageous to accept.
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Compliant. The electronic portal system automates this process once a tenderer is selected.
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	Advertising and EOI documentation prepared using compliant templates
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	Vendor Panel system does not allow for EOI's to be submitted after the closing date / time
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	Compliant. EOI's are assessed by the local government, to decide which responses, if any, it thinks would be capable of supplying the goods & services. The CEO lists the acceptable tenderers.
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	Compliant. The electronic portal system automates this process once the acceptable tenderer(s) are selected.
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No panels were set up in the last 12 months.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	Vendor Panel system automates notification to all tenderers of variations to information.
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16,	Yes	Compliant, 2 officers open together.



		as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?		
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	Vendor Panel system does not allow responses to be submitted after the closing date / time.
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	Compliant – standard in all tender documents.
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	Compliant - the electronic portal system automates this process once pre-qualified suppliers are selected
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	26/04/2022 Adopted at Ordinary Council Meeting 26 April 2022. Council Decision 082/22. Minutes within Content Manager DOC/957646
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	23/07/2024 Adopted at Special Council Meeting 23 July 2024. Council decision 145/24. Minutes with Content Manager DOC/1357102



3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	https://www.bunbury.wa.gov.au/live/your-council/city-corporate-plans
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Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	16/08/2022 The Audit Committee received a Financial Management Systems Review (March 2022) at the Committee Meeting of 21 July 2022. Council noted the minutes of the Audit Committee at the OCM 16 August 2022 Decision 164/22
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	27/06/2023 Regulation 17 audit done in June 2023. OCM 27 June 2023
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	Recorded within attain
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Reviewed at OCM 23 July 2024 - Council Decision 140/24 https://cdn.bunbury.wa.gov.au/wp-content/uploads/2025/01/Attendance-at-Events-Council-Policy.pdf
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	DOC/576750 - Reviewed at OCM 26 November 2024 - Council Decision 252/24
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	https://www.bunbury.wa.gov.au/live/your-council/governance-and-transparency/elected-member-training-and-development
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	Submitted on 26 September 2024. Noted in the Audit Concluding Report for year ended June 2024 by Moore.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Refer to OCM minutes for 4 June 2024 and SCM minutes for 23 July 2024

Chief Executive Officer

Date

Mayor/President

Date

10.2 Chief Executive Officer Reports

Nil

10.3 Director Corporate and Community

10.3.1 Rate Exemption Application – Housing Choices Western Australia

File Ref:	COB/1130
Applicant/Proponent:	Housing Choices Western Australia
Responsible Officer:	Kerry Tacken, Acting Team Leader Rating Services
Responsible Manager:	David Ransom, Finance Manager
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Nil

Summary

An application for rate exemption has been received from Housing Choices Western Australia for Unit 4, 68 Minninup Road South Bunbury totalling \$1,991.11 per annum (based on 2024/25 rates) under Section 6.26 (g) of the *Local Government Act 1995* – land used exclusively for charitable purposes.

Executive Recommendation

That Council grants a rate exemption to Housing Choices Western Australia under Section 6.26 (g) of the *Local Government Act 1995* for Unit 4, 68 Minninup Road South Bunbury effective from 1 July 2025.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Accepting the rate exemption application from Housing Choices Western Australia will reduce the City's rate revenue but will not have a regional impact.

Background

Housing Choices Western Australia have advised they are a not-for-profit organisation, providing the following social services:

- Community Housing for subsidised accommodation for the relief of poverty or distress for people in need.

The organisation is registered as a charity by the Australian Government – Australian Charities and Not-for-profits Commission.

Council Policy Compliance

Council does not have a policy for the exemption of rates as this is provided for under Section 6.26 of the *Local Government Act 1995*.

Legislative Compliance

The *Local Government Act 1995* – Section 6.26 (g) states:

6.26. Rateable land

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land -*
 - (g) *land used exclusively for charitable purposes.*

Officer Comments

Housing Choices Western Australia have provided the requested supporting documentation for their application and based on the internal assessment by officers, meets all criteria for a rate exemption. This assessment is based on the WALGA “Rate Exemptions Guidelines” which have been developed in consultation with the WA Rates Officer’s Association.

Should the application be declined, the organisation has the option to take this matter to the State Administrative Tribunal (SAT).

All rate exempt properties are reviewed on a two-yearly basis. The City currently has 441 properties that are exempt which is a loss of rate income of \$1,659,796 per annum.

The City has made numerous representations to the Department of Local Government, Sport and Cultural Industries on the growth of the rate exemption applications and the impact this has on other ratepayers.

Analysis of Financial and Budget Implications

Approval of this exemption will result in a reduction of rates income of \$1,991.11 per annum. As the proposed exemption is to be granted effective from 1 July 2025, this application, if approved will have no effect on the forecast Closing Surplus Position to 30 June 2025.

Community Consultation

There is no requirement for community consultation on this application.

Councillor/Officer Consultation

Councillors have previously been provided with a briefing on rate exemptions under the *Local Government Act 1995*.

Applicant Consultation

Not Applicable.

Timeline: Council Decision Implementation

The Applicant will be notified of Councils decision and that exemption will apply from 1 July 2025.

10.3.2 Financial Management Report for the Period Ending 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"/> Quasi-Judicial	
	<input type="checkbox"/> Executive/Strategic	<input checked="" type="checkbox"/> Information Purposes	
	<input checked="" type="checkbox"/> Legislative		
Attachments:	Appendix 10.3.2-A: Statement of Comprehensive Income Appendix 10.3.2-B: Statement of Financial Activity Appendix 10.3.2-C: Statement of Net Current Assets Appendix 10.3.2-D: Statement of Financial Position Appendix 10.3.2-E: Capital Projects Expenditure Summary Appendix 10.3.2-F: Operating Projects Expenditure Summary Appendix 10.3.2-G: Monthly Financial Health Report		

Summary

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

1. Statement of Comprehensive Income (**attached** at Appendix 10.3.2-A)
 Actual Financial Performance to 31 January 2025 (refer explanations within the report)
 - Actual operating income of \$68.22M is \$583K more than the year-to-date budgeted income of \$67.64M.
 - Actual operating expenditure of \$45.15M is \$1.87M under the year-to-date budgeted expenditure of \$47.02M.
 - Actual operating surplus of \$23.07M is \$2.45M more than the year-to-date budgeted operating surplus of \$20.62M.

2. Statement of Financial Activity (**attached** at Appendix 10.3.2-B)

Closing funding surplus to 30 June 2025 is \$0, which is unchanged from the current budget. The City’s income and expenditure has been reviewed and the forecast changes noted have been included in the February 2025 Budget Review, which is included in this agenda.

3. Statement of Financial Position (**attached** at Appendix 10.3.2-D)

The City’s year-to-date actuals and end of financial year (F/Y) forecast balances are as follows:

	Year-to-date	Forecast
* Current Assets of \$71.33M includes:		
- Cash and Investments	\$58.64M	\$27.67M
- Rates Receivable	\$11.52M	\$2.21M
- Other Current Assets	\$1.17M	\$6.67M
* Current Liabilities of \$23.82M includes:		
- Trade and Other Payables	\$15.63M	\$10.82M
- Annual Leave and LSL Provisions	\$5.30M	\$5.61M

- | | | |
|--|-----------|-----------|
| * Working Capital
(Current Assets less Current Liabilities) | \$47.51M | \$17.13M |
| * Equity
(Total Assets less Total Liabilities) | \$605.86M | \$579.72M |
4. Capital Works (**attached** at Appendix 10.3.2-E)
- Actual capital works of \$10.56M is \$2.97M less than the year-to-date budgeted capital works of \$13.53M (refer explanation within report).
 - The progress of capital works is monitored monthly.
 - Capital works include a combination of funding sources including municipal, reserve and grant funds.
5. Operating Project Expenditure (**attached** at Appendix 10.3.2-F)
- Actual operating project expenditure of \$2.38M is \$884K less than the year-to-date budgeted operating project expenditure of \$3.26M.
 - Operating projects include a combination of funding sources including municipal, reserve and grant funds.

Executive Recommendation

The Financial Management Report for the period ending 31 January 2025 be received.

Voting requirements: Simple Majority

Strategic Relevance

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

Background

A financial management report is provided to Councillors monthly which includes the following summaries:

- Statement of Comprehensive Income (**attached** at Appendix 10.3.2-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.2-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.2-C)
- Statement of Financial Position (**attached** at Appendix 10.3.2-D)
- Capital Projects Expenditure Summary (**attached** at Appendix 10.3.2-E)
- Operating Projects Summary (**attached** at Appendix 10.3.2-F)
- Monthly Financial Health Report (**attached** at Appendix 10.3.2-G)

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

Council Policy Compliance

Not applicable.

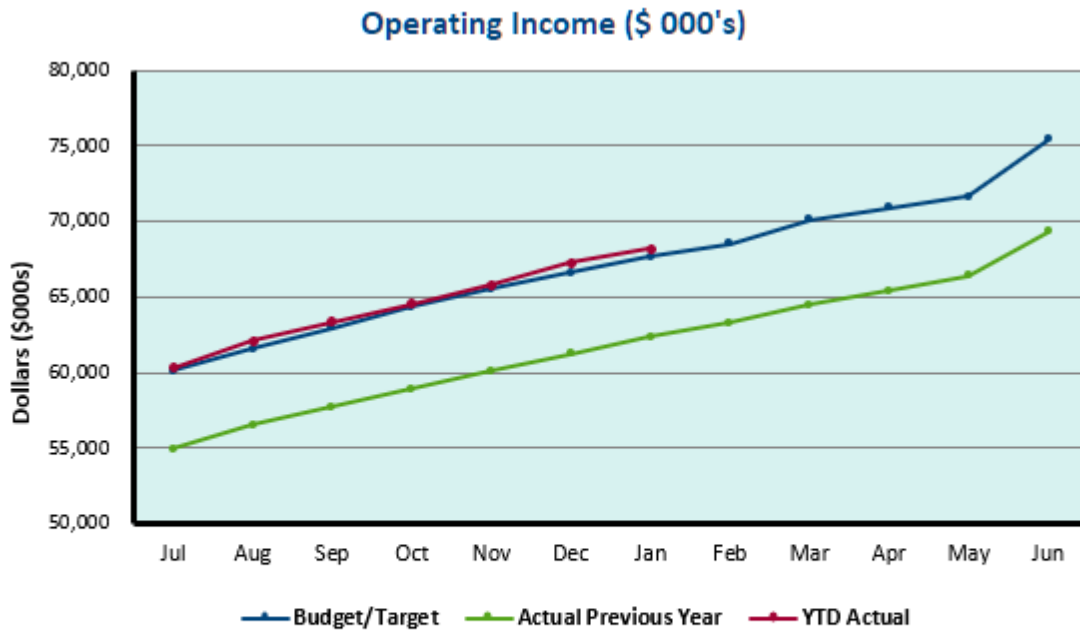
Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (**attached** at Appendix 10.3.2-B) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Special Council Meeting 23 July 2024, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$25,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2024/25.

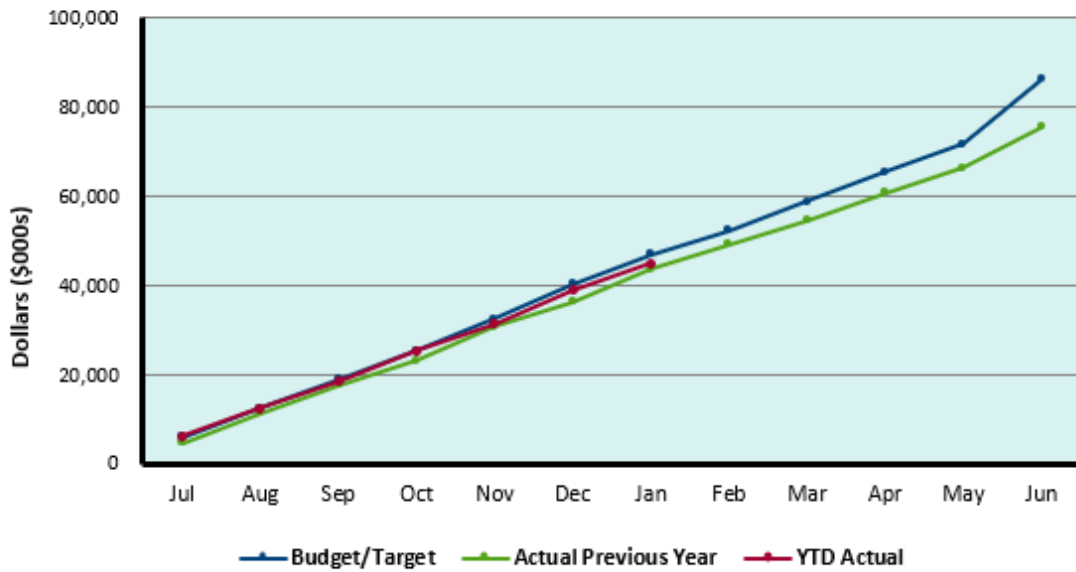
Officer Comments

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



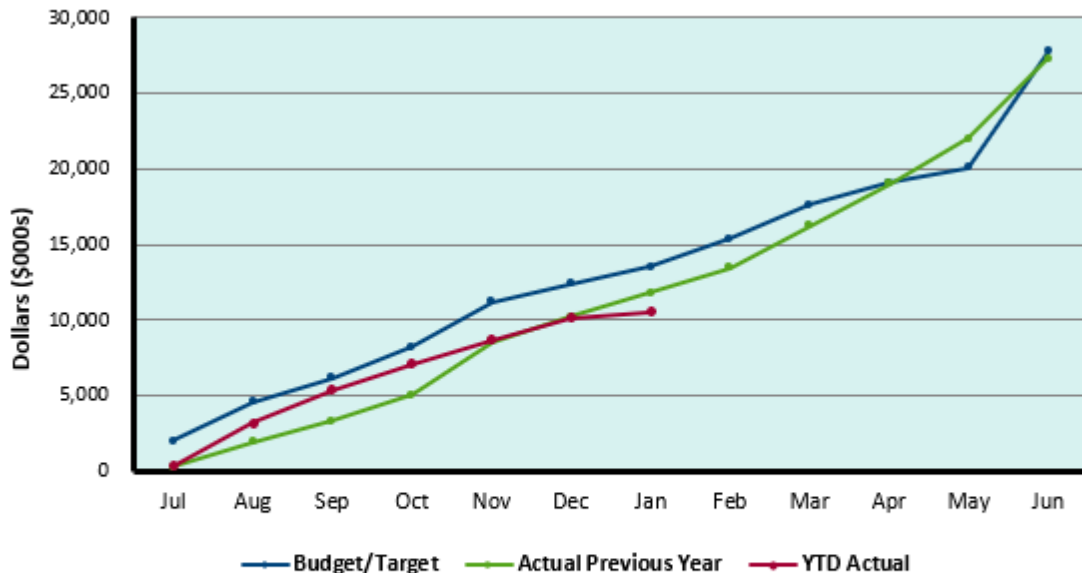
Note: Operating income includes: rates, fees and charges, operating grants and subsidies, contributions, reimbursements and donations, interest and other revenue.
Actual operating income of \$68.22M is \$583K more than the year-to-date budgeted income of \$67.64M.

Operating Expenditure (\$ 000's)



Note: Actual operating expenditure is below the year-to-date budget by \$1.87M.

Capital Expenditure (\$ 000's)



Note: The actual capital expenditure at the end of January 2025 of \$10.55M is \$2.98M less than the year-to-date budget of \$13.53M. The monthly Capital Projects Summary report provides more detail on all capital projects.

The following is an explanation of significant variances identified in the statement of Financial Activity. Please refer to Appendices 10.3.2-E and 10.3.2-F for more detailed information regarding projects:

Statement of Financial Activity	YTD Actual to Budget Variance
Operating Revenue	
<i>Contributions Reimbursements and Donations</i> – Favourable year-to-date variance of \$511K mainly due to additional sponsorship received of (\$324K) from Alcoa Foundation for Noongar Arts Economic Resilience, workers compensation reimbursements (\$126K), and government paid parental leave (\$34). Forecasts have been updated in the February Budget Review.	\$511,402 93%
Operating Expense	
<i>Other Expenses</i> - Favourable year-to-date variance of \$458K mainly due to contribution donation and sponsorship expense. Forecasts have been updated in the February Budget Review.	\$457,707 18%
Capital Revenue	
<i>Proceeds on Disposal of Assets</i> – Favourable year-to-date variance of \$591K due to sale of Land. Forecasts have been updated in the February Budget Review.	\$591,591 263%
Capital Expenses	
<p><i>Acquisition of Assets</i> – Favourable year-to-date variance due to the timing of capital expenditure. The Capital projects are monitored monthly. Key project variances include:</p> <ul style="list-style-type: none"> R-2403 Replace Forrest Park Pavilion - \$784K R-5322 Netball Court Refurbishment - \$238K R-5223 Renew playground equipment, as per AMP 2024/25 - \$181K R-5230 Expand path network 2024/25 - \$176K R-5265 Renew South West Sports Centre (SWSC) plant and machinery 2024/25 - \$151K R-5301 Reseal roads projects for Roads to Recovery 2024/25 - \$150K R-5164 Renew or refurbish community, corporate, sport and leisure buildings, as per AMP 2024/25 - \$148K R-5291 Blackspot Roadworks 2024/25 - \$115K R-5113 Blackspot Roadworks 2023/24 - \$103K R-4871 Renew, resleeve and improve drainage network (Creek Street) - \$100K R-5247 Renew, resleeve and improve drainage network 2024/25 - \$86K R-5118 Regional Roadworks program - Bussell Highway - \$80K R-1418 Procure and install Radio Frequency Identification (RFID) and self loans technology at Bunbury Library - \$69K R-5038 Withers Regional Renewal - \$68K R-1543 Boulders Heights Redevelopment - \$65K R-5219 Renew open space infrastructure 2024/25 \$57K R-5168 Refurbish City Facilities changerooms and public conveniences 2024/25 - \$49K R-5278 Renew and upgrade local roads (Industrial) as per AMP 2024/25 - \$48K R-5106 World Class South West Regional Gallery - Stage 1 - \$46K R-5239 Renew and upgrade paths, as per AMP 2024/25 - \$44K R-5269 Renew bin enclosures 2024/25 - \$40K R-4696 Replace boardwalks, lookouts and beach access stairs 2023/24 - \$40K 	\$2,971,336 22%

<i>Right of Use Lease Payments</i> – Favourable year-to-date variance due to timing of new ICT leasing contracts yet to commence (\$63K).	\$63,270 33%
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Analysis of Financial and Budget Implications

This Financial Management Report on the financial performance of the City is provided for Councillors information and does not have any financial or budget implications for the 2024/25 financial year. Any forecasts changes noted have been included in the February 2025 Budget Review.

Community Consultation

There is no requirement for community consultation on this report. A Monthly Financial Health Report (attached at Appendix 10.3.2-G) has been prepared to give the community an easy-to-understand summary of the City’s financial performance. This report is made available on the City’s website for community information.

Councillor/Officer Consultation

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

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



Statement of Comprehensive Income

Period Ending 31 January 2025

	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Rates						
Rates General Inc	49,551,409	49,549,799	(0)	49,549,799	49,549,799	49,551,409
Rates Interim Inc	120,037	115,987	(3)	141,197	141,197	156,197
Rates Specified Area Inc	61,282	61,272	(0)	61,272	61,272	61,272
	49,732,728	49,727,058	(0)	49,752,268	49,752,268	49,768,878
Operating Grants and Subsidies						
Operating Grant Inc	1,051,083	1,149,154	9	2,507,658	5,085,768	3,643,427
	1,051,083	1,149,154	9	2,507,658	5,085,768	3,643,427
Contributions, Reimbursements and Donations						
Contribution Inc	455,103	124,384	(266)	119,050	193,434	644,453
Donation Inc	35,882	29,479	(22)	3,500	31,000	37,760
Reimbursement Inc	568,979	394,699	(44)	308,834	531,874	1,720,114
	1,059,964	548,562	(93)	431,384	756,308	2,402,327
Fees and Charges						
Building and Planning Fee Inc	338,899	324,159	(5)	438,720	441,669	446,847
Fine and Penalty Fee Inc	58,449	55,856	(5)	80,000	80,000	91,250
General Hire Fee Inc	56,542	54,601	(4)	85,950	86,573	89,346
Miscellaneous Fee and Charge Inc	1,077,686	1,089,845	1	1,692,273	1,693,145	2,022,629
Parking Fee Inc	112,433	130,370	14	242,870	242,870	176,321
Property Lease and Rental Fee Inc	630,359	615,792	(2)	870,380	870,380	855,380
Rating Fee Inc	147,511	151,411	3	152,750	152,750	147,511
Sports Facility Fee Inc	2,833,755	2,672,109	(6)	4,135,750	4,135,750	4,135,750
Waste Collection Charge Inc	9,276,501	9,427,938	2	9,427,938	9,427,938	9,427,938
	14,532,135	14,522,081	(0)	17,126,631	17,131,075	17,392,972
Interest Received						
Cash and Investment Interest Inc	1,113,270	1,024,934	(9)	1,832,651	1,832,651	1,832,651
Rates Debtor Interest Inc	516,650	466,635	(11)	429,500	481,135	562,369
	1,629,920	1,491,569	(9)	2,262,151	2,313,786	2,395,020
Other Revenue						
Miscellaneous Inc	220,844	205,437	(7)	343,350	351,679	359,829
	220,844	205,437	(7)	343,350	351,679	359,829
Total	68,226,673	67,643,861		72,423,442	75,390,884	75,962,453

	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Employee Costs						
Salary Exp	(17,649,877)	(18,525,531)	5	(31,335,733)	(31,438,898)	(30,828,898)
Salary Accruals Exp	-	-		(362,721)	(362,721)	(362,721)
Other Employee Related Exp	(3,306,008)	(3,389,928)	2	(5,597,967)	(5,597,967)	(5,578,203)
	(20,955,885)	(21,915,459)	4	(37,296,421)	(37,399,586)	(36,769,822)
Materials and Contracts						
Bank Fee and Charges Exp	(73,969)	(81,668)	9	(129,565)	(129,565)	(129,565)
Consultants Exp	(1,190,590)	(1,312,681)	9	(4,249,906)	(4,634,496)	(4,594,007)
Contract Employment Exp	(1,361)	-		-	-	-
Contractors Exp	(6,449,338)	(6,459,466)	0	(12,430,133)	(15,241,789)	(14,708,708)
Equipment Lease or Hire Exp	(44,326)	(48,539)	9	(80,250)	(65,250)	(65,250)
Fuel Exp	(290,670)	(296,597)	2	(607,145)	(607,145)	(557,145)
Material Exp	(1,051,030)	(1,147,785)	8	(2,542,302)	(2,546,925)	(2,470,331)
Software License & Maintenance Exp	(1,394,683)	(1,438,266)	3	(1,926,855)	(1,941,855)	(1,941,855)
	(10,495,967)	(10,785,002)	3	(21,966,156)	(25,167,025)	(24,466,861)
Insurance						
Insurance	(827,902)	(834,538)	1	(836,211)	(836,211)	(828,374)
	(827,902)	(834,538)	1	(836,211)	(836,211)	(828,374)
Interest Expense						
Interest Loan Borrowings Exp	(439,613)	(449,569)	2	(850,486)	(850,486)	(850,486)
Interest Accrual Exp	-	-		(901)	(901)	(901)
	(439,613)	(449,569)	2	(851,387)	(851,387)	(851,387)
Utilities						
Electricity Exp	(1,076,537)	(1,032,937)	(4)	(1,879,000)	(1,879,000)	(1,879,000)
Gas Exp	(149,771)	(151,062)	1	(285,000)	(285,000)	(285,000)
Sewerage Exp	(49,291)	(58,173)	15	(84,250)	(84,250)	(84,250)
Water Exp	(409,905)	(459,313)	11	(676,350)	(676,350)	(676,350)
	(1,685,504)	(1,701,485)	1	(2,924,600)	(2,924,600)	(2,924,600)
Depreciation						
Depreciation Bridges Exp	(70,187)	(70,185)	(0)	(120,320)	(120,320)	(120,320)
Depreciation Buildings Exp	(1,476,290)	(1,560,969)	5	(2,676,102)	(2,676,102)	(2,676,102)
Depreciation Equipment Exp	(339,249)	(401,614)	16	(688,518)	(688,518)	(688,518)
Depreciation Furniture & Fittings Exp	(8,549)	(5,343)	(60)	(9,156)	(9,156)	(9,156)
Depreciation Lease Exp	(182,085)	(168,334)	(8)	(310,874)	(310,874)	(310,874)
Depreciation Marine Exp	(460,879)	(460,851)	(0)	(790,078)	(790,078)	(790,078)
Depreciation Open Space Exp	(798,444)	(798,400)	(0)	(1,368,761)	(1,368,761)	(1,368,761)
Depreciation Other Infrastructure Exp	(649,898)	(649,859)	(0)	(1,114,110)	(1,114,110)	(1,114,110)
Depreciation Pathways Exp	(807,205)	(807,159)	(0)	(1,383,780)	(1,383,780)	(1,383,780)
Depreciation Plant and Vehicle Exp	(533,090)	(528,087)	(1)	(905,348)	(905,348)	(905,348)
Depreciation Roads Exp	(2,357,671)	(2,357,535)	(0)	(4,041,722)	(4,041,722)	(4,041,722)
Depreciation Stormwater Exp	(717,935)	(717,893)	(0)	(1,230,745)	(1,230,745)	(1,230,745)
Depreciation Structures Exp	(237,194)	(237,179)	(0)	(406,618)	(406,618)	(406,618)
	(8,638,675)	(8,763,408)	1	(15,046,132)	(15,046,132)	(15,046,132)

	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Other Expense						
Contrib, Donations & Sponsorships	(1,373,919)	(1,827,052)	25	(1,947,191)	(2,840,006)	(2,688,756)
Elected Member Exp	(328,561)	(349,977)	6	(687,336)	(687,336)	(687,336)
Miscellaneous Exp	(327,061)	(302,172)	(8)	(341,916)	(406,616)	(450,616)
Taxation and Levy Exp	(78,080)	(88,495)	12	(88,495)	(88,495)	(78,080)
Write-Off Ep	(4,392)	(1,725)	(155)	(58,445)	(58,445)	(58,445)
	(2,112,014)	(2,569,421)	18	(3,123,383)	(4,080,898)	(3,963,233)
Total	(45,155,559)	(47,018,882)		(82,044,290)	(86,305,839)	(84,850,409)
OPERATING SURPLUS or (DEFICIT)	23,071,114	20,624,979		(9,620,848)	(10,914,955)	(8,887,956)
Grants and Contributions for the Development of Assets						
Capital Grants and Contributions	2,559,177	2,548,955	(0)	7,286,842	10,590,060	8,310,724
Self Supporting Loans - Debtors	(18,245)	(18,244)	(0)	(36,816)	(36,816)	(36,816)
Self Supporting Loans - Income	18,245	18,244	(0)	36,816	36,816	36,816
	2,559,177	2,548,955		7,286,842	10,590,060	8,310,724
Proceeds from Disposal of Assets						
Proceeds Land Disposals	755,000	150,000	(403)	150,000	150,000	755,000
Proceeds Plant & Vehicle Disposals	61,591	75,000	18	452,126	452,126	452,126
	816,591	225,000		602,126	602,126	1,207,126
Value of Assets Disposed						
Land Disposed	-	-	-	-	-	-
Plant & Vehicles Disposed	(52,000)	(50,000)	(4)	(377,301)	(377,301)	(377,301)
	(52,000)	(50,000)		(377,301)	(377,301)	(377,301)
Total	3,323,768	2,723,955	(22)	7,511,667	10,814,885	9,140,549
NET RESULT	26,394,882	23,348,934		(2,109,181)	(100,070)	252,593



Statement of Financial Activity

Period Ending 31 January 2025

City of Bunbury
Statement of Financial Activity
Period Ending January 2025

	YTD Actual	YTD Budget	%	Original Budget	Current Budget	End of Year Forecast
Operating Revenues						
Grants and Subsidies - Operating	1,051,083	1,149,154	9	2,507,658	5,085,768	3,643,427
Contributions Reimbursements and Donations	1,059,964	548,562	(93)	431,384	756,308	2,402,327
Fees and Charges	14,532,135	14,522,081	(0)	17,126,631	17,131,075	17,392,972
Interest Received	1,629,920	1,491,569	(9)	2,262,151	2,313,786	2,395,020
Other Revenue	220,844	205,437	(7)	343,350	351,679	359,829
Total Revenues (Excluding Rates)	18,493,946	17,916,803		22,671,174	25,638,616	26,193,575
Operating Expenses						
Employee Costs	(20,955,885)	(21,915,459)	4	(37,296,421)	(37,399,586)	(36,769,822)
Material and Contracts	(10,495,967)	(10,785,002)	3	(21,966,156)	(25,167,025)	(24,466,861)
Depreciation	(8,638,675)	(8,763,408)	1	(15,046,132)	(15,046,132)	(15,046,132)
Interest Expense	(439,613)	(449,569)	2	(851,387)	(851,387)	(851,387)
Utilities	(1,685,504)	(1,701,485)	1	(2,924,600)	(2,924,600)	(2,924,600)
Insurance	(827,902)	(834,538)	1	(836,211)	(836,211)	(828,374)
Other Expense	(2,112,014)	(2,569,421)	18	(3,123,383)	(4,080,898)	(3,963,233)
Total	(45,155,559)	(47,018,882)		(82,044,290)	(86,305,839)	(84,850,409)
Funding Balance Adjustments						
Add Back Depreciation	8,638,675	8,763,408	1	15,046,132	15,046,132	15,046,132
Net Operating (Excluding Rates)	(18,022,938)	(20,338,671)		(44,326,984)	(45,621,091)	(43,610,702)
Movement in Non-Current Assets and Liabilities						
Movement in Non Current Provisions				62,100	62,100	62,100
Movement in Deferred Pensioner Rates	45,028					(0)
Total	45,028	(0)		62,100	62,100	62,100
Capital Revenues						
Grants/Contributions for Asset Development	2,559,177	2,548,955		7,286,842	10,590,060	8,310,724
Proceeds from New Debentures	(0)	(0)		4,000,000	4,000,000	4,000,000
Proceeds on Disposal of Assets	816,591	225,000	(263)	602,126	602,126	1,207,126
Transfers from Restricted Cash	(197,374)	(0)		5,034,495	6,395,370	2,284,227
Loan Repayments - Self Supporting	18,245	18,244	(0)	36,816	36,816	36,816
Total	3,196,638	2,792,199		16,960,279	21,624,372	15,838,893
Capital Expenses						
Acquisition of Assets	(10,559,254)	(13,530,590)	22	(23,910,870)	(27,753,814)	(23,995,334)
Repayment of Debentures	(1,279,700)	(1,279,698)	(0)	(2,585,933)	(2,585,933)	(2,585,933)
Right of Use Lease Payments	(130,783)	(194,053)	33	(298,477)	(298,477)	(298,477)
Total	(11,969,736)	(15,004,341)		(26,795,280)	(30,638,224)	(26,879,744)
Total Net Operating and Capital	(26,751,008)	(32,550,813)		(54,099,885)	(54,572,843)	(54,589,453)
Rates	49,732,728	49,727,058	(0)	49,752,268	49,752,268	49,768,878
Add Surplus (Deficit) July 1 Brought Forward	4,820,575	4,820,575	0	4,347,617	4,820,575	4,820,575
Closing Funding Surplus (Deficit)	27,802,296	21,996,820		0	0	0



Statement of Net Current Assets

Period Ending 31 January 2025

City of Bunbury
Statement of Net Current Assets
Period Ending January 2025

	Opening Balance	Actual	Current Budget	End of Year Forecast
Current Assets				
Cash Unrestricted	12,111,102	36,078,030	7,591,148	7,591,148
Cash Restricted	22,367,371	22,564,745	15,972,001	20,083,144
Trade and Other Receivables	8,744,235	12,512,473	8,744,235	8,744,235
Inventories	135,897	178,533	135,897	135,897
	43,358,605	71,333,781	32,443,281	36,554,424
Current Liabilities				
Trade and Other Payables	9,621,154	14,428,188	9,621,155	9,621,155
Contract Liabilities	1,199,825	1,199,825	1,199,824	1,199,824
Provisions	5,312,864	5,301,913	5,613,485	5,613,485
	16,133,843	20,929,926	16,434,464	16,434,464
NET CURRENT ASSETS	27,224,762	50,403,855	16,008,817	20,119,960
Less				
Cash - Restricted	22,367,371	22,564,745	15,972,001	20,083,144
Receivables	36,816	36,816	36,816	36,816
NET CURRENT ASSET POSITION	4,820,575	27,802,294	0	0



Statement of Financial Position

Period Ending 31 January 2025

City of Bunbury
Statement of Financial Position
Period Ending January 2025

	Opening Balance	Actual	Current Budget	End of Year Forecast
Current Assets				
Cash and Investments	34,478,473	58,642,774	23,563,149	27,674,292
Trade and Other Receivables	8,744,235	12,512,473	8,744,235	8,744,235
Inventories	135,897	178,533	135,897	135,897
	43,358,605	71,333,781	32,443,281	36,554,424
Current Liabilities				
Trade and Other Payables	10,820,979	15,628,013	10,820,979	10,820,979
Current Provisions	5,312,864	5,301,913	5,613,485	5,613,485
Current Loan Liability	2,834,401	2,894,422	2,986,899	2,986,899
	18,968,244	23,824,348	19,421,363	19,421,363
Non Current Assets				
Non Current Receivables	4,707,053	4,643,781	4,670,237	4,670,237
Property, Plant and Equipment	236,290,433	234,188,828	231,495,129	231,495,129
Infrastructure	313,300,035	307,200,623	302,843,900	302,843,900
Work in Progress	16,470,871	27,030,125	44,224,685	40,466,205
	570,768,391	573,063,357	583,233,952	579,475,472
Non Current Liabilities				
Non Current Payables	410,966	410,966	410,966	410,966
Non Current Provisions	670,458	670,458	732,558	732,558
Non Current Loan Liability	14,611,626	13,630,782	15,746,714	15,746,714
	15,693,050	14,712,206	16,890,238	16,890,238
Equity				
Retained Surplus	190,350,697	216,574,327	194,726,420	190,967,940
Reserves - Cash Backed	20,447,794	20,619,046	15,972,001	20,083,144
Reserves - Asset Revaluation	368,667,211	368,667,211	368,667,211	368,667,211
	579,465,701	605,860,583	579,365,631	579,718,294



Capital Projects Summary

(With Comments)

Period Ending January 2025

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Airport										
PR-5111 Bunbury Airport apron expansion	Progress	100%	-	191,712	190,125	1 %	228,982	190,125	191,712	1,587
PR-5112 Bunbury Airport compass swinging bay	Progress	95%	-	110,079	127,736	(14)%	104,778	127,736	110,079	(17,657)
Total for Airport			-	301,791	317,861		333,760	317,861	301,791	(16,070)
Bunbury Museum & Heritage Centre										
PR-5393 Installation of staff facilities for museum & heritage centre, and visitor centre	Progress	0%	-	-	-	0 %	-	100,000	100,000	-
<i>Project Progress Comments:</i>										
<i>Not started - potential heritage issues currently being investigated.</i>										
Total for Bunbury Museum & Heritage Centre			-	-	-		-	100,000	100,000	-
Bunbury Regional Art Gallery										
PR-5160 Purchase artworks for the City Art Collection 2024/25	Progress	45%	-	21,295	18,000	18 %	40,000	40,000	40,000	-
<i>Project Progress Comments:</i>										
<i>Acquisition policy is currently being reviewed due to organisational changes - three potential artworks identified for acquisition</i>										
<i>3 x additional artworks awaiting approval from acquisition panel. 1 x artwork acquired</i>										
<i>Additional acquisitions approved via panel.</i>										
Total for Bunbury Regional Art Gallery			-	21,295	18,000		40,000	40,000	40,000	-
Bunbury Wildlife Park										
PR-4437 Renew Bunbury Wildlife Park enclosures	Progress	0%	-	-	-	0 %	-	-	7,000	7,000

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Bunbury Wildlife Park										
PR-5340 Bunbury Wildlife Park bulk feed storage	<i>Progress 25%</i>	-	-	-	0%	7,000	7,000	-	(7,000)	
<i>Project Progress Comments:</i>										
<i>Pricing being obtained to make bulk feed more efficient, pricing underway.</i>										
Total for Bunbury Wildlife Park		-	-	-		7,000	7,000	7,000	-	
Economic Development										
PR-3387 Dispose of Lot 24 Fielder Street	<i>Progress 100%</i>	-	13,332	-	0%	-	-	13,332	13,332	
<i>Project Progress Comments:</i>										
<i>project completed and property settled</i>										
PR-3830 Subdivision and sale of part Lot 3 Blair Street	<i>Progress 10%</i>	21,005	15,458	-	0%	221,332	221,332	221,332	-	
<i>Project Progress Comments:</i>										
<i>The City received the updated Sale and Development Agreement for review on 22 December 2024.</i>										
<i>Subdivision is progressing with no concerns from either party. The City has received quote from Western Power on 8 January 2025 with estimated cost approximately \$200,000</i>										
<i>On 24th February 2025, the City 's Lawyer advised that the Buyer has provided consent to proceed to signing. The City is currently waiting for the agreed plans to be submitted which are required to be appended to the Contract.</i>										
PR-5078 Sale of Lot 618 (11) Nyabing Way	<i>Progress 100%</i>	4,450	6,221	-	0%	4,455	4,455	15,126	10,671	
<i>Project Progress Comments:</i>										
<i>Lot has been sold and settled. project Completed</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5082 Relocate Bunbury Visitor Centre	<i>Progress 90%</i>	-	1,031	-	<i>0 %</i>	84,399	84,399	84,399	-
<i>Project Progress Comments:</i>									
<i>The Visitor Centre staff have relocated to the Bunbury Heritage and Museum site. VC and Museum teams are currently investigating the installation of an additional office space. Internal design and functionality aspects are still in progress, with the Visitor Centre and Museum are collaborating to achieve satisfactory working arrangements for both teams. Quotes have been received to provide a design concept for an integrated entry space that aligns both services and are being assessed.</i>									
Total for Economic Development		25,455	36,041	-		310,186	310,186	334,189	24,003

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Executive Leadership - CEO									
PR-5106 World Class South West Regional Gallery - Stage 1	<i>Progress</i> 20%	41,301	46,867	93,250	(50)%	225,000	225,000	225,000	-
<i>Project Progress Comments:</i>									
<i>Preliminary project management framework discussions held, pending decision by Council at the November meeting regarding development of the new gallery.</i>									
<i>01/05/2024 - Feasibility Study approach confirmed through Council - BRAG Advisory Group in nomination/appointment stage, Special Counsel Art and Culture appointed to project manage feasibility study. Concept development approach being undertaken - further engagement with external stakeholders being undertaken, alignment with BRAG Advisory Group in progress</i>									
<i>Project plan approved - reporting to project board occurring from October.</i>									
<i>Initial concept designs being produced in line with Bicentennial Square project.</i>									
<i>Initial blob drawings have been completed and are being reviewed to help determine potential sites.</i>									
<i>Community engagement that is being undertaken for other projects is helping to inform outcomes.</i>									
<i>Advisory group continues to undertake their meetings, with agreement on expected outcomes.</i>									
Total for Executive Leadership - CEO		41,301	46,867	93,250		225,000	225,000	225,000	-
Executive Leadership - Infrastructure									
PR-3898 Construct heritage interpretation, Bunbury Timber Jetty	<i>Progress</i> 0%	-	-	-	0%	86,726	86,726	86,726	-
Total for Executive Leadership - Infrastructure		-	-	-		86,726	86,726	86,726	-
Fleet									
PR-4881 Replace corporate vehicles 2023/24	<i>Progress</i> 100%	(7,252)	310,381	295,458	5%	367,176	367,176	367,176	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change		
Fleet											
PR-5251	Replace waste vehicles and plant 2024/25										
			<i>Progress 35%</i>	956,169	86,591	100,000	(13)%	1,085,939	1,085,939	1,085,939	-
PR-5255	Replace corporate heavy plant 2024/25		<i>Progress 45%</i>	246,370	-	-	0%	533,800	533,800	533,800	-
PR-5260	Replace corporate vehicles 2024/25		<i>Progress 40%</i>	293,478	-	-	0%	516,800	516,800	516,800	-
Total for	Fleet			1,488,766	396,971	395,458		2,503,715	2,503,715	2,503,715	-
Information Technology											
PR-5122	Replace ranger infringement devices		<i>Progress 50%</i>	19,920	-	10,000	(100)%	20,000	20,000	20,000	-
	<i>Project Progress Comments:</i>										
	<i>Scoping nearing completion with purchasing about to commence.</i>										
PR-5181	Expansion of CCTV Network 2024/25		<i>Progress 10%</i>	50,000	-	-	0%	50,000	50,000	50,000	-
PR-5186	IT network and equipment renewals, as per AMP 2024/25		<i>Progress 50%</i>	4,000	1,870	10,000	(81)%	381,245	381,245	381,245	-
Total for	Information Technology			73,920	1,870	20,000		451,245	451,245	451,245	-
Lead Department - Infrastructure Maintenance Servi											
PR-3720	Hands Oval Redevelopment		<i>Progress 85%</i>	87,427	5,902,384	5,979,125	(1)%	6,201,088	6,201,088	6,201,088	-
Total for	Lead Department - Infrastructure Maintenance Servi			87,427	5,902,384	5,979,125		6,201,088	6,201,088	6,201,088	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Libraries & Learning										
PR-1418 Procure and install Radio Frequency Identification (RFID) and self loans technology at Bunbury Library	<i>Progress</i>	50%	66,554	60,250	130,000	(54)%	80,000	130,000	130,000	-
<i>Project Progress Comments:</i>										
<i>RFQ being finalised for release to the WALGA preferred supplier list</i>										
<i>RFQ publication delayed - funds will need to be rolled over.</i>										
<i>RFQ finalised, assessments in process - budget review required as current funds will not cover project</i>										
<i>Preferred supplier identified, budget review request submitted to ensure coverage of works and implementation of the project</i>										
<i>Awaiting budget review</i>										
<i>Budget review provided additional funds - project kick off in mid December 24</i>										
<i>Project kicked off - install date due March 25.</i>										
<i>Pre-works being completed in conjunction with IT and facilities.</i>										
Total for	Libraries & Learning		66,554	60,250	130,000		80,000	130,000	130,000	-
Parks & Reserves										
PR-5114 Beautifying Bunbury Streetscapes 2023/24	<i>Progress</i>	100%	-	4,373	4,373	0 %	10,318	4,373	4,373	-
PR-5209 Implement Greening Bunbury Plan 2024/25	<i>Progress</i>	40%	115,349	44,596	30,000	49 %	240,000	240,000	240,000	-
PR-5214 Renew irrigation infrastructure 2024/25	<i>Progress</i>	50%	8,195	110,846	80,000	39 %	230,000	230,000	200,000	(30,000)
PR-5219 Renew open space infrastructure 2024/25	<i>Progress</i>	40%	48,000	22,126	80,000	(72)%	200,000	200,000	32,000	(168,000)
PR-5223 Renew playground equipment, as per AMP 2024/25	<i>Progress</i>	40%	385,845	18,087	200,000	(91)%	400,000	400,000	584,664	184,664
PR-5305 Beautifying Bunbury Streetscapes 2024/25	<i>Progress</i>	35%	54,545	61,283	20,000	206 %	200,000	205,945	205,945	-
Total for	Parks & Reserves		611,935	261,311	414,373		1,280,318	1,280,318	1,266,982	(13,336)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Project Coordination & Landscape Architecture Des										
PR-4688 Repair jetties 2023/24	Progress 100%	-	93,770	86,120	9 %	45,000	86,120	93,770	7,650	
PR-5038 Withers Regional Renewal	Progress 80%	51,997	36,628	105,000	(65)%	183,242	183,242	268,242	85,000	
<i>Project Progress Comments: Landscaping works complete. Awaiting Western Power to complete final electrical works.</i>										
PR-5090 Waterfront Public Art Installation	Progress 35%	150,000	-	25,000	(100)%	152,500	152,500	100,000	(52,500)	
<i>Project Progress Comments: Artist appointed, artwork in fabrication.</i>										
PR-5105 Renew foreshore marine walls 2023/24	Progress 100%	-	114,659	100,889	14 %	94,289	100,889	114,659	13,770	
PR-5204 Leschenault Inlet wall repairs (south of storm surge barrier)	Progress 20%	-	-	-	0 %	300,000	80,000	10,000	(70,000)	
PR-5396 Repair retaining walls, Acacia Street laneway	Progress 20%	-	-	-	0 %	-	350,000	350,000	-	
PR-5398 Additional infrastructure upgrades, Hands Oval (AFL Fixtures)	Progress 35%	110,951	-	-	0 %	-	3,185,000	1,570,000	(1,615,000)	
Total for Project Coordination & Landscape Architecture Des		312,948	245,058	317,009		775,031	4,137,751	2,506,671	(1,631,080)	
Property Management & Maintenance										
PR-1543 Boulters Heights Redevelopment	Progress 35%	46,571	1,772	67,547	(97)%	675,469	675,469	110,000	(565,469)	
<i>Project Progress Comments: Project on hold. Comprehensive Geotechnical investigation to determine the slope stability is underway.</i>										
PR-2403 Replace Forrest Park Pavilion	Progress 85%	77,979	1,440,545	2,225,008	(35)%	2,220,647	2,225,008	1,660,313	(564,695)	

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Property Management & Maintenance										
PR-4696 Replace boardwalks, lookouts and beach access stairs 2023/24	<i>Progress</i> 100%	-	86,717	126,817	(32)%	126,817	126,817	86,717	(40,100)	
<i>Project Progress Comments:</i>										
<i>Hastie Street Beach access Staircase- completed.</i>										
PR-5164 Renew or refurbish community, corporate, sport and leisure buildings, as per AMP 2024/25	<i>Progress</i> 65%	167,347	51,138	200,000	(74)%	500,000	500,000	328,755	(171,245)	
<i>Project Progress Comments:</i>										
<ol style="list-style-type: none"> 1. Aircon installation at the Museum Reception- Completed. 2. Removal of existing walk-in cool room and supply and installation of two standalone fridges at the café in old Railway Station.- Completed 3. Replacement of failed 7.1kw A/C unit in the BREC stage A control room. (AC-17)- Completed 4. SSAC- Power Upgradation- In progress 5. BREC- Orchestra Pit Lift Upgradation - In progress 6. SWSC Pool Liner Replacement- Please see separate project - PR-5427 7. BREC- Balustrade Retrofitting- In progress 8. BREC- Smoke and Thermal Detector Replacement- Not started. 										
PR-5168 Refurbish City Facilities changerooms and public conveniences 2024/25	<i>Progress</i> 40%	-	30,250	80,000	(62)%	100,000	100,000	30,250	(69,750)	
<i>Project Progress Comments:</i>										
<ol style="list-style-type: none"> 1. Koolambidiwoola internal wall upgrades- Completed 2. Haypark Community Hall- Internal fixtures upgrade and repaint- Completed 3. Hungry Hollow toilet Block- Refurbish Roof Steel Frame- Not started 										
PR-5176 Support the Stirling Street Arts Centre (Capital support) 2024/25	<i>Progress</i> 5%	2,727	-	-	0 %	20,000	20,000	20,000	-	
<i>Project Progress Comments:</i>										
<i>Budget utilize by the Art Centre upfront and at the end of FY, the city reimburse.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Property Management & Maintenance									
PR-5190 City lighting expansion 2024/25	Progress 40%	-	16,098	21,000	(23)%	70,000	70,000	70,000	-
<i>Project Progress Comments:</i>									
<i>Path light- around Horseshoe lake and along the Duncan way- in progress.</i>									
PR-5195 Renew City Facilities lighting, as per AMP 2024/25	Progress 70%	22,727	35,642	40,000	(11)%	60,000	60,000	60,000	-
<i>Project Progress Comments:</i>									
<i>Administration building Lighting upgradation.</i>									
PR-5243 Replace boardwalks, lookouts, and access stairs 2024/25	Progress 25%	263,133	779	45,000	(98)%	150,000	270,000	270,000	-
<i>Project Progress Comments:</i>									
<i>Design and Construction of Ramillies Street Staircase- In progress</i>									
PR-5265 Renew South West Sports Centre (SWSC) plant and machinery 2024/25	Progress 40%	-	28,489	180,000	(84)%	180,000	180,000	32,356	(147,644)
<i>Project Progress Comments:</i>									
<i>1. Supply and install of replacement public address system at the South West Sports Centre- Completed</i>									
<i>2. SWSC- Fire Panel Upgradation and Smoke and Thermal Detector Replacement - In progress</i>									
PR-5266 Renew South West Sports Centre (SWSC) plant and machinery 2025/26	Progress 0%	-	-	-	0 %	-	-	147,644	147,644
PR-5323 Expansion of electric vehicle charging infrastructure 2024/25	Progress 0%	-	-	-	0 %	40,000	40,000	-	(40,000)
<i>Project Progress Comments:</i>									
<i>Project not commenced.</i>									
PR-5427 Replace Swimming Pool Liner South West Sports Centre	Progress 0%	-	-	-	0 %	-	-	585,000	585,000
Total for Property Management & Maintenance		580,484	1,691,429	2,985,372		4,142,933	4,267,294	3,401,035	(866,259)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Sport & Recreation									
PR-5130 South West Sports Centre Court Expansion	<i>Progress</i> 0%	-	-	-	0%	350,000	350,000	350,000	-
<i>Project Progress Comments:</i>									
Not commenced yet while awaiting confirmation from State Government that the shortfall for funding can be met for construction									
This project is separate to the design project that is underway.									
Construction if approved would not commence until late 2025.									
Total for Sport & Recreation		-	-	-		350,000	350,000	350,000	-
Waste Services									
PR-5269 Renew bin enclosures 2024/25	<i>Progress</i> 0%	39,200	-	40,700	(100)%	40,700	40,700	40,700	-
PR-5274 Annual bin replacement program 2024/25	<i>Progress</i> 65%	144	44,474	51,000	(13)%	66,500	66,500	66,500	-
Total for Waste Services		39,344	44,474	91,700		107,200	107,200	107,200	-
Works									
PR-4671 Traffic calming and minor intersection treatments 2022/23	<i>Progress</i> 30%	23,310	338	70,435	(100)%	70,435	70,435	130,000	59,565
PR-4858 Expand cycleways (implement Bunbury Bike Plan) 2023/24	<i>Progress</i> 95%	1,045	215,377	233,647	(8)%	138,647	233,647	219,877	(13,770)
PR-4871 Renew, resleeve and improve drainage network (Creek Street)	<i>Progress</i> 80%	-	22,624	122,690	(82)%	122,690	122,690	248,000	125,310
PR-4877 Renew / Upgrade Local Roads - Strickland Street	<i>Progress</i> 0%	-	-	-	0%	200,000	200,000	-	(200,000)
PR-4936 CBD Road Works	<i>Progress</i> 5%	-	675	40,000	(98)%	400,000	400,000	50,000	(350,000)

Project Progress Comments:

Haley, Princep, Carmody

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Works										
PR-5108 Dog Exercise Area and Park Renewal	Progress	85%	2,220	61,056	85,489	(29)%	85,489	85,489	85,489	-
PR-5113 Blackspot Roadworks 2023/24	Progress	75%	6,538	103,560	207,272	(50)%	392,346	392,346	349,000	(43,346)
PR-5115 Regional Roadworks program - Casuarina Drive	Progress	0%	-	-	-	0 %	90,000	90,000	-	(90,000)
PR-5117 Regional Roadworks program - Leschenault Drive	Progress	25%	-	-	-	0 %	417,920	417,920	507,920	90,000
PR-5118 Regional Roadworks program - Bussell Highway	Progress	95%	4,545	142,674	223,000	(36)%	223,000	223,000	260,000	37,000
PR-5230 Expand path network 2024/25	Progress	55%	96,872	123,869	300,000	(59)%	520,000	520,000	400,000	(120,000)
PR-5239 Renew and upgrade paths, as per AMP 2024/25	Progress	50%	88,177	82,395	126,577	(35)%	200,000	200,000	200,000	-
PR-5247 Renew, resleeve and improve drainage network 2024/25	Progress	40%	120,967	59,969	146,134	(59)%	300,000	300,000	243,000	(57,000)
PR-5278 Renew and upgrade local roads (Industrial) as per AMP 2024/25	Progress	0%	-	-	48,400	(100)%	350,000	48,400	-	(48,400)
PR-5291 Blackspot roadworks 2024/25	Progress	30%	4,689	-	115,000	(100)%	412,000	412,000	115,000	(297,000)
PR-5296 Traffic calming and minor intersection treatments 2024/25	Progress	70%	68,559	49,385	50,000	(1)%	200,000	200,000	200,000	-
PR-5301 Reseal roads projects for Roads to Recovery 2024/25	Progress	70%	22,833	131,743	281,931	(53)%	650,000	723,193	380,000	(343,193)
PR-5314 Renew and upgrade carparks 2024/25	Progress	0%	-	-	-	0 %	75,000	75,000	-	(75,000)
PR-5322 Netball Court Refurbishment	Progress	40%	1,412,174	79,555	317,867	(75)%	1,611,141	1,896,310	1,926,310	30,000
PR-5327 Roads projects for Regional Roadworks program 2024/25	Progress	60%	96,855	425,052	400,000	6 %	558,000	558,000	616,856	58,856

	Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change				
Works												
PR-5397 Renew drainage, Spencer Street				<i>Progress 100%</i>	-	51,240	-	0 %	-	70,000	51,240	(18,760)
Total for Works	1,948,785	1,549,512	2,768,442		7,016,668	7,238,430	5,982,692	(1,255,738)				
Capital Projects Expenditure Total	5,276,920	10,559,254	13,530,590	(22)%	23,910,870	27,753,814	23,995,334	(3,758,480)				



Operating Projects Summary

(With Comments)

Period Ending January 2025

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Museum & Heritage Centre									
PR-3858 Acquire Bunbury Museum and Heritage Centre collection items	<i>Progress 25%</i>	-	2,598	5,500	<i>(53)%</i>	10,000	10,000	10,000	-
<i>Project Progress Comments:</i>									
<i>Collection items to be determine via acquisition reviews</i>									
<i>Collection items purchased - likely to be a small hold on this as the conservation room is utilised differently whilst the Visitor Centre merger occurs.</i>									
<i>Major acquisition of collection items on pause - storage and incident in January has paused major acquisitions.</i>									
Total for Bunbury Museum & Heritage Centre		-	2,598	5,500		10,000	10,000	10,000	-

Bunbury Regional Art Gallery

PR-4386 Conduct Indigenous Arts Program at BRAG	<i>Progress 60%</i>	3,948	126,578	71,877	<i>76 %</i>	123,645	138,619	158,619	20,000
<i>Project Progress Comments:</i>									
<i>This program is continuing to be delivered with external funding secured to ensure it is operational for a further 3 years.</i>									
PR-5100 Storage for cultural collections	<i>Progress 20%</i>	18,981	3,152	16,000	<i>(80)%</i>	21,930	21,930	91,930	70,000

*Project Progress Comments:**Exploration of storage options being undertaken, including demountable options and pre-existing storage at the works depot.**Discussion occurring with depot regarding installation of furnishings and storage shelves**Due to recent incident storage is a key focus - under the library is being investigated, a new project has been created for this work.*

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
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Bunbury Regional Art Gallery

PR-5101 Frame Frank Norton artworks	<i>Progress 100%</i>	-	7,862	8,348	<i>(6)%</i>	8,348	8,348	8,348	-
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Project Progress Comments:

Tender for these works will be commenced in December 2023.

Works have been professionally documented and framed. Bespoke crates have been manufactured, and all works are now stored in crates and housed as part of CoB Art Collection in BRAG.

Labels have been printed for each work. A publication about the work is proposed to be printed.

Final works to be completed by October 24.

Catalogue currently with printers.

Catalogues delivered to BRAG.

PR-5349 Conduct Noongar Country art exhibition	<i>Progress 95%</i>	2,100	77,141	82,000	<i>(6)%</i>	85,000	82,000	105,500	23,500
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Project Progress Comments:

Curators brought on board July 24

Exhibition opened September 24

Artist payments, judges payments, opening event, curator payments and catalogue due to be finalised October 24. Closing event being investigated

Exhibition completed, final invoices/actions being undertaken - residual budget will align to NC25 and/or NAP as per discussions with community

Final committed PO to be finalised and residual funds to be transferred to NAP.

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Regional Art Gallery									
PR-5385 Indigenous Curatorial Development Residency Program	<i>Progress 60%</i>	39,335	14,108	26,250	<i>(46)%</i>	-	80,000	80,000	-
<i>Project Progress Comments:</i>									
<i>Call out has been completed and published as of 3rd October 24</i>									
<i>Curator likely to be onboard by Nov 24</i>									
<i>Final panel decision on curator occurring first week of November,</i>									
<i>Curator will be on board by end NOV 24.</i>									
<i>Curator has been appointed.</i>									
<i>Curator commenced her position and is working with BRAG team to</i>									
<i>prepare an artist call out for the 2025 exhibition.</i>									
<i>Exhibition on track for 2025</i>									
PR-5395 Develop arts and culture strategy	<i>Progress 10%</i>	43,400	-	-	<i>0 %</i>	-	70,000	70,000	-
<i>Project Progress Comments:</i>									
<i>Request for Quote assessment being undertaken.</i>									
<i>Consultant appointed</i>									
<i>Project kicked off Feb 25.</i>									
PR-5401 Noongar Arts Program Independent Art Space - Economic Resilience	<i>Progress 5%</i>	51,379	-	-	<i>0 %</i>	-	-	324,624	324,624
<i>Project Progress Comments:</i>									
<i>Draft contracts for creative and cultural consultants completed and</i>									
<i>currently being reviewed by both parties.</i>									
Total for Bunbury Regional Art Gallery		159,143	228,840	204,475		238,923	400,897	839,021	438,124

Bunbury Wildlife Park

PR-3294 Conduct Grandfamilies Fun Day	<i>Progress 20%</i>	-	-	-	<i>0 %</i>	14,750	14,750	14,750	-
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*Project Progress Comments:**Event in April 2025, planning has commenced for April 2025*

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Bunbury Wildlife Park									
PR-5339 Renew wildlife park furnishings and equipment	<i>Progress 70%</i>	1,818	3,863	7,500	<i>(48)%</i>	7,500	7,500	7,500	-
<i>Project Progress Comments:</i>									
<i>Purchase of items has commenced with 50% of funds already committed - awaiting delivery and installation. Further items to be ordered in February.</i>									
Total for Bunbury Wildlife Park		1,818	3,863	7,500		22,250	22,250	22,250	-
Business Partners									
PR-5093 Volunteer awards program	<i>Progress 1%</i>	-	-	-	<i>0 %</i>	4,000	4,000	-	(4,000)
<i>Project Progress Comments:</i>									
<i>Review of the Volunteer framework nearing completion.</i>									
PR-5094 HRIS Learn Module content	<i>Progress 30%</i>	-	-	-	<i>0 %</i>	25,000	25,000	25,000	-
<i>Project Progress Comments:</i>									
<i>Delivery phase has commenced. Content has been updated and roll out of online modules for compliance has started</i>									
Total for Business Partners		-	-	-		29,000	29,000	25,000	(4,000)

	Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
City Planning								
PR-3584 Review Local Planning Strategy				0 %	100,000	100,000	100,000	-

Progress 15%

Project Progress Comments:

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

*PR 3584 - Local Planning Strategy: LPS for IOS
 Audit and Assessment stage commenced with GIS support
 Strategy Development Stage - RFQ under preparation*

see also PR 3585

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
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City Planning

PR-3585 Review Local Planning Scheme	<i>Progress 50%</i>	-	20,000	20,000	0 %	50,000	50,000	50,000	-
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Project Progress Comments:

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

PR 3585 - Local Planning Scheme

ECU Research commenced - Audit: short term housing rental market trends and analysis

Review: Schedule 4 car parking table/standards pending

see also PR 3584

PR-5006 Housing Strategy Focus Area 2.3 - Back Beach Precinct	<i>Progress 35%</i>	-	-	-	0 %	50,000	50,000	50,000	-
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Project Progress Comments:

The City is reviewing the Back Beach Structure Plan and working with landowners to discuss the future of the Precinct. Any changes or future scheme amendment is subject to the process outlined in the Planning and Development (Local Planning Scheme) Regulations which will be subject to public consultation.

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
City Planning									
PR-5012 Ocean Beach Heritage Trail Implementation	<i>Progress 80%</i>	-	-	5,000	<i>(100)%</i>	14,521	14,521	14,521	-
<u>Project Progress Comments:</u>									
<i>Met with Elders on 30/1/2024 for recommended actions to progress project. Coordinating input with the Language Centre on Place Names (site visit 21/2/2024) and any associated stories then presenting to the Cultural Advisory Committee prior to signoff by Elders.</i>									
<i>No response from Language Centre as yet.</i>									
<i>Aboriginal Liaison - Wardandi officer provided update on 20/12 to follow up.</i>									
PR-5096 City Centre Analysis and Urban Design Framework	<i>Progress 35%</i>	-	-	-	<i>0 %</i>	50,000	50,000	50,000	-
<u>Project Progress Comments:</u>									
<i>Internal consultation has been undertaken and stage 2 of the Spatial Framework is being project planned and commencing.</i>									
PR-5097 Local Heritage Survey Report	<i>Progress 10%</i>	-	-	-	<i>0 %</i>	15,000	15,000	15,000	-
<u>Project Progress Comments:</u>									
<i>Submitted funding grant to DPLH 1 November 2024. Preparing scope in accordance with guidelines and expecting to receive the outcome of the grant early 2025.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
City Planning									
PR-5332 Spencer/Blair Precinct Plan Engagement (JV)	<i>Progress 15%</i>	-	-	25,000	<i>(100)%</i>	50,000	50,000	50,000	-
<i>Project Progress Comments:</i>									
<i>DPLH have proposed a joint venture to do a precinct structure plan in the Spencer/Blair area. DPLH will be project managing and funding the majority of the project but the City will be contributing \$50,000.00 for community engagement. The tender for the project has been preferred and sent to the Department of Finance for procurement. The City will be transferring the \$50,000.00 to DPLH to form part of the project budget. The tender will be advertised once it has been approved by Department of Finance, with consideration for the caretaker period for the state government election.</i>									
Total for City Planning		-	20,000	50,000		329,521	329,521	329,521	-
Community Development									
PR-4337 Prepare, Implement and Deliver Reconciliation Action Plan Initiatives	<i>Progress 20%</i>	3,193	7,037	11,560	<i>(39)%</i>	20,215	19,775	19,775	-
<i>Project Progress Comments:</i>									
<i>AACHWA sponsorship paid</i>									
<i>Preparation for Reconciliation Week 25 due to begin October/November.</i>									
<i>Cultural Competency Training held September 24</i>									
PR-5081 Implement Withers Placemaking	<i>Progress 80%</i>	950	3,500	8,300	<i>(58)%</i>	8,300	8,300	8,300	-
<i>Project Progress Comments:</i>									
<i>Orders have been placed, contractor work currently in progress. Works delayed due to severe weather and resource availability - Grant acquittal extended to EOY 24 - resource limitation affecting outcomes related to the project</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Community Development									
PR-5348 Youth Initiatives - Youth Advisory Council of WA	<i>Progress 25%</i>	744	613	1,351	<i>(55)%</i>	2,530	2,681	2,681	-
<i>Project Progress Comments:</i>									
<i>Ongoing initiatives within YAC with Youth Officer YACWA Grant being utilised</i>									
PR-5352 Youth engagement initiatives	<i>Progress 75%</i>	-	5,755	6,000	<i>(4)%</i>	10,000	10,000	10,000	-
<i>Project Progress Comments:</i>									
<i>Youth activity held in September and October 2025 partnership with Education Department and local schools to support young people's engagement with Noongar history/culture for year 5 and 6 students. Meeting held with YAC 6 November to co-design workshop for 12-25 years to be held in March 2025.</i>									
PR-5390 Implement MARCIA recommendations (Most Accessible Regional City In Australia)	<i>Progress 5%</i>	-	-	-	<i>0 %</i>	-	40,000	75,000	35,000
PR-5392 Develop City Reconciliation Action Plan and Cultural Safety Framework	<i>Progress 5%</i>	-	-	-	<i>0 %</i>	-	30,000	30,000	-
<i>Project Progress Comments:</i>									
<i>RFQ to be planned for a local consultant to work in partnership with First Nation Officers, local Elders and community for the development of the City's RAP and Cultural Safety Framework.</i>									
Total for Community Development		4,887	16,905	27,211		41,045	110,756	145,756	35,000
Council Support									
PR-5132 Art, Photos and Honour Board - Council Chambers and Function Area	<i>Progress 75%</i>	-	11,647	14,568	<i>(20)%</i>	14,568	14,568	14,568	-
<i>Project Progress Comments:</i>									
<i>Procurement complete installation of honour boards to occur following the Noongar exhibition later this calendar year.</i>									
Total for Council Support		-	11,647	14,568		14,568	14,568	14,568	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Data & Digital									
PR-4290 Develop new website and digital platform for City of Bunbury	<i>Progress 80%</i>	4,378	17,730	18,251	<i>(3)%</i>	53,251	53,251	22,558	(30,693)
<i>Project Progress Comments:</i>									
<i>Work Complete. Completing migration to City of Bunbury Servers</i>									
Total for Data & Digital		4,378	17,730	18,251		53,251	53,251	22,558	(30,693)
Economic Development									
PR-4249 Economic Development Initiatives	<i>Progress 15%</i>	-	32,097	93,042	<i>(66)%</i>	127,128	143,170	143,170	-
<i>Project Progress Comments:</i>									
<i>A priority project for the City will be a Economic Development Strategy for the City. Supporting business as usual projects and activities aligned to the EDAP and key economic projects progressing such as land rationalisation, tourism plan, local partnerships, business engagement will be delivered from this implementation project. Officers are currently finalising the Bunbury Tourism Plan and work has commenced on the Economic Development Strategy. With recent vacancies in positions, the majority of activities and implementation will occur from now until June 2025, with the new Economic Development Officer commencing in February.</i>									
PR-5001 Implementation of the Bunbury Geographe Tourism Partnership Strategy	<i>Progress 65%</i>	-	-	30,000	<i>(100)%</i>	60,000	60,000	60,000	-
<i>Project Progress Comments:</i>									
<i>The City continues to work and meet with other local governments through the BGGC CEO's supporting Bunbury Geographe Tourism. With the current agreement for BGTP to continue until the end of this financial year. Local Government tourism and economic development officers have created a supportive LGO network working together supporting Bunbury Geographe Tourism.</i>									

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

PR-5095 Bicentennial Square Precinct Plan	<i>Progress 65%</i>	84,195	50,073	50,000	0 %	150,000	150,000	150,000	-
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Project Progress Comments:

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

- Project Planning is complete.
- Geotechnical report is complete.
- Traffic studies are complete.
- Engagement Plan is complete.
- Design consultants have been appointed.
- First stage community Engagement is complete.
- Three draft visions & concepts have been developed.
- Currently in project stage 3 - review and refinement.

Extensive engagement with internal/external stakeholders, council and community completed through out November/December.

Further council briefing taking place 10.02.2025

A significant funding opportunity is also being pursued through the 'Regional Partnerships and Precincts Program' being offered through the federal Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The City is collaborating with the South West Development Commission and Regional Development Australia to progress a submission for funding through this program for future delivery of the project.

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

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

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Economic Development									
PR-5156 Support ECU Creative Tech Village	<i>Progress 100%</i>	-	20,000	20,000	0 %	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>									
<i>Through the City's funding support and agreement in 23/24 the City of Bunbury Creative Lighting Report has been received. This has been shared with internal stakeholders and with the Elected Members by way of a Briefing Note that has been uploaded to the Portal.</i>									
PR-5391 Develop Economic Development Strategy	<i>Progress 35%</i>	-	-	-	0 %	-	75,000	75,000	-
<i>Project Progress Comments:</i>									
<i>HATCH Consultancy Group have been engaged to undertake consultation and Economic Development Strategy. The inception meeting was held Tuesday 4th February. Stakeholder engagement meetings and workshops have been booked and scheduled for February and March. The project will continue over the following months with the Strategy to be completed June 2025.</i>									
Total for Economic Development		84,195	108,480	199,352		363,478	454,480	454,480	-
Engineering Design									
PR-4627 Support Industry Road Safety Initiatives	<i>Progress 0%</i>	-	-	3,000	(100)%	3,000	3,000	-	(3,000)
Total for Engineering Design		-	-	3,000		3,000	3,000	-	(3,000)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Executive Leadership - CEO									
PR-1831 Ocean Pool feasibility study and concept design	<i>Progress 40%</i>	46,711	4,400	-	0 %	61,722	61,722	61,722	-
<i>Project Progress Comments:</i>									
<i>Next stage of project scope mapped including further feasibility, cultural consultation, relevant local authority engagement and funding opportunities.</i>									
<i>Consultation with GKB is in progress. Business case has been reviewed and needs analysis to be completed next project phase supporting capital funding applications.</i>									
PR-3875 Support Regional Cities Alliance	<i>Progress 100%</i>	-	15,000	15,000	0 %	15,000	15,000	15,000	-
PR-4504 Provide disaster assistance	<i>Progress 0%</i>	-	-	-	0 %	20,000	20,000	20,000	-
PR-4573 Contribution towards Busselton Margaret River Regional Airport Marketing Fund	<i>Progress 100%</i>	-	10,000	10,000	0 %	10,000	10,000	10,000	-
PR-5083 Discretionary funding allocation	<i>Progress 5%</i>	-	18,288	48,029	(62)%	96,057	96,057	46,057	(50,000)
PR-5346 Economic Development Implementation Fund	<i>Progress 5%</i>	1,810	70,232	55,000	28 %	120,000	120,000	120,000	-
PR-5351 Innovative Industries of the Future Conference	<i>Progress 5%</i>	-	2,825	100,000	(97)%	100,000	100,000	100,000	-
PR-5383 Strategic Reviews	<i>Progress 5%</i>	-	47,000	50,000	(6)%	150,000	150,000	65,000	(85,000)
Total for Executive Leadership - CEO		48,521	167,745	278,029		572,779	572,779	437,779	(135,000)

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Executive Leadership - Sustainable Development									
PR-3868 Undertake City Parking Strategy	<i>Progress 25%</i>	15,750	1,958	17,500	<i>(89)%</i>	58,182	58,182	58,182	-
<i>Project Progress Comments:</i>									
<i>Report received and reviewed by Officer and ELT.</i>									
<i>Recommended amendments have been compiled and will be provided to consultant for review.</i>									
Total for Executive Leadership - Sustainable Development		15,750	1,958	17,500		58,182	58,182	58,182	-
Financial Accounting									
PR-3168 Undertake GRV Property revaluation in accordance with legislation	<i>Progress 10%</i>	-	-	-	<i>0 %</i>	470,000	470,000	470,000	-
PR-4356 Contribute to a rail-line reinstatement trust with Arc Infrastructure	<i>Progress 0%</i>	-	-	-	<i>0 %</i>	13,462	13,462	13,462	-
<i>Project Progress Comments:</i>									
<i>This is an annual payment into a trust with Arc Infrastructure, which is completed in June each financial year.</i>									
PR-5073 Provide financial support to the BHRC	<i>Progress 10%</i>	450,000	450,000	497,000	<i>(9)%</i>	47,000	947,000	947,000	-
Total for Financial Accounting		450,000	450,000	497,000		530,462	1,430,462	1,430,462	-
Fleet									
PR-2308 Replace corporate minor plant	<i>Progress 80%</i>	-	24,050	22,000	<i>9 %</i>	31,519	31,519	31,519	-
Total for Fleet		-	24,050	22,000		31,519	31,519	31,519	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Information Technology									
PR-2249 Asset Replacement - Fixed and mobile phones and devices	<i>Progress 55%</i>	-	4,323	12,000	<i>(64)%</i>	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>									
<i>Ongoing replacements as required</i>									
PR-5008 City of Bunbury "Project Shine" Transformation	<i>Progress 80%</i>	9,038	34,800	44,273	<i>(21)%</i>	174,273	174,273	44,273	(130,000)
<i>Project Progress Comments:</i>									
<i>Project progressing. Modules complete include HRIS, HCM analytics CX, Contracts). Project management and Risk nearing completion</i>									
PR-5150 Data Centre Exit & Cloud Migration	<i>Progress 70%</i>	-	18,624	25,000	<i>(26)%</i>	200,000	200,000	200,000	-
<i>Project Progress Comments:</i>									
<i>Installation of new servers complete and data centre has been exited. Next step is disaster recovery for depot</i>									
PR-5318 Ranger and emergency management two-way radio upgrade	<i>Progress 40%</i>	27,049	-	-	<i>0 %</i>	30,000	30,000	30,000	-
<i>Project Progress Comments:</i>									
<i>Procurement finalised. Installation within next month or two.</i>									
PR-5400 Enterprise Resource Planning system, scope and implementation	<i>Progress 5%</i>	-	-	-	<i>0 %</i>	-	-	165,000	165,000
<i>Project Progress Comments:</i>									
<i>Procurement of consultant underway</i>									
Total for Information Technology		36,086	57,746	81,273		424,273	424,273	459,273	35,000
Integrated Planning									
PR-4301 Undertake community satisfaction and perception survey	<i>Progress 60%</i>	33,050	-	-	<i>0 %</i>	-	30,000	35,000	5,000
<i>Project Progress Comments:</i>									
<i>Catalyse have been engaged and survey to be rolled out in Feb 2025</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Integrated Planning									
PR-4389 Review and development of City of Bunbury Strategic Plan in line with legislative requirements	<i>Progress 5%</i>	-	-	-	0%	5,000	5,000	-	(5,000)
<i>Project Progress Comments:</i>									
<i>Requirements being ascertained as to what the new Council Plan will need to include pending legislative reform in this area. Essentially the SCP and CBP as we know it will be combined into a new Council Plan. Engagement to commence in 2025 with target of new document being effective as at 1 July 2026, ie project will span 2 financial years. Project plan being developed.</i>									
PR-5405 Develop Council Plan	<i>Progress 0%</i>	-	-	-	0%	-	-	85,000	85,000
Total for Integrated Planning		33,050	-	-		5,000	35,000	120,000	85,000
Lead Department - Community Connection									
PR-3840 Support King Cottage Museum	<i>Progress 95%</i>	-	31,544	31,544	0%	31,544	31,544	31,544	-
<i>Project Progress Comments:</i>									
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>									
<i>A review with Council is being planned for ongoing funding.</i>									
<i>Payment made September 24</i>									
PR-3844 Support Bunbury City Band	<i>Progress 95%</i>	-	10,000	10,000	0%	10,000	10,000	10,000	-
<i>Project Progress Comments:</i>									
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>									
<i>A review with Council is being planned for ongoing funding.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Lead Department - Community Connection									
PR-3848 Support Bunbury Regional Entertainment Centre (BREC) - operating and capital subsidies	<i>Progress 95%</i>	259,114	229,557	359,114	<i>(36)%</i>	618,228	618,228	618,228	-
<i>Project Progress Comments:</i>									
<i>24/25 Documentation is being drafted for MOU for BREC to inc, operating and capital costs.</i>									
<i>Payment made September 24</i>									
PR-3852 Support Stirling Street Arts Centre (SSAC) - operating subsidy	<i>Progress 95%</i>	-	100,000	100,000	<i>0 %</i>	66,625	100,000	100,000	-
<i>Project Progress Comments:</i>									
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>									
<i>A review with Council is being planned for ongoing funding - an increase to \$100k per annum is being requested as part of the October budget review</i>									
<i>Payment made September 24</i>									
PR-3860 Support RSL in the delivery of Anzac Day	<i>Progress 5%</i>	-	20,000	20,000	<i>0 %</i>	20,000	20,000	20,000	-
<i>Project Progress Comments:</i>									
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>									
<i>A review with Council is being planned for ongoing funding.</i>									
PR-4349 Provide support to Bunbury Regional YouthCare	<i>Progress 95%</i>	-	12,000	12,000	<i>0 %</i>	12,000	12,000	12,000	-
<i>Project Progress Comments:</i>									
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>									
<i>A review with Council is being planned for ongoing funding.</i>									
<i>Payment made September 24</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Lead Department - Community Connection									
PR-4350 Youth Program Support (MOU)	<i>Progress 50%</i>	-	15,000	15,000	0%	15,000	30,000	30,000	-
<i>Project Progress Comments:</i>									
<i>Support Youth Programs.</i>									
<i>MOU - 2017/18 to 2023/24 - South West Clontarf Academy (Newton Moore College). 2023/2024 paid October 2023</i>									
<i>2024/25 onwards - will be paid to Clontarf - reviews occurring with Council for ongoing funding/MOU</i>									
<i>An additional amount will be requested at the October Budget review to be set aside for a "girls" program (to be identified by Council)</i>									
<i>Additional funds approved</i>									
PR-4517 Bunbury Geographe Seniors and Community Centre Financial Support	<i>Progress 75%</i>	12,500	37,500	50,000	(25)%	50,000	50,000	50,000	-
<i>Project Progress Comments:</i>									
<i>24/25 Documentation is being collated for dissemination to relevant community groups.</i>									
<i>A review with Council is being planned for ongoing funding.</i>									
Total for Lead Department - Community Connection		271,614	455,601	597,658		823,397	871,772	871,772	-
Libraries & Learning									
PR-4554 Replacement of children's toys in City Library Children's Area	<i>Progress 10%</i>	-	-	1,500	(100)%	3,000	3,000	3,000	-
PR-5333 Renew libraries furnishings and equipment	<i>Progress 10%</i>	-	-	4,000	(100)%	7,500	7,500	7,500	-
PR-5334 Replace library digital customer devices	<i>Progress 10%</i>	-	177	3,000	(94)%	5,000	5,000	5,000	-
Total for Libraries & Learning		-	177	8,500		15,500	15,500	15,500	-

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Marketing & Communications									
PR-4299 Bunbury Brighter Campaign	<i>Progress 35%</i>	31,943	8,805	52,393	(83)%	102,393	102,393	102,393	-
<i>Project Progress Comments:</i>									
<i>Marketing Agency appointed to develop 3-year destination marketing strategy.</i>									
<i>Planning underway for a summer destination campaign targeting the Perth market.</i>									
Total for Marketing & Communications		31,943	8,805	52,393		102,393	102,393	102,393	-
Natural Environment & Sustainability									
PR-2590 Participate in Peron Naturaliste Partnership	<i>Progress 100%</i>	-	19,452	19,617	(1)%	20,000	20,000	20,000	-
PR-4456 Implement Sustainability Strategy Action Plan	<i>Progress 100%</i>	-	24,651	24,651	0 %	24,651	24,651	24,651	-
PR-4604 Implement culling of introduced Corellas	<i>Progress 45%</i>	17,496	1,004	6,200	(84)%	20,000	20,000	20,000	-
PR-5128 Implement CHRMAP	<i>Progress 45%</i>	35,511	34,270	45,500	(25)%	440,000	440,000	95,000	(345,000)
PR-5129 Sustainability & Environmental Action Plan Implementation	<i>Progress 45%</i>	856	23,660	23,859	(1)%	250,000	250,000	46,332	(203,668)
Total for Natural Environment & Sustainability		53,863	103,038	119,827		754,651	754,651	205,983	(548,668)
Organisational Design									
PR-5157 Role Clarity and Performance Framework	<i>Progress 35%</i>	-	-	30,000	(100)%	90,000	90,000	90,000	-
<i>Project Progress Comments:</i>									
<i>Role Expectations roll out has commenced. Project has resumed with Position Description for the resource completed and procurement for the Capability Framework has also commenced.</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Total for Organisational Design		-	-	30,000		90,000	90,000	90,000	-
Place Activation									
PR-4160 Provide funding for "Minor Community Grants"	<i>Progress 0%</i>	-	-	-	<i>0%</i>	10,000	-	-	-
PR-4189 Provide funding for a "Active Places" Grant Round	<i>Progress 90%</i>	3,600	1,400	2,500	<i>(44)%</i>	5,000	5,000	5,000	-
<i>Project Progress Comments:</i>									
<i>This budget has been fully expended. Awaiting post event report from successful applicants to reconcile the funding contribution.</i>									
PR-4190 Provide funding for a "Neighbourhood Connect" Grant Round	<i>Progress 90%</i>	-	-	-	<i>0%</i>	22,000	-	-	-
PR-4198 Provide funding for a "Community Connect" Grant Round	<i>Progress 70%</i>	48,500	67,255	74,757	<i>(10)%</i>	162,000	114,000	114,000	-
<i>Project Progress Comments:</i>									
<i>Grant Program currently open for Round 2, with funds expected to be fully spent by June 2025.</i>									
PR-4211 Provide funding for "Signature Events" Grant Round	<i>Progress 70%</i>	78,083	192,000	250,821	<i>(23)%</i>	321,651	401,651	301,651	(100,000)
<i>Project Progress Comments:</i>									
<i>Grant Program currently open for Round 2, with funds expected to be fully spent by June 2025.</i>									
PR-4241 Funding to secure state, national and international sporting or cultural events	<i>Progress 95%</i>	31,500	57,000	53,461	<i>7%</i>	106,922	156,922	101,922	(55,000)
PR-4658 Support incoming/outgoing delegations and activities that develop international relations	<i>Progress 65%</i>	1,749	7,713	10,000	<i>(23)%</i>	25,000	25,000	17,500	(7,500)
<i>Project Progress Comments:</i>									
<i>Welcomed student delegation in November. Working with IRWG to create an action plan for the next 6 months</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Place Activation										
PR-4762 Conduct City of Bunbury Staff Conference	Progress 30%	21,301	7,185	30,000	(76)%	30,000	39,000	2,603	(36,397)	
<i>Project Progress Comments:</i> BREC has been appointed as the venue host, currently securing activity providers and raising PO's.										
PR-5133 Support City of Bunbury Eisteddfod	Progress 0%	-	20,000	20,000	0 %	20,000	20,000	20,000	-	
PR-5155 Support Greater Bunbury Rotary Club for Dunstan St Christmas Lights Event	Progress 95%	1,343	4,030	5,864	(31)%	6,000	5,864	5,864	-	
<i>Project Progress Comments:</i> TMP provider locked in and PO raised.										
PR-5384 Christmas Lights Display	Progress 35%	-	1,000	2,500	(60)%	-	2,500	2,500	-	
<i>Project Progress Comments:</i> Advertising for the competition has just commenced.										
PR-5399 Temporary infrastructure overlay, Hands Oval (AFL Fixtures)	Progress 20%	104,326	5,613	-	0 %	-	2,538,000	1,170,545	(1,367,455)	
PR-5403 Host AFL pre-season game	Progress 65%	162,214	-	-	0 %	-	-	304,067	304,067	
Total for Place Activation		452,614	363,196	449,903		708,573	3,307,937	2,045,652	(1,262,285)	
Project Planning & Assets										
PR-4589 Survey and monitoring of Pelican Point Grand Canals	Progress 25%	26,750	-	-	0 %	20,000	20,000	35,000	15,000	
PR-5321 Koombana Bridge (Bridge 1319) renewals	Progress 10%	-	-	-	0 %	249,000	202,000	202,000	-	
PR-5449 Design Old Coast Road lighting	Progress 0%	-	-	-	0 %	-	-	18,000	18,000	
PR-5450 Parade Road Lighting	Progress 0%	-	-	-	0 %	-	-	340,346	340,346	

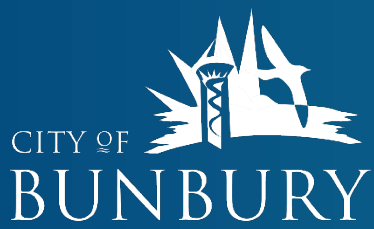
		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change		
Total for	Project Planning & Assets	26,750	-	-		269,000	222,000	595,346	373,346		
Property Management & Maintenance											
PR-4268	Renewable Energy and Energy Efficient Projects		<i>Progress 95%</i>	16,867	94,255	136,084	(31)%	136,084	136,084	111,122	(24,962)
<i>Project Progress Comments:</i>											
1. Renewable Energy and Energy Reduction Framework. Project Completed											
2. Administration Building Solar Panel Installation. Installation completed, waiting for Western Power final approval, expected completion February 2025											
PR-4673	Replace office furniture and equipment		<i>Progress 60%</i>	5,551	21,628	24,222	(11)%	40,372	40,372	40,372	-
<i>Project Progress Comments:</i>											
Replacing office furniture as required.											
PR-4935	Replace Christmas street decorations		<i>Progress 35%</i>	-	4,060	-	0%	40,000	40,000	40,000	-
<i>Project Progress Comments:</i>											
New Decoration will be ordered at February 2025											
PR-5110	Replace CBD parking signs		<i>Progress 85%</i>	19,887	22,519	31,408	(28)%	48,181	48,181	48,181	-
<i>Project Progress Comments:</i>											
Progressing											
PR-5406	Demolish Bunbury Powerboat Club Building		<i>Progress 0%</i>	-	-	-	0%	-	-	90,000	90,000
Total for	Property Management & Maintenance	42,305		142,462	191,714			264,637	264,637	329,675	65,038

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Rangers & Emergency Management									
PR-4947 Undertake Department of Fire and Emergency Services Mitigation Activity program	<i>Progress 70%</i>	-	87,171	-	0 %	175,957	175,957	175,957	-
<i>Project Progress Comments:</i>									
<i>This project is close to completion. All treatments funded under the 24/25 Mitigation Activities Fund (MAF) are almost complete. Acquittal of this project is currently being prepared and due with DFES by 15 July 2025 with all treatments due by May 2025.</i>									
<i>The Community Safety & Emergency Management team are currently reviewing treatments to apply for the 25/26 round of MAF grant funding.</i>									
PR-5344 All West Australians Reducing Emergencies (AWARE) Program	<i>Progress 100%</i>	-	-	-	0 %	3,400	3,400	3,400	-
<i>Project Progress Comments:</i>									
<i>The City's Local Emergency Management Arrangements (LEMA), Local Recovery Plan (LRP) and Bushfire Risk Management Plan (BRMP) have all been completed. The LEMA and LRP have been reviewed by the DEMA and LEMC while the BRMP was reviewed by the Office of Bushfire Risk Management (OBRM).</i>									
<i>All three (3) were endorsed by Council on 4 February 2025 and those documents will inform the City's Emergency Management direction for the next 5 years, with annual reviews. AWARE funding was used to assist financially with the creation of these documents, but three (3) evacuation center openings and two (2) Level 2 Storms certainly helped inform and test the content. This grant funding was successfully acquitted 18 February 2025.</i>									
Total for Rangers & Emergency Management		-	87,171	-		179,357	179,357	179,357	-
Sport & Recreation									
PR-3829 Support South West Academy of Sport (SWAS)	<i>Progress 100%</i>	-	10,000	10,000	0 %	10,000	10,000	10,000	-
<i>Project Progress Comments:</i>									
<i>Project completed - invoice paid for SWAS</i>									

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change	
Sport & Recreation										
PR-4532 Renew South West Sports Centre (SWSC) furnishings and equipment	<i>Progress 80%</i>	17,160	22,382	53,000	<i>(58)%</i>	75,500	75,500	75,500	-	
<i><u>Project Progress Comments:</u></i>										
<i>Purchasing of most items has commenced with funds committed so orders can be placed. Awaiting delivery of two way radios and lane ropes.</i>										
PR-4717 Deliver Department of Sport and Recreation "Every Club" funding program	<i>Progress 58%</i>	-	14,824	23,588	<i>(37)%</i>	38,460	38,460	38,460	-	
<i><u>Project Progress Comments:</u></i>										
<i>Club specific workshops have been delivered (food safety) and further support workshops being planned. Grant workshop partnered with DLGSC delivered In January 2025.</i>										
PR-5086 Detailed Design Hay Park Indoor Courts	<i>Progress 45%</i>	1,200	36,196	220,000	<i>(84)%</i>	638,600	638,600	638,600	-	
<i><u>Project Progress Comments:</u></i>										
<i>Project Manager and architect both working on functional design. Revised QS pricing has been provided back to Minister Don Punch on in late January 2025 requesting further funds to close the funding gap for construction.</i>										
PR-5087 Prepare Sport & Recreation Facilities Plan	<i>Progress 40%</i>	-	-	10,000	<i>(100)%</i>	40,000	40,000	40,000	-	
<i><u>Project Progress Comments:</u></i>										
<i>Procurement for the consultant has closed and consultant to be appointed by 14 February 2025.</i>										
PR-5154 Support Colts Cricket Club CSRFF application	<i>Progress 30%</i>	2,450	-	-	<i>0 %</i>	57,808	137,504	137,504	-	
<i><u>Project Progress Comments:</u></i>										
<i>Procurement to be awarded in February, was some delays with design drawings. Is behind where the original desired completion schedule prior to season commencement. Will be completed post season.</i>										

		Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Sport & Recreation									
PR-5336 Support Bunbury Tennis Club CSRFF application	<i>Progress 100%</i>	34,750	10,000	9,091	10 %	10,000	9,091	9,091	-
<i>Project Progress Comments:</i>									
<i>Completed, invoice paid</i>									
PR-5337 Support Bunbury Motorcross Club CSRFF application	<i>Progress 35%</i>	-	-	45,000	(100)%	45,000	45,000	45,000	-
<i>Project Progress Comments:</i>									
<i>Not due for commencement until January 2025. The club did not sign the DLGSC grant until early December. Club to invoice City as construction commences.</i>									
PR-5338 Renew other sport and recreation furnishings and equipment	<i>Progress 60%</i>	3,530	3,667	4,000	(8)%	7,500	7,500	7,500	-
<i>Project Progress Comments:</i>									
<i>Some items purchased and further scoping and quotes to be sought.</i>									
PR-5350 Support Bunbury Central Croquet Club DLGSCI Club Night Light application	<i>Progress 100%</i>	-	-	-	0 %	3,446	-	-	-
<i>Project Progress Comments:</i>									
<i>The club were not successful in their grant application so this money is proposed to be transferred during the Oct/Nov budget review. The funding provided was subject on the grant being approved by DLGSC</i>									
PR-5389 Support Bunbury Sports Shooting Club CSRFF application	<i>Progress 15%</i>	-	-	-	0 %	-	5,000	5,000	-
<i>Project Progress Comments:</i>									
<i>Late announcement that the club has been successful (December 2024). Club commencing procurement of project items.</i>									
Total for Sport & Recreation		59,090	97,069	374,679		926,314	1,006,655	1,006,655	-
Works									
PR-1168 Replace signs and linemarking	<i>Progress 75%</i>	5,982	9,300	12,500	(26)%	25,000	25,000	25,000	-

	Committed	YTD Actual	YTD Budget	YTD %var	Original Budget	Revised Budget	End Year Forecast	Forecast Change
Total for Works	5,982	9,300	12,500		25,000	25,000	25,000	-
Operating Projects Expenditure Total	1,781,989	2,378,381	3,262,833	(27)%	6,886,073	10,819,840	9,867,702	(952,138)



Financial Health Report

as at 31 January 2025

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

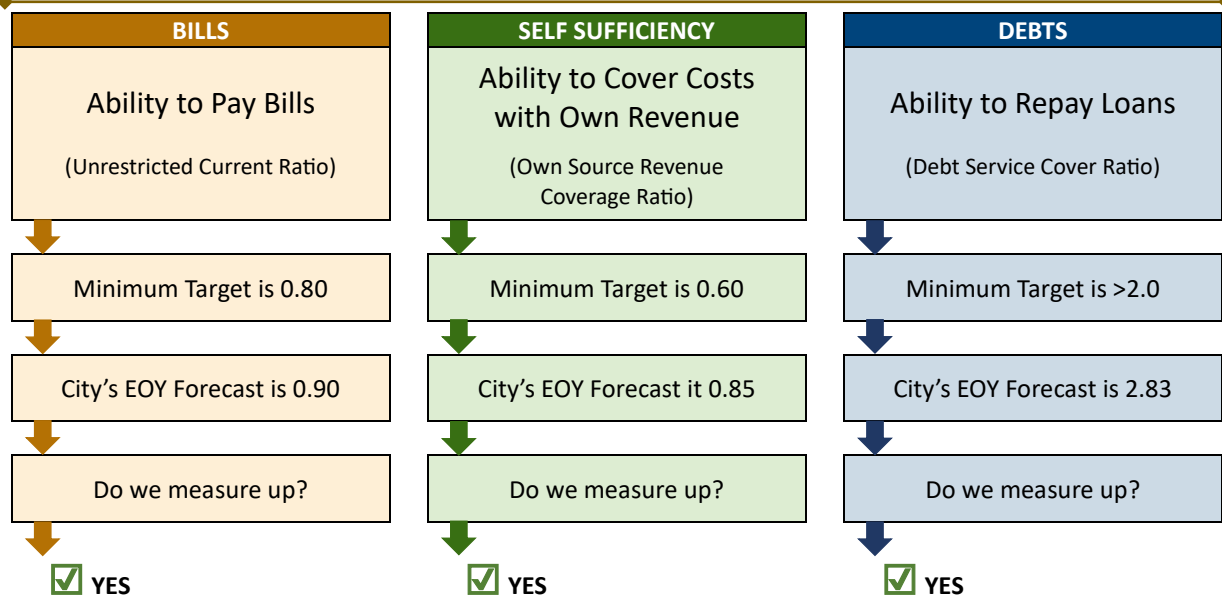


Year to Date Financial Snapshot	Actual (\$000's)
Operating Revenue	\$68,226
Operating Expenditure <i>(excluding non-cash items)</i>	\$36,517
Capital Revenue	\$2,559
Capital Expenditure	\$10,559
Loan/Lease Principal Repayments	\$1,410
Transfers (to)/from Restricted Cash	(\$197)
Opening Surplus/(Deficit) Position; brought forward 1 st July 2024	\$4,821
Closing Surplus/(Deficit) Position; forecast 30 th June 2025	\$0

Cash in the Bank (as at 31st January 2025)



Financial Health Indicators



Other Financial Targets

OPERATING SURPLUS RATIO

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

Minimum Target is >1.0

City's YTD Performance is (0.07)

Do we meet the target?

❌ NO

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

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

ASSET SUSTAINABILITY RATIO

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

Depreciation for 2024/25 is \$15.05M.

Capital expenditure (renewal & upgrade) for 2024/25 is \$21.03M.

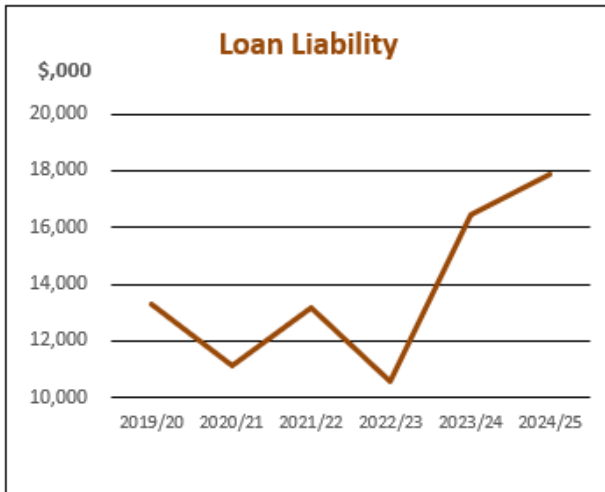
Minimum Target is >0.90

City's YTD Performance is 1.40

Do we meet the target?

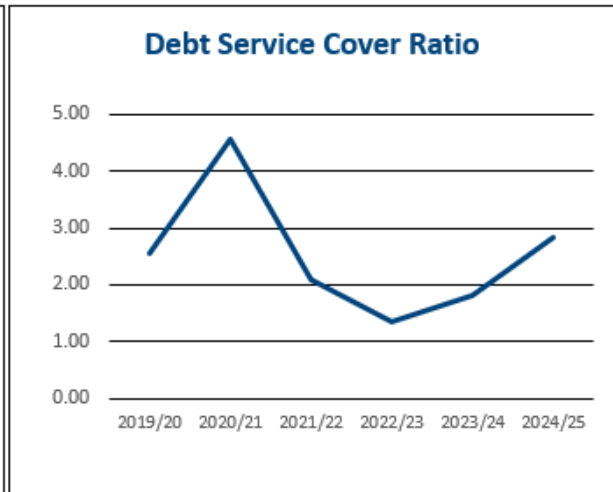
✅ YES

Loan Balances and Repayment Capacity



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

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



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

10.3.3 February 2025 Budget Review

File Ref:	COB/5556
Applicant/Proponent:	Internal Report
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Corporate and Community
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.3.2-A: Statement of Comprehensive Income Appendix 10.3.2-B: Statement of Financial Activity Appendix 10.3.2-C: Statement of Net Current Assets Appendix 10.3.2-D: Statement of Financial Position Appendix 10.3.3-A: Budget Review February 2025

Summary

Council adopted the 2024/25 Budget on 23 July 2025 totalling \$93.8M, comprising \$23.9M of capital works, \$2.9M debt reduction and \$67.0M in operating expenditure (excluding depreciation). During the course of the year, Council has made amendments to the budget including the October 2024 Budget Review and other various Council Decisions. This increased the overall budget to \$102.9M whilst retaining a balanced forecast closing surplus of \$0 as at 30 June 2025.

In February 2025, the City completed another review of the budget resulting in a decrease to the 2024/25 Budget from \$102.9M to \$96.7M, a decrease of \$6.2M. The Operating Deficit will decrease from \$10.9M to \$8.9M, a decrease of \$2.0M; and Capital Expenditure will decrease by \$3.7M from \$30.6M to \$26.9M. Consequently, savings of \$2.18M have been found, and it is proposed to be transferred to the Rates Equalisation and Contingency Reserve to support future expenditure needs.

As a result of the above changes, the adopted budgeted closing surplus of \$0 at 30 June 2025 will remain unchanged and still provides for a fully funded budget.

The following supporting documents are attached for the 2024/25 Revised Budget:

- Budget Review February 2025 (**attached** at Appendix 10.3.3-A)
- Statement of Comprehensive Income (**attached** at Appendix 10.3.2-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.2-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.2-C)
- Statement of Financial Position (**attached** at Appendix 10.3.2-D)

Executive Recommendation

Council adopt the February 2025 Budget Review with the following budget variations and amends the current budget accordingly:

Original Budget Deficit Closing Funds	\$0
Increase in Opening Funds (<i>to adjust budgeted position at 30 June 2024 to agree with the actual financial position</i>)	\$472,958
Net change from October 2024 Budget Review adjustments	(\$472,958)
Current Budget Closing Surplus (prior to February 2025 Review)	\$0
Add February 2025 Budget Review Changes (summarised below)	\$0
Revised Budget Surplus Closing Funds at 30 June 2025	\$0

February 2025 Budget Review Changes

Operating Revenue:	
- Increase Rate Revenue	\$16,610
- Decrease Operating Grants and Subsidies	(\$1,442,341)
- Increase Fees and Charges	\$261,897
- Increase Contributions, Reimbursements and Donations	\$1,646,019
- Increase Interest Received	\$81,234
- Increase Other Revenue	\$8,150
Total Increase in Operating Revenue	\$571,569
Operating Expenses:	
- Decrease Employee Costs	\$629,764
- Decrease Material and Contracts	\$686,314
- Decrease Insurance	\$7,837
- Decrease Other Expense	\$117,665
Total Decrease in Operating Expenditure	\$1,441,580
Capital Revenue:	
- Decrease Grant/Contributions for Assets	(\$2,279,482)
- Increase Proceeds on Disposal of Assets	\$605,146
- Decrease Transfers from Reserves (Restricted Cash)	(\$4,111,143)
Total Decrease in Capital Revenue	(\$5,785,479)
Capital Expenditure:	
- Decrease in Materials and Contracts	\$3,772,330
Total Decrease in Capital Expenditure	\$3,772,330
Net Increase in Closing Funding Surplus from Budget Review	\$0
Revised Budgeted Surplus Closing Funds at 30 June 2025	\$0

Voting Requirements: **Absolute Majority**

Strategic Relevance

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

Background

The Executive Leadership Team, Managers and Finance Staff have reviewed the 2024/25 Budget. Budget review items have been identified and supporting financial statements prepared incorporating budget forecasts to 30 June 2025.

The February 2025 Budget Review is presented to Council for consideration.

Council Policy Compliance

Not applicable.

Legislative Compliance

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must –*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
 - (d) *include the following –*
 - (i) *the annual budget adopted by the local government;*
 - (ii) *an update of each of the estimates included in the annual budget;*
 - (iii) *the actual amounts of expenditure, revenue and income as at the date of the review;*
 - (iv) *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Officer Comments

Council's Executive Leadership Team together with Finance Staff monitor the City's monthly revenue and expenditure activities and (as required) refer any variances requiring remedial action to the Council.

Approved budget amendments are recorded in the financial statements to reflect Council's current budget and financial position at all times.

Analysis of Financial and Budget Implications

The changes to existing budget items along with new projects as detailed in the Budget Review February 2025 Report (refer Appendix 10.3.3-A) has resulted in no change to the City's forecast closing surplus as at 30 June 2025, i.e. the 2024/25 Budget is still fully funded.

The Budget Review has resulted in a decrease in the total 2024/25 Budget from \$102.9M to \$96.7M, a decrease of \$6.2M. The Operating Deficit will decrease from \$10.9M to \$8.9M, a decrease of \$2.0M; and Capital Expenditure will decrease by \$3.7M from \$30.6M to \$26.9M.

During this budget review, significant savings were identified in employee costs (\$800K) and across various project and operational expenditures (\$667K). Additionally, the City received reimbursements totalling \$916K related to the May/June 2024 tornado and storm events, of which \$202K was retained to cover current year operational recovery costs. It is recommended that these savings totalling \$2.18M be transferred into the Rates Equalisation and Contingency Reserve to support future expenditure needs.

As a result of the above changes, the adopted budgeted closing surplus at 30 June 2025 will remain unchanged at a closing position of \$0.

The following summary shows the cash adjustments that result in an unchanged closing surplus.

1.	Surplus funds from Budget Review Report (attached at Appendix 10.3.3-A)	\$4,111,143
2.	<p><u>Reserve Adjustments:</u></p> <p><i>Less Reserve funds not required (increase in reserves):</i></p> <p><i>Airport</i> (\$13,095)</p> <p><i>Asset Management and Renewal</i> (\$270,627)</p> <p><i>City Growth and Major Development</i> (\$490,000)</p> <p><i>Environmental</i> (\$345,000)</p> <p><i>General Parking</i> (\$48,451)</p> <p><i>Infrastructure Development</i> (\$371,229)</p> <p><i>Rates Equalisation and Contingency</i> (\$2,181,053)</p> <p><i>Strategic Land Management</i> (\$576,688)</p> <p><i>Add additional reserve funds required (decrease in reserve):</i></p> <p><i>Canal Management</i> \$15,000</p> <p><i>Refuse Collection and Waste Minimisation</i> \$85,000</p> <p><i>Withers</i> \$85,000</p>	
	Total Reserve Adjustments	(\$4,111,143)
	Total increase in Closing Funds resulting from the February 2025 Budget Review	\$0

Details of the budget changes contained within this budget review are shown in the Budget Review February 2025 report **attached** at Appendix 10.3.3-A and the Financial Statements **attached** at Appendices 10.3.2-A to 10.3.2-D.

Community Consultation

There is no requirement for community consultation on this report.

Councillor/Officer Consultation

The Executive Leadership Team have reviewed the February 2025 Budget Review.



Budget Review

February 2025

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments
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REVENUE

Rates

1	Rates General Inc	49,549,799	49,549,799	49,551,409	1,610	Lower heritage concessions than anticipated.
2	Rates Interim Inc	141,197	141,197	156,197	15,000	Interim rates higher than expected.
Forecast increase / (decrease) in Rates				16,610		

Operating Grants & Subsidies

3	Department Primary Industries & Regional Development; Temporary AFL Infrastructure Overlay Hands Oval	-	2,538,000	846,000	(1,692,000)	Budget adjustments to reflect 3-year project timeline. Offset by matching adjustment in expenditure (refer item 49).
4	Develop arts and culture strategy	-	50,000	-	(50,000)	No longer receiving grant funds, project expenditure will be offset by a budget reallocation (refer item 59).
5	Department of Water & Environmental Regulation; Be a Great Sort in Bunbury waste program	-	-	12,812	12,812	New grant funds received. Offset by increase in expenditure (refer item 51).
6	Regional Road Group grant program; Design Old Coast Road Lighting	-	-	12,000	12,000	New project, refer item 53.
7	Main Roads - Blackspot grant program; Parade Road Lighting	-	-	226,898	226,898	New project, refer item 54.
8	Operating Grants & Subsidies; General	1,171,626	1,093,270	1,141,219	47,949	Additional grant funds received for Australia Day (\$27K), Christmas in the City (\$10K), and natural area management (\$11K)
Forecast increase / (decrease) in Operating Grants & Subsidies				(1,442,341)		

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments
Fees & Charges					
⁹ Temporary infrastructure overlay, Hands Oval; AFL premiership season match 2025	-	-	324,545	324,545	Anticipated ticket sales, to be offset by matching expenditure (refer item 49).
¹⁰ Building & Planning	438,720	441,669	446,847	5,178	Increase revenue received from processing planning applications.
¹¹ Fines and Penalty	80,000	80,000	91,250	11,250	Increase revenue from fines issued for bush fire infringements.
¹² General Hire (Sportsgrounds & Buildings)	85,950	86,573	89,346	2,773	Additional income received from hiring Koolambidi Woola.
¹³ Miscellaneous	1,692,273	1,693,145	1,698,084	4,939	Increase in income from merchandise sales at Museum (\$1.8K), room hire at Bunbury Library (\$2.2K) and minor miscellaneous revenue (\$1K).
¹⁴ Parking Fees	242,870	242,870	176,321	(66,549)	Income from parking meters lower than expected, reduced transfer to Parking Reserve.
¹⁵ Property Lease & Rental Fees	870,380	870,380	855,380	(15,000)	Reduced income from commercial leases.
¹⁶ Rating	152,750	152,750	147,511	(5,239)	Reduced income from direct debit administration fee (\$5.2K) and DFES administration fee (\$3.7K), partially offset by additional income received from instalment charges (\$3.7K).
Forecast increase / (decrease) in Fees & Charges				261,897	

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Contributions, Reimbursements and Donations						
17	Alcoa Wagerup; Conduct Noongar Country art exhibition	-	12,000	35,500	23,500	Additional funding received, offset by increase in expenditure (refer item 45).
18	Alcoa Foundation Noongar Arts Space - Economic Resilience	-	-	324,624	324,624	New project. Two year funding agreement with Alcoa Foundation, offset by matching expenditure (refer item 50).
19	Host AFL pre-season game	-	-	50,000	50,000	New project. Grant funding to be received from AFL to support hosting pre-season AFL game (refer item 34).
20	Contributions Inc;	119,050	150,070	202,965	52,895	Increase income from fuel tax credit (\$40K), general reimbursements (\$7.3K), and reimbursements relating to Bunbury Airport (\$5.6K - transferred to Airport Reserve).
21	Donation Inc;	3,500	31,000	37,760	6,760	Increase in donations received for Bunbury Wildlife Park.
22	Reimbursements Inc; Department of Fire & Emergency Services	-	-	916,501	916,501	Reimbursements for tornado and storm recovery costs in May/June. Offset by increase in related expenditure (\$202K, refer item 55), with the remaining \$714K transferred to Rates Equalisation and Contingency Reserve.
23	Reimbursements Inc;	308,834	531,874	803,613	271,739	Increase in reimbursements received for workers compensation payments (\$190K refer item 27) and Government parental leave (\$54K) offset by matching expenditure (refer item 60). Reimbursements received for legal costs (\$26K).
Forecast increase / (decrease) in Contributions, Reimbursements and Donations				1,646,019		
Interest Received						
24	Rates Debtor Interest Inc	2,262,151	2,313,786	2,395,020	81,234	Interest received higher than anticipated.
Forecast increase / (decrease) in Interest Received				81,234		
Other Revenue						
25	Miscellaneous Inc;	343,350	351,679	359,829	8,150	Reduced income anticipated from Visitor Centre accommodation commissions (\$13K), offset by additional income received for reticulation marking for events (\$12K), place activation events (\$4K), and crossover applications (\$5K).
Forecast increase / (decrease) in Other Revenue				8,150		
REVENUE - Sub Total - Budget Review Changes		increase / (decrease)		571,569		

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments
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EXPENDITURE

Employee Costs

26	Salary Exp - General	(31,335,733)	(31,338,233)	(30,538,233)	800,000	Current YTD salary savings transferred to Rates Equalisation and Contingency Reserve
27	Salary Exp - Workers Compensation	-	(100,665)	(290,665)	(190,000)	Offset by reimbursements (refer item 23).
28	Salary Exp - Other Employee Related Exp	(5,597,967)	(5,597,967)	(5,578,203)	19,764	Current year savings identified in study assistance and traineeship programs.
Forecast (increase) / decrease in Employee Costs					629,764	

Materials & Contracts

29	Project Shine Transformation	(174,273)	(174,273)	(44,273)	130,000	Budget reallocated to provide funding to commence scoping work for Enterprise Resource Planning (ERP) system (refer item 31).
30	City of Bunbury website development	(53,251)	(53,251)	(22,558)	30,693	Budget reallocated to provide funding to commence scoping work for Enterprise Resource Planning (ERP) system (refer item 31).
31	Enterprise Resource Planning (ERP) system	-	-	(165,000)	(165,000)	New project to commence scoping work for new ERP system, offset by budget reallocations (refer items 29 and 30).
32	Funding for sporting and cultural events (SMA)	(106,922)	(156,922)	(101,922)	55,000	Budget reallocated to support hosting of AFL pre-season game (refer item 34).
33	Support Sister City Delegations	(25,000)	(17,500)	(10,000)	7,500	Budget reallocated to support hosting of AFL pre-season game (refer item 34).
34	Host AFL pre-season game	-	-	(304,067)	(304,067)	New project. Funded by AFL contribution of \$50K (refer item 19), plus budget reallocations from sporting and cultural events (refer item 32), Signature events (refer item 57), support Sister City delegations (refer item 33), and operational materials and contracts savings identified (part of item 55).
35	Renewable Energy Efficient Projects	(136,084)	(122,234)	(111,122)	11,112	Budget reallocated to Renew community, corporate, sport and leisure buildings (refer item 89).
36	Annual Community Satisfaction Survey	-	(30,000)	(35,000)	(5,000)	Additional expenditure required, offset by budget reallocation from Strategic Plan Development (refer item 37).
37	Strategic Plan Development	(5,000)	(5,000)	-	5,000	Budget reallocated to Annual Community Satisfaction Survey (refer item 36).
38	Indigenous Arts Program for BRAG	(30,816)	(30,790)	(50,790)	(20,000)	Additional expenditure required for program.

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Materials & Contracts						
39	Survey and monitoring Grand Canals Pelican Point	(20,000)	(20,000)	(35,000)	(15,000)	Additional funding required to complete project, funded from Canal Management Reserve.
40	Implement CHRMAP	(440,000)	(440,000)	(95,000)	345,000	Change in project timeline, funds returned to Environmental Reserve.
41	Sustainability & Environmental Action Plan	(250,000)	(250,000)	(46,332)	203,668	Change in project timeline, now budgeted in 2025/26.
42	City of Bunbury Staff Conference	(30,000)	(39,000)	(2,603)	36,397	Conference not proceeding.
43	Volunteer Awards program	(4,000)	(4,000)	-	4,000	Budget not required for current financial year.
44	Storage for cultural collections	(21,930)	(21,930)	(91,930)	(70,000)	Increase in budget due to City Library Data Centre storage requirements.
45	Conduct Noongar Country art exhibition	(85,000)	(82,000)	(105,500)	(23,500)	Expenditure increased to recognise additional funding from Alcoa Wagerup (refer item 17).
46	Strategic Reviews	(150,000)	(150,000)	(65,000)	85,000	Budget reallocation to undertake new project Develop Council Plan (refer item 47).
47	Develop Council Plan	-	-	(85,000)	(85,000)	New project. Offset by budget reallocation from Strategic Reviews (refer item 46).
48	Implement MARCIA Recommendations	-	(40,000)	(75,000)	(35,000)	Additional funding requested to implement MARCIA.
49	Temporary AFL infrastructure overlay Hands Oval	-	(2,538,000)	(1,170,545)	1,367,455	Budget adjustment to reflect 3-year project timeline, and to account for additional revenue anticipated from ticket sales (refer items 3 and 9).
50	Noongar Arts Space - Economic Resilience	-	-	(324,624)	(324,624)	New project. Fully supported by funding from Alcoa Foundation (refer item 18).
51	Be a Great Sort in Bunbury program	-	-	(12,812)	(12,812)	New project. Fully grant funded (refer item 5).
52	Demolish Powerboat Club Building	-	-	(90,000)	(90,000)	New project.
53	Design Old Coast Road Lighting	-	-	(18,000)	(18,000)	New project. Partially funded by Regional Road Group grant funding (refer item 6).
54	Parade Road Lighting	-	-	(340,346)	(340,346)	New project. Partially funded by Main Roads Blackspot Grant (refer item 7).

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Materials & Contracts						
55	Materials & Contracts	(17,102,227)	(17,262,905)	(17,349,067)	(86,162)	Increases in expenditure relating to storm recovery (\$202K) offset by reimbursements (refer item 22); increase in hardwaste collection costs (\$95K) funded by Waste Reserve; current year savings in labour and materials (\$58.5K), fuel costs (\$50K), roads maintenance (\$50K), marketing activities (\$32.5K) and vehicle repairs (\$20K).
Forecast (increase) / decrease in Materials & Contracts				686,314		
Insurance						
56	Insurance Exp - General	836,211	(836,211)	(828,374)	7,837	Current year savings identified.
Forecast (increase) / decrease in Insurance				7,837		
Other Expenses						
57	Signature Events Grants	(321,651)	(401,651)	(301,651)	100,000	Budget reallocation to support hosting of AFL pre-season game (refer item 34).
58	Industry Road Safety Alliance	(3,000)	(3,000)	-	3,000	Funding not required for this financial year.
59	Discretionary funding allocation	(96,057)	(96,057)	(46,057)	50,000	Budget reallocation to offset reduction in grant funding for Arts and Culture Strategy (refer item 4).
60	Other Exp; Miscellaneous	(1,180,671)	(1,247,110)	(1,282,445)	(35,335)	Increase in Government parental leave (\$54K) offset by matching reimbursements (refer item 23), and current year savings identified for emergency services levy on Council properties (\$10K), and committee member payments (\$10K).
Forecast (increase) / decrease in Other Expenses				117,665		
EXPENDITURE - Sub Total - Budget Review Changes		(increase) / decrease		1,441,580		

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Capital Revenue						
61	Sale of Lot 24 Fielder Street	-	-	530,000	530,000	Proceeds from sale of land, transferred to Strategic Land Management Reserve.
62	Sale of Lot 618 Nyabing Way	150,000	150,000	225,146	75,146	Additional proceeds from sale of land (\$75K) and minor reimbursement, transferred to Strategic Land Management Reserve.
63	Blackspot Roadworks	459,565	459,565	232,667	(226,898)	Project not proceeding (refer item 74).
64	Traffic Calming; Xavier/Mondak	62,295	62,295	130,000	67,705	Additional LRCI funding received, increase in project expenditure (refer item 75).
65	Hands Oval Infrastructure Upgrades (additional works)	-	3,185,000	1,370,000	(1,815,000)	Adjustment to project timeline. Matched reduction in current year expenditure (refer item 76).
66	Replace boardwalks and lookouts	117,282	117,282	86,717	(30,565)	Reduced LRCI grant funding allocation, matched by a reduction in project expenditure (refer item 77).
67	Roads to Recovery reseals	650,000	723,193	380,000	(343,193)	Amendment to current Roads to Recovery program, matched by a reduction in related expenditure (refer item 78).
68	Waterfront Public Art installation	152,500	142,500	92,500	(50,000)	Adjustment to project timeline, offset by expenditure reduction (refer item 79). Project will be completed in 2025/26.
69	Bunbury Airport apron expansion	100,000	75,025	74,975	(50)	Project complete, minor adjustment to grant funds to be received.
70	Regional Roadworks program	859,281	859,281	961,136	101,855	Additional grant funds to be received, offset by increase in expenditure (refer item 81).
71	Replace Playground Equipment	-	-	16,664	16,664	LRCI grant funding received, applied against playground replacement (refer item 83).
Forecast increase / (decrease) in Capital Revenue				(1,674,336)		
CAPITAL REVENUE - Sub Total - Budget Review Changes		increase / (decrease)		(1,674,336)		

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Capital Expenditure						
72	Sale of Lot 24 Fielder Street	-	-	(13,332)	(13,332)	Costs associated with sale of land; expenses covered by sale proceeds (refer item 61).
73	Sale of Lot 618 Nyabing Way	(4,455)	(4,455)	(15,126)	(10,671)	Costs associated with sale of land; expenses covered by sale proceeds (refer item 62).
74	Blackspot Roadworks	(804,346)	(779,346)	(439,000)	340,346	Project not proceeding, partially funded by grants (refer item 63).
75	Traffic Calming; Xavier/Mondak	(74,035)	(69,435)	(129,000)	(59,565)	Increase in expenditure offset by additional LRCI grant funding (refer item 64).
76	Additional Hands Oval Infrastructure	-	(3,185,000)	(1,570,000)	1,615,000	Adjustment to project timeline, funded by grants (refer item 65). Additional expenditure of \$200K required for works not covered under the grant agreement, funded by a budget reallocation from Forrest Park Pavilion (refer item 88).
77	Replace boardwalks/lookouts	(126,817)	(126,817)	(86,717)	40,100	Reduced project expenditure, offset by reduction in allocated grant funding (refer item 66).
78	Roads to Recovery reseals	(414,946)	(633,139)	(289,946)	343,193	Amendment to current Roads to Recovery program, matched by a reduction in grant revenue to be received (refer item 67).
79	Waterfront Public Art installation	(152,500)	(152,500)	(100,000)	52,500	Adjustment to project timeline, offset by related grant funding (refer item 68). Project will be completed in 2025/26.
80	Bunbury Airport apron expansion	(228,982)	(190,125)	(191,712)	(1,587)	Project complete, slight overspend covered by transfers from Airport Reserve.
81	Regional Roadworks program	(1,288,920)	(1,288,920)	(1,384,776)	(95,856)	Increase in current year regional roadworks program, partially offset by additional grant funds to be received (refer item 70).
82	Renew open space infrastructure	(200,000)	(200,000)	(32,000)	168,000	Budget reallocation to cover additional planned works for replace playground equipment (refer item 83).
83	Replace playground equipment	(400,000)	(400,000)	(584,664)	(184,664)	Additional playground works planned, covered by budget reallocation from open space infrastructure (refer item 82) and LRCI grant funding to be received (refer item 71).
84	Boulters Heights redevelopment	(675,469)	(675,469)	(110,000)	565,469	Amending project timeline to allow for survey works to be undertaken. Deferred until 2025/26. Funds returned to City Growth & Major Development and Infrastructure Development reserves.
85	Withers Regional Renewal	(183,242)	(183,242)	(268,242)	(85,000)	Increase in additional expenditure funded from Withers Reserve.
86	Wildlife Park bulk feed storage	(7,000)	(7,000)	-	7,000	Project no longer proceeding, budget reallocated to undertake renewal of enclosures at Bunbury Wildlife Park (refer item 87).
87	Renew Wildlife Park enclosures	-	-	(7,000)	(7,000)	New project, offset by budget reallocation from BWP bulk feed storage (refer item 86).

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Capital Expenditure						
88	Forrest Park Pavilion	(2,220,647)	(2,158,008)	(1,593,313)	564,695	Project savings reallocated to several other projects (refer items 76, 89, and 96). Remaining savings of \$294K returned to Asset Management Reserve.
89	Renew community, corporate, sport and leisure buildings	(500,000)	(247,000)	(328,755)	(81,755)	Project expenditure increased to undertake smoke and thermal detector replacement, orchestra pit lift upgrade & balustrade retrofitting at BREC. Funded by budget reallocations (refer items 35 and 88).
90	Renew SWSC swimming pool liner	-	(531,236)	(585,000)	(53,764)	Project expenditure for replacement of SWSC swimming pool liner separated out from main Renew community, corporate, sport and leisure buildings project (refer item 89) to allow for better oversight. Increase in expenditure to allow for additional concrete works, funded by budget reallocation of \$54K from renew changerooms and public facilities (refer item 91).
91	Renew changerooms and public facilities	(100,000)	(69,014)	(15,250)	53,764	Remaining budget reallocated to renew SWSC swimming pool liner (refer item 90).
92	Expand cycleways	(138,647)	(233,147)	(219,377)	13,770	Budget reallocated to Renew foreshore marine walls (refer item 93).
93	Renew foreshore marine walls	(94,289)	(100,889)	(114,659)	(13,770)	Budget reallocated from Expand cycleways (refer item 92).
94	Renew irrigation infrastructure	(230,000)	(230,000)	(200,000)	30,000	Budget reallocated to Netball court refurbishment (refer item 95).
95	Netball court refurbishment	1,611,141	1,896,310	1,866,310	(30,000)	Additional expenditure required to complete drainage works, offset by budget reallocation from Renew irrigation infrastructure (refer item 94).
96	Renew drainage network, Creek Street	(324,751)	(324,751)	(393,061)	(68,310)	Additional expenditure required to complete current year program, offset by budget reallocations from Forrest Park Pavilion (refer item 88) and renew drainage, Spencer Street (refer item 97).
97	Renew drainage, Spencer Street	-	(70,000)	(51,240)	18,760	Project complete, remaining budget reallocated to Renew drainage network (refer item 96).
98	Renew and upgrade carparks	(75,000)	(75,000)	-	75,000	Project not proceeding this financial year. Funds returned to Parking Reserve.
99	Expand electric vehicle infrastructure	(40,000)	(40,000)	-	40,000	Project not proceeding this financial year. Funds returned to Parking Reserve.
100	Expand path network	(520,000)	(520,000)	(400,000)	120,000	Reduced project scope for current year footpath expansion program.
101	CBD Roadworks	(400,000)	(400,000)	(50,000)	350,000	Project deferred until 2025/26. Funds returned to Asset Management & Renewal Reserve (\$54K) and Infrastructure Development Reserve (\$296K).
102	Repair Jetties 23/24	(45,000)	(86,120)	(93,770)	(7,650)	Increase in expenditure required to complete jetty repair.

	Original Budget	Current Budget	End of Year Forecast	Forecast Change	Comments	
Capital Expenditure						
103	Bunbury Airport compass swinging bay	(104,778)	(127,736)	(110,079)	17,657	Project complete with savings. Unspent funds returned to Airport Reserve.
104	Leschenault Inlet wall repairs (storm barrier)	(300,000)	(80,000)	(10,000)	70,000	Project deferred until 2025/26.
Forecast (increase) / decrease in Capital Expenditure				3,772,330		
CAPITAL EXPENDITURE - Sub Total - Budget Review Changes		(increase) / decrease		3,772,330		

SUMMARY OF BUDGET REVIEW CHANGES

Sub Total - Additional funds required for proposed Budget Review changes			(4,111,143)
add Transfers To / (From) Reserves			4,111,143
	<i>Airport</i>	13,095	
	<i>Asset Management and Renewal</i>	270,627	
	<i>Canal Management</i>	(15,000)	
	<i>City Growth and Major Development</i>	490,000	
	<i>College Grove Subdivision</i>	-	
	<i>Environmental</i>	345,000	
	<i>Employee Entitlements and Insurance</i>	-	
	<i>General Parking</i>	48,451	
	<i>Infrastructure Development</i>	371,229	
	<i>Planning and Development Act</i>	-	
	<i>Refuse Collection and Waste Minimisation</i>	(85,000)	
	<i>Rates Equalisation and Contingency</i>	2,181,053	
	<i>Road Upgrade Contributions</i>	-	
	<i>Strategic Land Management</i>	576,688	
	<i>Withers</i>	(85,000)	
UNRESTRICTED CASH INCREASE RESULTING FROM PROPOSED BUDGET REVIEW CHANGES			-

10.3.4 Petition Report – Transition of Services – Withers Community Library (Closure of Library)

File Ref:	DOC/1464896		
Applicant/Proponent:	Internal		
Responsible Officer:	Georgia-Mae O’Brien – Manager Community Connection		
Responsible Manager:	Georgia-Mae O’Brien – Manager Community Connection		
Executive:	Karin Strachan – Director Corporate and Community		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input checked="" type="checkbox"/> Executive/Strategic	<input checked="" type="checkbox"/> Information Purposes	
	<input type="checkbox"/> Legislative		
Attachments:	Nil		

Summary

At the Ordinary Council Meeting held 25 February 2025, Council received a petition in response to Council decision 268/24 on 10 December 2024 “Transition of Services – Withers Community Library”.

Executive Recommendation

That Council notes:

1. The petition received by Council on 25 February 2025 in relation to *Transition of Services – Withers Community library*.
2. That Foodbank WA has withdrawn their proposal, and as such the Withers Community Library services will return to the status quo as per Council decision 268/24 on 10 December 2024.
3. That any further determinations relating to extending the opening hours, servicing, or resourcing of the Withers Library would need to be considered as part of the City’s future budget processes.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar People
 Aspiration A safe, healthy, and connected community.
 Outcome 3. A healthy and active community.
 Objective 3.1. Improve access to quality health and community services.

Pillar People
 Aspiration A safe, healthy, and connected community.
 Outcome 4. A compassionate and inclusive community
 Objective 4.1. Listen and respond to community needs at all stages of life.

Regional Impact Statement

With the withdrawal of the Foodbank WA proposal, the Withers Community Library will continue to operate as it was prior to the Council decision. With current operating and resource availability, the Withers Community Library will continue as it was immediately prior to Council decision 268/24.

Background

Foodbank WA had proposed repurposing the Withers library site and surrounding areas into a community services hub, a model that would allow for the co-location of complementary services. This hub would have included Foodbank’s expanded operations, outreach programs, and support services tailored to meet the needs of the Withers and broader Bunbury community. Partnering with organisations like the Bunbury Men’s Shed, the hub would also have included social programs and opportunities for community connection. Key elements of the proposal included food security initiatives, a teaching kitchen to deliver nutrition education, financial counselling services, and the continuation of the community garden.

On 10 December 2024, Council supported the following recommendations (268/24):

That Council:

- 1. Endorse the partnership between the City and Foodbank WA for the provision of wrap-around services from the current Withers Community Library building and surrounding site.*
- 2. Endorse the implementation of a plan that will see the Withers Community Library site transition from its current service provision format from April 2025, allowing Foodbank Bunbury to fully operate from the site as of April 2026.*
- 3. Request the CEO undertake community consultation in relation to this proposal.*
- 4. Note that the status quo will continue in relation to the operation of the Withers Library should the proposal not proceed.*

At the Ordinary Council Meeting 25 February 2025 Cr Ramesh tabled a petition which stated:

We the undersigned, being electors of the City of Bunbury are opposed to the motion unanimously passed by Councillors at the Ordinary Council meeting on the 10th Dec. 10.3.2 Transition of Services – Withers Community Library.

Your petitioners therefore respectfully request the Council of the City of Bunbury to:

- 1. Rescind the motion 10.3.2 Transition of Services – Withers Community library.*
- 2. Reactivate the Withers Community Library with extended opening hours, activities and programs.*

Accordingly, Council decided (016/25):

Pursuant to clause 6.10(2) of the City of Bunbury Standing Orders 2012, that Council receive the petition in regard to “Transition of Services – Withers Community Library” and refer to the relevant officer for a report to be submitted within the next two (2) rounds of Council meetings.

On 4 March 2025, the Mayor received notification from Foodbank WA that they have withdrawn their proposal related to the Withers Community Library site.

Council Policy Compliance

N/A

Legislative Compliance

N/A

Officer Comments

As the Council decision 268/24 included a determination that if the Foodbank WA proposal was not to move forward, the Withers Community Library was to continue in its current capacity, no further action is required under point 1 of the petition.

Any further determinations related to servicing or resourcing would need to be considered as part of the City's budget process.

Analysis of Financial and Budget Implications

Any increase in servicing outside of current arrangements would need to be considered as part of the City's budget process, including additional staffing or increasing service hours.

Community Consultation

The City conducted a community session on 16 January 2025 at the Withers Community Library, an additional session is planned for 13 March 2025.

Councillor/Officer Consultation

A strategic briefing was conducted with Councillors on 3 December 2024.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Withers Library Services will continue as per the status quo from 6 March 2025.

10.4 Director Sustainable Development

10.4.1 Strategic Advocacy Priorities Status Report - Period ending 31 December 2024

File Ref:	COB/5571
Applicant/Proponent:	Internal Report
Responsible Officer:	Coni Zangari - Senior Strategic Partnerships, Advocacy and Funding Officer
Responsible Manager:	Felicity Anderson, Manager Economic Growth
Executive:	Andrew McRobert, Director Sustainable Development
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 10.4.1-A Advocacy Status Report for the period ending 31 December 2024

Summary

The purpose of this report is to present Council with an update on the City of Bunbury's 2024/25 strategic advocacy priorities for the period 1 September to 31 December 2024.

Executive Recommendation

That Council notes the Strategic Advocacy Priorities Status Report, for the period ending 31 December 2024 as presented at Appendix 10.4.1-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

Advocacy connects the City's goals to State and Federal government responsibilities, ensuring we are collaborating and voicing issues we are facing as a community, to promote better support and needed change. The City of Bunbury's strategic advocacy priorities provide a unified approach, seeking to influence key stakeholders around matters critical to helping Bunbury fulfil our vision of being 'welcoming and full of opportunities.'

Background

The City of Bunbury's 2024/25 strategic advocacy priorities were endorsed by Council at the 24 September 2024 Ordinary Council Meeting.

This advocacy status report was developed to capture all advocacy initiatives in line with the agreed CEO KPI requirements and to monitor and measure regularly and objectively what has been accomplished and what more remains to be done.

Updates on the progress of the City of Bunbury's strategic advocacy priorities are to be formally reported to Council via an Agenda Item every four months. This report serves to

present to Council an update for the 2024/25 strategic advocacy priorities for the period ending 31 December 2024.

Council Policy Compliance

City of Bunbury Advocacy and Stakeholder Management Policy

Legislative Compliance

Nil

Officer Comments

A copy of the strategic advocacy priorities status report is attached at Appendix 10.4.1-A.

The next advocacy status report will be presented in the Council Agenda at the Ordinary Council Meeting being held 10 June 2025 for the period ending 30 April 2025.

Analysis of Financial and Budget Implications

Nil

Community Consultation

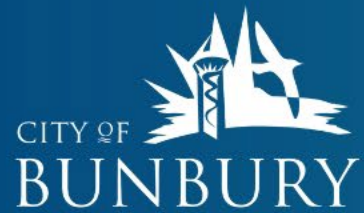
Nil

Councillor/Officer Consultation

Elected Members adopted the City of Bunbury’s 2024/25 strategic advocacy priorities at the 24 September 2024 Ordinary Council Meeting. City Officers have assisted with the compilation of this report.

Timeline: Council Decision Implementation

Not applicable



Strategic Advocacy Priorities

Status Report for the period ending 31 December 2024

CoB Strategic Advocacy Priority	Measure of Success	Progress Status	Status - Comment	Next Steps
Priority 1. Advocate for increased investment in infrastructure, services and land releases to enable housing options in Bunbury.	State and Federal government to commit direct investment into housing options within the City of Bunbury, including where State government funded projects impact on housing availability in Bunbury.	●	<ul style="list-style-type: none"> The CEO and Director Sustainable Development met with Department of Communities around helping them to deconstrain and activate their various landholdings. This works in with the work that the City is currently doing on housing solutions to prevent homelessness and in relation to land activation. The CEO attended the Housing Solutions and Homelessness Working Group meeting in September where the group discussed land opportunities across the City. The Director Sustainable Development along with the City's Emergency Management & Community Safety team attended the Australian Zero Homelessness Summit in October. The City were invited to be part of a panel where information about the work the City is doing in this space was shared and questions were taken from the audience. The general consensus from multiple agencies and other LG's was that the strategies Bunbury has been using are pioneering the way forward in the homelessness space. The City's Principal Project Officer met with Accordwest regarding the Social Housing Working group and their services regarding homelessness. The Director Sustainable Development and Principal Project Officer met with the CEO of Alliance Housing. The City's Principal Project Officer met with BGEA regarding land activation and priority strategic land sites. The City's Housing Support Program grant application for decontamination of Nuytsia Avenue was unsuccessful. The Housing Support Program has allocated funds to support Water Corporation infrastructure projects that will deliver 1530 dwellings in Bunbury and 1500 dwellings in Dardanup. 	<ul style="list-style-type: none"> Investigate further opportunities to develop City vacant land and collaborate with stakeholders including SWDC and RDA for regional approaches. Collaborate with Department of Communities on further understanding of local Social Housing development program.
Priority 2. Advocate for sustainability, climate change initiatives and a South West regional waste management solution.	The City to be a leader in sustainability, achieve corporate net zero emissions and acquire funding for the BHRC Waste Management Facility as a key regional waste solution for the South West.	●	<ul style="list-style-type: none"> The City's newly formed Climate Action and Sustainability Working Group (CASWG) met for the second time in October. Cr Turner and Dr Ramesh and six of the seven community members were present, along with City support staff. The group received feedback from the members on the draft Sustainability and Environmental Action Plan and discussed current and upcoming sustainability initiatives. The Sustainability and Environmental Action Plan was adopted by Council at the 26 November 2024 OCM. Implementation of the City's CHRMAP officially kicked off. Recent key progress includes the award of a contractor to undertake a Coastal Protection Structure Audit, commencement of stakeholder mapping and collaboration with key stakeholders including the Department of Transport (DoT), the Peron Naturaliste Partnership and the Bunbury Port. BHRC is conducting a strategic review to address significant compliance and operational pressures at Stanley road landfill and Banksia Street organics facility. 	<ul style="list-style-type: none"> A briefing will be held with BHRC member councils councillors in late March 2025. The City and DoT were awarded a joint grant through the Disaster Ready Fund (approx. \$3.7M) to upgrade the Bunbury Storm Surge Barrier Channel Structures.
Priority 3. Advocate for funding for a Bunbury destination marketing campaign to leverage from the investment being made in the BORR.	State government commitment of capital to fund tourism and signage infrastructure with the goal of building awareness of Bunbury as a preferred visitation destination for those using the completed Bunbury Outer Ring Road.	●	<ul style="list-style-type: none"> The CEO and Director Sustainable Development met with the Minister for Regional Development in September to present the BGTP Wilman Wadandi Highway Marketing Plan Proposal. The CEO and Economic Development staff attended a BGTP Strategy Workshop in October where they reviewed BGTP's purpose, set measurable goals and established timeframes to further enhance tourism in the region. BGTP presented the Marketing Plan Proposal to State Government in December. 	<ul style="list-style-type: none"> The CEO and relevant City officers will continue to collaborate with the Bunbury Geographe Group of Councils and BGTP regarding the strategic and focused approach outlined in the Marketing Plan Proposal so that the economic benefits may be fully realised.
Priority 4. Advocate for initiatives to revitalise Bunbury to attract investment and economic growth.	Enhance the liveability of the City and ensure Bunbury remains a premier regional city for living, working and investing.	●	<ul style="list-style-type: none"> In October the Mayor and CEO hosted the Regional Capitals Alliance WA group where attendees participated in a Strategic Planning workshop and a bus tour around Bunbury showcasing key sites to demonstrate the exciting projects happening in our City. The CEO began discussions with the State Government and the Australian Football League regarding the potential of an AFL game at Hands Oval which could bring significant visibility to Bunbury. The Mayor and CEO attended the Innovative Industries of the Future (IIF) Conference in November where the Mayor delivered an inspiring address, welcomed attendees and celebrated Bunbury's role as an innovation hub. The IIF had attendees from across the State, country and overseas and showcased Bunbury as a leader in sustainable practices and a premier conference destination. The Director Sustainable Development met with an array of investor and developer groups keen to pursue and investigate opportunities within Bunbury. A workshop was held with Elected Members in December where the City's Senior Tourism Officer presented timelines and budgets for the Draft City of Bunbury Tourism Plan 2025-2027. The City issued a RFQ to engage a consultant to prepare and deliver an Economic Development Strategy (EDS) for Bunbury. Ocean Pool business case review and heritage approval application complete. Bicentennial Square Project - development of Precinct Design and significant stakeholder engagement in progress. 	<ul style="list-style-type: none"> WA secured a three year deal to host two North Melbourne Kangaroos home games annually, with matches to be held at Hands Oval and Optus Stadium. The State Government has committed to fund an additional \$5.7M in upgrades for Hands Oval. The Draft City of Bunbury Tourism Plan is being finalised and will be presented to Council for endorsement. A consultant for the EDS has been engaged with the kick-off meeting taking place in February. Seek funding opportunities for Bicentennial Square design delivery, once plan is endorsed.

Priority 5. Advocate for a Tourism Precinct that creates a gateway entry into Bunbury.

Invigorating Bunbury tourism by providing opportunities for visitors to experience our leading tourist assets in one location.



• Bicentennial Square Project - development of Precinct Design and significant stakeholder engagement in progress.

• Seek funding opportunities for Bicentennial Square design delivery, once plan is endorsed.

- Not started
- In Progress
- On Hold
- Completed

10.4.2 Dedication of Road Reserve Forrest Highway and Jeffrey Road, Glen Iris

File Ref:	COB/2578		
Applicant/Proponent:	Main Roads		
Responsible Officer:	Aly Smith, Property and Lands Officer		
Responsible Manager:	Felicity Anderson, Manager Economic Growth		
Executive:	Alan Ferris, Chief Executive Officer		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Information Purposes
	<input checked="" type="checkbox"/> Executive/Strategic		
	<input type="checkbox"/> Legislative		
Attachments:	Appendix 10.4.2-A – Location Plan		

Summary

The Glen Iris District Structure Plan (GIDSP) identified existing congestion issues at the Vittoria Road and Forrest Highway intersection. Main Roads Western Australia (Main Roads) have secured funding for the works and requested Council dedicate a portion of private freehold land as road reserve to enable creation of an additional connection west of Vittoria Road, with a controlled intersection at Forrest Highway. A location plan showing the proposed road reserve is **attached** at Appendix 10.4.2-A.

Executive Recommendation

That Council agrees to:

1. The care, control and management of the road reserve to create a new connection from Forrest Highway to Vittoria Road:

2. Approval to dedication of the land subject of Main Roads Western Australia Land Dealing Plan 202302-0400 as a road reserve pursuant to Section 56 of the *Land Administration Act 1997*.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned City
Outcome 9	A City that is easy to get around safely and sustainably
Objective 9.4	Improve road safety, connectivity and traffic flow

Regional Impact Statement

The new intersection and road connection from Forrest Highway to Jeffery Road will ease existing congestion issues and create enhanced vehicular connection to the community.

Background

The GIDSP identified existing congestion issues at the intersection of Vittoria Road and Forrest Highway. To relieve these pressures, an additional connection has been identified to the west of Vittoria Road with a controlled intersection with Forrest Highway. Main Roads have advised that they have committed funding from the Commonwealth (80%) and State (20%) of \$20,000,000 for the project.

Main Roads are in the process of acquiring the required freehold land and require Council acceptance of the management of road reserve to finalise the process. The current landowners and corresponding parcels of land are detailed below;

Parcel of Land Description	Ownership
Portion Lot 17 Vittoria Road, Glen Iris	Greentime Holdings Pty Ltd
Portion Lot 18 Forrest Highway, Glen Iris	G. Panuccio
Portion Lot 19 Forrest Highway, Glen Iris	South West Development Commission
Portion Lot 1 Jeffrey Road, Glen Iris	South West Development Commission
Portion Lot 2 Jeffrey Road, Glen Iris	Western Australian Planning Commission
Portion Lot 24 Jeffrey Road, Glen Iris	Western Australian Planning Commission
Lot 409 Jeffrey Road, Glen Iris	Western Australian Planning Commission
Portion Lot 29 Jeffrey Road, Glen Iris	R.B. Bunny
Portion Lot 28 Jeffrey Road, Glen Iris	J. & R.B. Bunny
Portion Lot 1 (53) Jeffrey Road, Glen Iris	L. Olsthoorn & E.W. Klute
Portion Lot 2 (59) Jeffrey Road, Glen Iris	A.M. Saggars

Council Policy Compliance

No council policy applies.

Legislative Compliance

The dedication process will be conducted in compliance with Section 56 of the *Land Administration Act 1997*.

Officer Comments

Improved vehicular connection via creation of the new intersection at Forrest Highway was an identified outcome of the GIDSP which was endorsed by Council on 20 December 2022.

MRWA have requested that the City accept management of the road reserve for the section of road south of the first 2 street light bays (ie approx. 100m) South of Forrest Highway Intersection.

Analysis of Financial and Budget Implications

There will be ongoing maintenance costs for the management of this road reserve. Funding for the \$20,000,000 project has been secured by Main Roads. Main Roads have agreed to indemnify Council against all costs and charges that may arise as a result of the dedication.

Community Consultation

Community consultation was undertaken in the preparation of the GIDSP, with the GIDSP publicly advertised from August to September 2022. At this point, the need for an additional intersection along Forrest Highway was identified.

Councillor/Officer Consultation

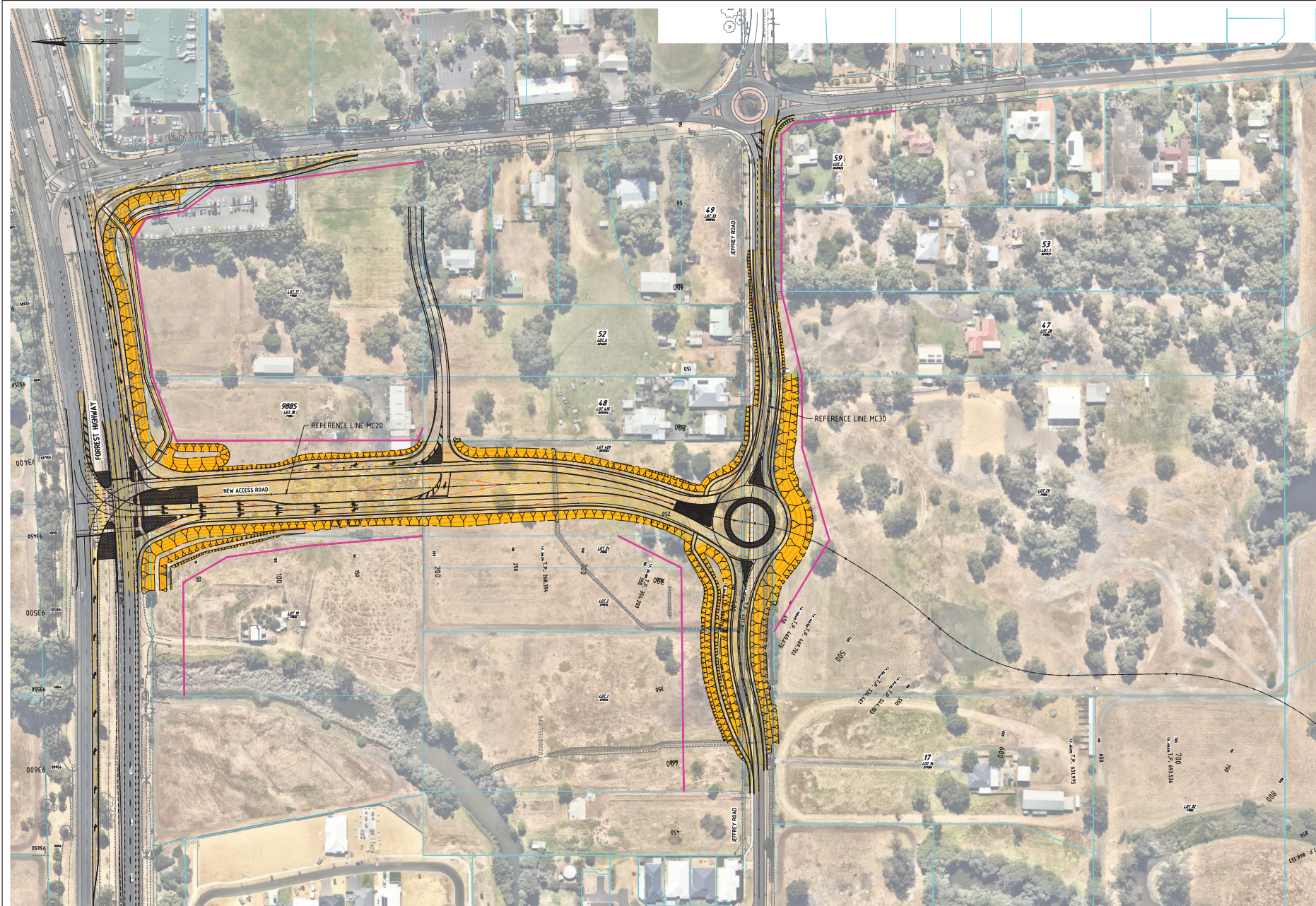
The City of Bunbury maintains the landscape portion of Verges and Medians along this site, both internally, and via contractor.

Applicant Consultation

Main Roads are the Applicant and have initiated contact to seek Council’s support of the road reserve creation.

Timeline: Council Decision Implementation

Main Roads will be contacted immediately following the Council decision and Officers will provide a letter informing Main Roads of the determination.



AMENDMENTS	
No.	DESCRIPTION

NOTES

LEGEND

- LANDTAKE BOUNDARY
- CADASTRAL BOUNDARY
- NEW RETAINING WALL
- DUAL USE PATH
- PROPOSED CULVERT & HEADWALL

PRELIMINARY DRAWING
NOT TO BE USED FOR CONSTRUCTION PURPOSES

WARNING:
SERVICES AND CADASTRAL BOUNDARY LOCATIONS SHOWN ARE ONLY INDICATIVE AND MUST NOT BE USED FOR EXCAVATION. THE 'REALITY' POSITIONING SYSTEM SHALL BE USED TO OBTAIN ACCURATE SERVICE LOCATIONS.

METADATA

GROUND SURVEY STANDARD: SEP 2023
 DATE OF CAPTURE: SEP 2023
 MAPPING SURVEY STANDARD:
 DATE OF CAPTURE: PCG2020
 MAIN ROADS PROJECT ZONE: AHD71
 HEIGHT DATUM: AHD71

WML Consulting Engineers

Civil | Geotechnical | Structural

DRAWING NUMBER/DOCUMENT ID: 11024-C1-DG-0906
 DRAWN: A. CONSTANTINE
 DESIGNED:
 VERIFIED:
 DIRECTOR:

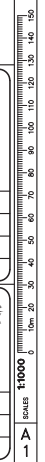
mainroads
REGIONAL MANAGEMENT AND OPERATIONS DIRECTORATE
 SOUTH WEST REGION
 ROBERTSON DRIVE BUNBURY WA 4230
 Telephone (08) 9724 5600 Fax (08) 9724 5656

CLIENT FILE NO.
 RECOMMENDED
 APPROVED

FORREST HIGHWAY (H057)
 GLEN IRIS ACCESS ROAD

OVERALL PLAN

LOCAL AUTHORITY (SAL) CITY OF BUNBURY
 MWA DRAWING NUMBER
11024-C1-DG-0906-E



Path: \\bunbury\projects\11024-C1-DG-0906-E\mainroads\11024-C1-DG-0906-E\11024-C1-DG-0906-E.dwg 1:1000 2023-09-20 10:10:10

10.5 Director Infrastructure

Nil

11. Applications for Leave of Absence

11.1 Cr Ramesh

Cr Ramesh requests a leave of absence from all Council-related business 14 to 28 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*, Cr Ramesh is granted a leave of absence from all Council-related business from 14 to 28 April 2025 inclusive.

11.2 Cr Turner

Cr Turner requests a leave of absence from all Council-related business 4 to 20 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*, Cr Turner is granted a leave of absence from all Council-related business from 4 to 20 April 2025 inclusive.

12. Motions on Notice

Nil

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

Nil

13.2 Questions from Members

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

15. Meeting Closed to Public

15.1 Matters for which the Meeting may be Closed

15.1.1 CEO Salary Review

File Ref:	COB/515
Applicant/Proponent:	Internal
Responsible Officer:	Maureen Keegan, Senior Governance Officer
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Alan Ferris – Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Confidential Report CRUSC-1 – CEO Salary Review

This report is confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees*

A confidential report and recommendation will be circulated to members **under separate cover** (Confidential Reports CRUSC-1). The report is not for circulation.

15.2 Public Reading of Resolutions that may be made Public

Nil

16. Closure