

## City of Bunbury Council

### Minutes

18 March 2025



**CITY OF BUNBURY**

4 Stephen Street  
Bunbury WA 6230  
Western Australia

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## Acknowledgement of Country

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

## Vision

Bunbury: welcoming and full of opportunities.

## Organisational Values

### #WEARECOB

#### **WE ARE COMMUNITY**

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

#### **WE ARE OPEN**

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

#### **WE ARE BRAVE**

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

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## Nature of Council's Role in Decision Making

- Advocacy:** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive/Strategic:** The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, setting and amending budgets.
- Legislative:** Includes adopting local laws, town planning schemes and policies.
- Quasi-Judicial:** When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.
- Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
- Information Purposes:** Includes items provided to Council for information purposes only which do not require direction from Council (that is for 'noting').

## **1. Declaration of Opening / Announcements of Visitors**

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

The Mayor acknowledged the staff and Councillors in attendance.

## **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.

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 these minutes 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**

Nil

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## 4. Attendance

<b>Council Members:</b>	
Presiding Member:	Mayor J de San Miguel
Members:	Deputy Mayor T Smith
	Councillor B Andrew
	Councillor M Kozisek
	Councillor K Turner
	Councillor T Brown
	Councillor M Quain
	Councillor K Steele
	Councillor P Ramesh
	Councillor G Ghaseb (until 6.06pm)
	Councillor M Steck
<b>Executive Leadership Team (Non-Voting)</b>	
A/Director Infrastructure	Ms A Clemens
Director Sustainable Development	Mr A McRobert
<b>City of Bunbury Officers (Non-Voting)</b>	
Manager Governance and Integrated Planning	Mr G Golinski
Manager Finance	Mr D Ransom
Manager Community Connection	Ms GM O'Brien
Senior Governance Officer	Ms M Keegan
Governance Officer	Mr L Murphy
Senior Corporate Communications Officer	Ms K Fielding
<b>Others (Non-Voting)</b>	
Members of the Public	25 approx.

### 4.1 Apologies

Mr A Ferris Chief Executive Officer  
Ms K Strachan Director Corporate and Community

### 4.2 Approved Leave of Absence

Nil

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## 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.”

Cr Steck declared a proximity interest in item 10.3.4 *Petition Report – Transition of Services – Wither Community Library (Closure of Library)*, as her partner owns a property in proximity to the Withers Library.



## 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

Questions were received from the Gwendoline Stapleton and are presented below:

The Mayor advised that the questions would be taken on notice and a formal response will be provided in the Minutes of this meeting, how would however endeavour to provide a response to each question.

#### Question

As Foodbank and Men's Shed jointly applied for location at Withers Community Library site and Foodbank had withdrawn its application, can we assume the Men's Shed has also withdrawn its application to be on the site?

#### Response

Mayors' response: Yes. The Men's Shed was part of the LDP submitted by Foodbank, therefore Foodbank's withdrawal also included the withdrawal of the application for the Men's Shed.

#### Question

Can the City of Bunbury guarantee that future applications by Men's Shed to be housed in Withers not result in potential closure of Withers Community Library?

#### Response

Mayors' response: I can't make a prediction on what a future Council may do.

#### Question

Does City of Bunbury have the heart, and the will, to protect Withers Community Library from future risk of closure?

#### Response

Mayors' response: The report on tonight's Council agenda deals with that item, and this Council will determine that. Once again, I cannot make any guarantees about any future Council decisions.

### 6.2 Responses to Public Questions Taken 'On Notice'

Nil

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## **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*

#### **Outcome of Meeting 18 March 2025**

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

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

#### **Council Decision 032/25**

***The minutes of the Ordinary meeting of the City of Bunbury Council held 25 February 2025 be confirmed as a true and accurate record.***

CARRIED UNANIMOUSLY  
11 votes "for" / Nil vote "against"

#### **7.1.2 Minutes – Council Advisory Committees**

<b>Applicant/Proponent:</b>	Internal Report		
<b>Author:</b>	Various		
<b>Executive:</b>	Alan Ferris, Chief Executive Officer		
<b>Authority/Discretion:</b>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Executive/Strategic	<input checked="" type="checkbox"/> Information Purposes	
	<input type="checkbox"/> Legislative		
<b>Attachments:</b>	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:

- |           |   |
|-----------|---|
| 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

### **Outcome of Meeting 18 March 2025**

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

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

#### **Council Decision 033/25**

***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**

CARRIED UNANIMOUSLY  
10 votes "for" / 1 vote "against"

Cr Ghasseb voted against the motion. All other Councillors and the Mayor voted for.

## **8. Petitions, Presentations, Deputations and Delegations**

### **8.1 Petitions**

Nil

### **8.2 Presentations**

Nil

### **8.3 Deputations**

Three requests to address Council were received in relation to Item 10.3.4 Petition Report – Transition of Services – Wither Community Library (Closure of Library), being from:

- Jodi Larke
- Martine Combret
- Betty McCleary

The Mayor put a motion to approve the deputation requests and allow a period of up to 10 minutes to present to Council, which was carried unanimously.

#### **Council Decision 034/25**

*Pursuant to clause 6.9 (2)(b) of Council's Standing Orders, Council approves the following persons' deputation requests to address Council in relation to the following items and allows a period of up to 10 minutes each to present to Council.*

**10.3.4 Petition Report – Transition of Services – Wither Community Library (Closure of Library):**

**Jodi Larke**

**Martine Combret**

**Betty McCleary**

CARRIED UNANIMOUSLY

11 votes "for" / Nil votes "against"

### **8.4 Council Delegates' Reports**

Nil

### **8.5 Conference Delegates' Reports**

Nil

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## **9. Method of Dealing with Agenda Business**

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

Pursuant to Standing Order 5.5, the Council “*adopted by exception*” (i.e. without discussion) those employee recommendations listed for 10.1.1, 10.3.1, 10.3.2, 10.4.1, 10.4.2.

Items 10.3.3, 10.3.4, and 15.1.1 were discussed and voted on separately.

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

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

## 10. Reports

### 10.1 Compliance Audit Return (listed as 10.1.1 in the agenda)

<b>File Ref:</b>	COB/6329		
<b>Applicant/Proponent:</b>	Audit Committee		
<b>Responsible Officer:</b>	Liam Murphy, Governance Officer		
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance & Integrated Planning		
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance		
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	
	<input checked="" type="checkbox"/> Legislative		
<b>Attachments:</b>	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.

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### **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.

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**Outcome of Meeting 18 March 2025**

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

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

**Council Decision 035/25**

**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.**

CARRIED UNANIMOUSLY  
11 votes "for" / Nil vote "against"



**10.2 Rate Exemption Application – Housing Choices Western Australia** (listed as 10.3.1 in the agenda)

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

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### **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.

---

**Outcome of Meeting 18 March 2025**

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

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

**Council Decision 036/25**

**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.**

CARRIED UNANIMOUSLY  
11 votes "for" / Nil vote "against"

**10.3 Financial Management Report for the Period Ending 31 January 2025** (listed as 10.3.2 in the agenda)

<b>File Ref:</b>	COB/6615
<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	David Ransom, Manager Finance
<b>Responsible Manager:</b>	David Ransom, Manager Finance
<b>Executive:</b>	Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<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
<b>Attachments:</b>	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.

- 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.

- 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.

- 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<br>(Current Assets less Current Liabilities) | \$47.51M  | \$17.13M  |
| * Equity<br>(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.

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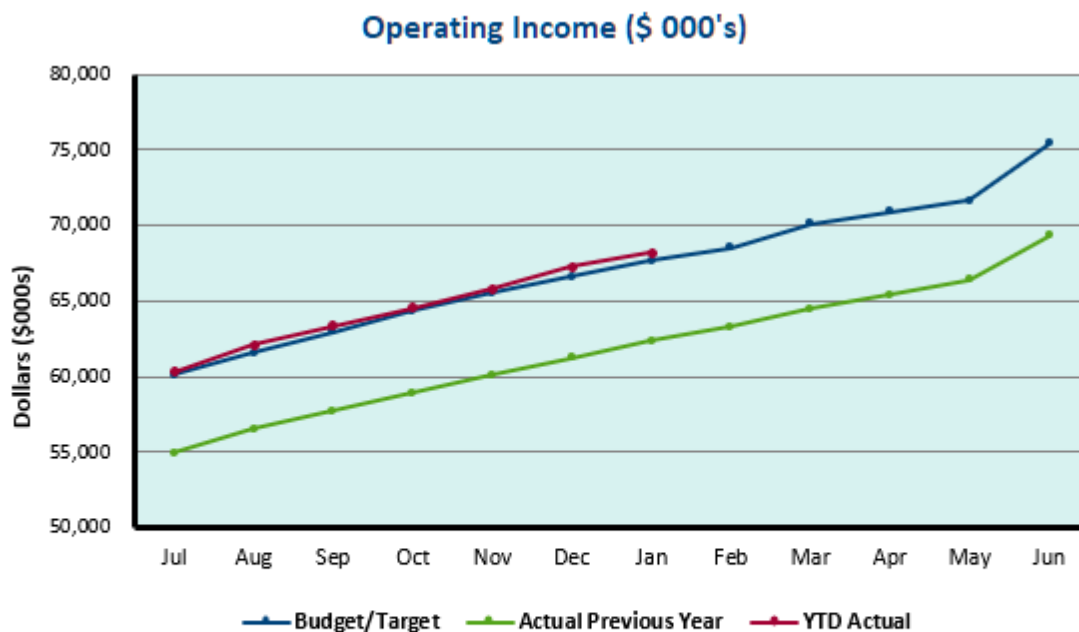
## Legislative Compliance

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

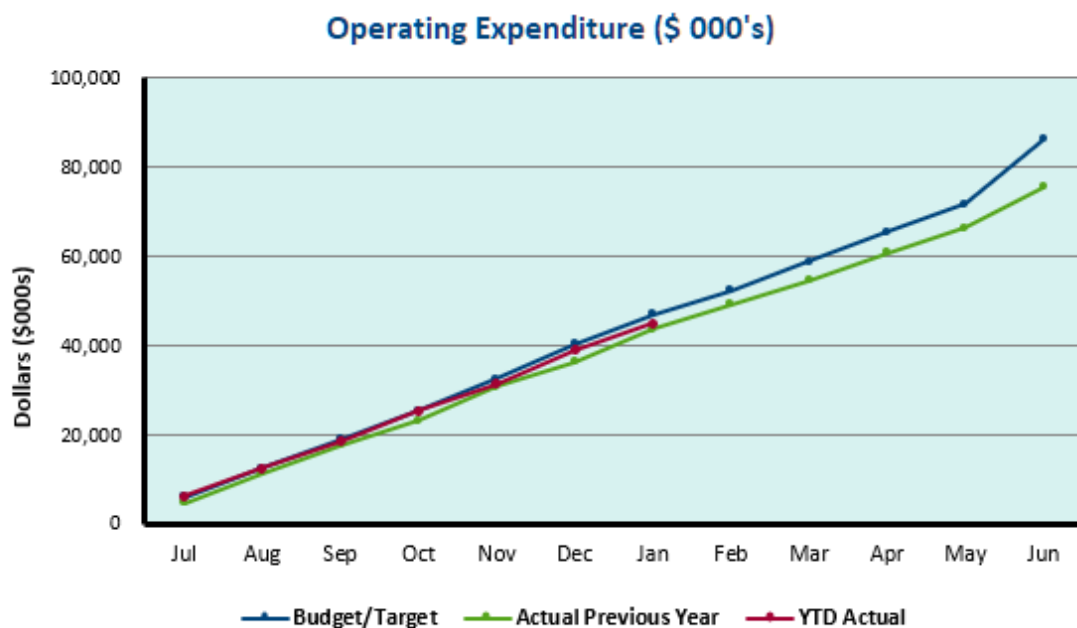
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



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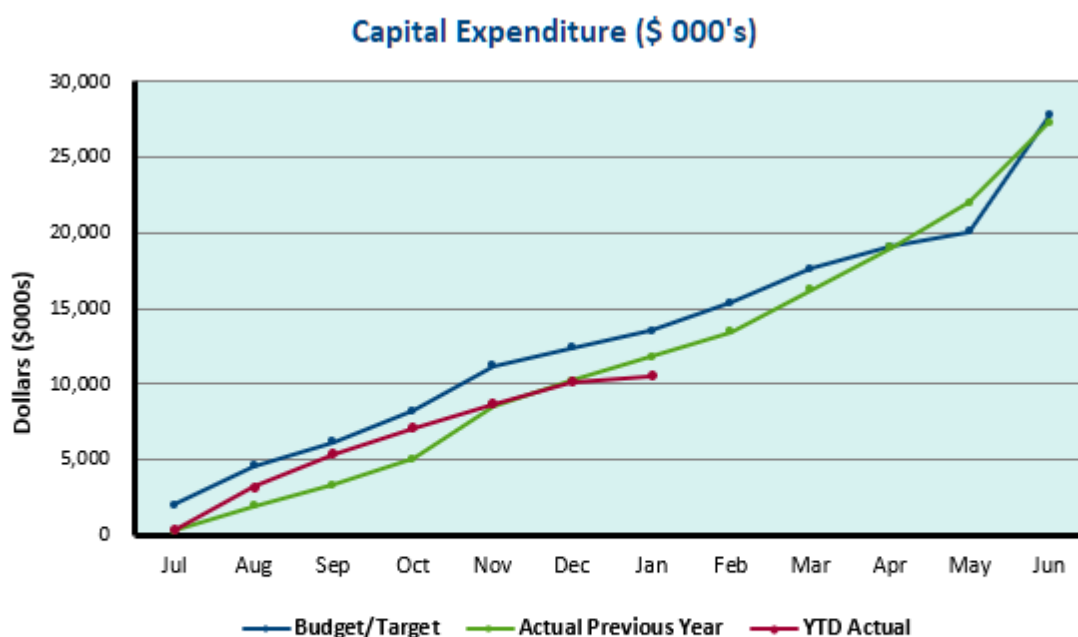
**Note:** Operating income includes: rates, fees and charges, operating grants and subsidies, contributions, reimbursements and donations, interest and other revenue.  
Actual operating income of \$68.22M is \$583K more than the year-to-date budgeted income of \$67.64M.

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



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**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:

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Statement of Financial Activity	YTD Actual to Budget Variance
<b>Operating Revenue</b>	
<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%
<b>Operating Expense</b>	
<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%
<b>Capital Revenue</b>	
<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%
<b>Capital Expenses</b>	
<p><i>Acquisition of Assets</i> – Favourable year-to-date variance due to the timing of capital expenditure. The Capital projects are monitored monthly. Key project variances include:</p> <p>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</p>	\$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.

### **Outcome of Meeting 18 March 2025**

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

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

### **Council Decision 037/25**

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

CARRIED UNANIMOUSLY  
11 votes "for" / Nil vote "against"

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**10.4 Strategic Advocacy Priorities Status Report - Period ending 31 December 2024** (listed as 10.4.1 in the agenda)

<b>File Ref:</b>	COB/5571
<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Coni Zangari - Senior Strategic Partnerships, Advocacy and Funding Officer
<b>Responsible Manager:</b>	Felicity Anderson, Manager Economic Growth
<b>Executive:</b>	Andrew McRobert, Director Sustainable Development
<b>Authority/Discretion</b>	<div><input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
<b>Attachments:</b>	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

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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

### **Outcome of Meeting 18 March 2025**

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

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

#### **Council Decision 038/25**

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

CARRIED UNANIMOUSLY  
11 votes "for" / Nil vote "against"

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**10.5 Dedication of Road Reserve Forrest Highway and Jeffrey Road, Glen Iris** (listed as 10.4.2 in the agenda)

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

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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.

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### **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.

### **Outcome of Meeting 18 March 2025**

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

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

#### **Council Decision 039/25**

##### **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.**

CARRIED UNANIMOUSLY  
11 votes "for" / Nil vote "against"

**10.6 Petition Report – Transition of Services – Withers Community Library (Closure of Library)**  
(listed as 10.3.4 in the agenda)

<b>File Ref:</b>	DOC/1464896		
<b>Applicant/Proponent:</b>	Internal		
<b>Responsible Officer:</b>	Georgia-Mae O’Brien – Manager Community Connection		
<b>Responsible Manager:</b>	Georgia-Mae O’Brien – Manager Community Connection		
<b>Executive:</b>	Karin Strachan – Director Corporate and Community		
<b>Authority/Discretion</b>	<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		
<b>Attachments:</b>	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

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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.

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### **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.

### **Outcome of Meeting 25 February 2025**

Cr Steck left the chamber at 5:36pm as she had declared a proximity interest in this matter.

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

Cr Smith foreshadowed an amendment to the motion to which Cr Steele agreed, so they were incorporated into the substantive motion. The changes were as depicted in **red** below:

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 **the CEO will present a report to Council within 3 rounds of meetings detailing the operational and resourcing needs and impacts related to returning the Withers Community Library to pre-COVID service levels, with** 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.
- and
4. **Council's decision 268/24 on 10 December 2024 is rescinded.**

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

**Council Decision 040/25**

**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 the CEO will present a report to Council within 3 rounds of meetings detailing the operational and resourcing needs and impacts related to returning the Withers Community Library to pre-COVID service levels, with 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.
- and
4. **Council's decision 268/24 on 10 December 2024 is rescinded.**

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

Cr Steck returned to the chamber at 6.06pm.

Cr Ghasseb left the chamber at 6.06pm and did not return to the meeting.

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**10.7 February 2025 Budget Review** (listed as 10.3.3 in the agenda)

<b>File Ref:</b>	COB/5556
<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	David Ransom, Manager Finance
<b>Responsible Manager:</b>	David Ransom, Manager Finance
<b>Executive:</b>	Karin Strachan, Director Corporate and Community
<b>Authority/Discretion</b>	<div><div><input type="checkbox"/> Advocacy</div><div><input type="checkbox"/> Executive/Strategic</div><div><input checked="" type="checkbox"/> Legislative</div></div> <div><div><input type="checkbox"/> Quasi-Judicial</div><div><input checked="" type="checkbox"/> Information Purposes</div></div>
<b>Attachments:</b>	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)	<b>\$0</b>
Add February 2025 Budget Review Changes (summarised below)	\$0
<b>Revised Budget Surplus Closing Funds at 30 June 2025</b>	<b>\$0</b>

### 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
<b>Total Increase in Operating Revenue</b>	<b>\$571,569</b>
Operating Expenses:	
- Decrease Employee Costs	\$629,764
- Decrease Material and Contracts	\$686,314
- Decrease Insurance	\$7,837
- Decrease Other Expense	\$117,665
<b>Total Decrease in Operating Expenditure</b>	<b>\$1,441,580</b>
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)
<b>Total Decrease in Capital Revenue</b>	<b>(\$5,785,479)</b>
Capital Expenditure:	
- Decrease in Materials and Contracts	\$3,772,330
<b>Total Decrease in Capital Expenditure</b>	<b>\$3,772,330</b>
Net Increase in Closing Funding Surplus from Budget Review	<b>\$0</b>
<b>Revised Budgeted Surplus Closing Funds at 30 June 2025</b>	<b>\$0</b>

Voting Requirements: **Absolute Majority**

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## **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.*

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### **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)	<b>\$4,111,143</b>
2.	<p><b>Reserve Adjustments:</b></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>	
	<b>Total Reserve Adjustments</b>	<b>(\$4,111,143)</b>
	<b>Total increase in Closing Funds resulting from the February 2025 Budget Review</b>	<b>\$0</b>

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.

### Outcome of Meeting 18 March 2025

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

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

**Council Decision 041/25**

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

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

**February 2025 Budget Review Changes**

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

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



## **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.

#### **Outcome of Meeting 18 March 2025**

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

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

#### **Council Decision 042/25**

**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.**

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

### **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.

#### **Outcome of Meeting 18 March 2025**

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

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

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**Council Decision 043/25**

**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.**

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

**11.3 Cr Ghasseb**

Cr Ghasseb requests a leave of absence from all Council-related business 18 March to 9 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 Ghasseb is granted a leave of absence from all Council-related business from 18 March to 9 April 2025 inclusive.

**Outcome of Meeting 18 March 2025**

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

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

**Council Decision 044/25**

**Pursuant to Section 2.25 of the Local Government Act 1995, Cr Ghasseb is granted a leave of absence from all Council-related business from 18 March to 9 April 2025 inclusive.**

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

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## **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**

Cr Steck asked the following questions:

#### Question 1

Are there 3 or 4 FTE allocated to cleaning the CBD?

#### Response:

There are three (3) FTE transferring across from the Waste area for the cleaning crew. They will work under the CBD maintenance crew leader. The CBD crew will have 5 staff all up as follows

Crew Leader Construction Maintenance

Construction Maintenance Worker

Pavement sweeper operator

Pressure Cleaning operator

Road sweeper operator – (this will also continue to the streets outside of the CBD)

#### Question 2

Has the Council received the July 2024 McKenzie Report?

#### Response

This question was taken on notice.

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

Nil

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## **15. Meeting Closed to Public**

A procedural motion pursuant to Standing Order 11.1(h) that the meeting be closed to the public was moved by Cr Andrew and seconded by Cr Quain.

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

### **Council Decision 045/25**

**That Council pursuant to Standing Order 11.1(h) close the meeting to the public to deal with the following item on the agenda:**

#### **15.1.1 CEO Salary Review**

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

The meeting was closed to the public at 6:12pm.

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## 15.1 Matters for which the Meeting may be Closed

### 15.1.1 CEO Salary Review

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

### **Outcome of Meeting 18 March 2025**

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

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

#### **Council Decision 046/25**

**That Council endorse a total remuneration increase of 4% for the CEO, backdated to 1 July 2024**

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

A procedural motion to reopen the meeting was moved by Cr Andrew and seconded by Cr Quain.

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

#### **Council Decision 047/25**

***That the meeting be reopened to the public.***

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

The meeting was reopened to the public at 6:16pm.

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## **15.2 Public Reading of Resolutions that may be made Public**

The Mayor read aloud the decisions for the below items as follows:

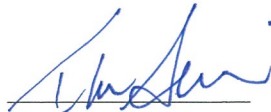
### 15.1.1 CEO Salary Review

*That Council endorse a total remuneration increase of 4% for the CEO, backdated to 1 July 2024*

## **16. Closure**

The Mayor declared the meeting closed at 6:18pm.

**Confirmed this day, 8 April 2025 to be a true and correct record of proceedings of the City of Bunbury Council Meeting held 18 March 2025.**



**Cr Tresslyn Smith**  
**Deputy Mayor**