



Ordinary Council Meeting

Supplementary Agenda

Wednesday 18 September 2024

CITY OF BUSSELTON

Agenda for the Council Meeting to be held on Wednesday 18 September 2024

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10 REPORTS OF COMMITTEE

10.2 DFES Funding Approved - BFB Building Capital Works

Strategic Theme:	Key Theme 2: Lifestyle 2.2 Work with key partners to facilitate a safe, healthy and capable community. 2.12 Provide well maintained community assets through robust asset management practices.
Directorate:	Corporate Strategy and Performance
Reporting Officer:	Governance and Risk Coordinator - Tegan Robertson
Authorised By:	Director Community Planning - Gary Barbour
Nature of Decision:	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
Voting Requirements:	Absolute Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none"> 1. City of Busselton - Eagle Bay BFB [10.2.1 - 2 pages] 2. City of Busselton - Yallingup Rural BFB [10.2.2 - 2 pages] 3. Yallingup Rural - Architectural Drawings [10.2.3 - 8 pages]

This item was considered by the Finance Committee at its meeting held 4 September 2024, the recommendations of which have been included in this report.

COMMITTEE RECOMMENDATION

That the Council endorses the following budget amendments:

Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Donated Assets	Reserves or Restricted Assets
	Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	(Increase) / Decrease	Increase / (Decrease)
1	Add new grant revenue and operational (donation) line item					
	Cost Centre 1056 Project 12410 Yallingup Rural BFB – Extension of facility					
	-	143,315		(143,315)		-
	Add value of Donated Capital Works (value of Shed upgrade)					
	Cost Centre 1056 Project 10000 Donated Assets - Buildings					
-	-	959,608	-	(959,608)	-	
2	Add new grant revenue and new capital project					
	Cost Centre 1056 Project 15276 Eagle Bay BFB – Capital Upgrade					
	-	-	27,000	(27,000)		-

OFFICER RECOMMENDATION

That the Council endorses the following budget amendments:

Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Donated Assets	Reserves or Restricted Assets
	Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	(Increase) / Decrease	Increase / (Decrease)
1	Add new grant revenue and operational (donation) line item					
	Cost Centre 1056 Project 12410 Yallingup Rural BFB – Extension of facility					
	-	143,315		(143,315)		-
	Add value of Donated Capital Works (value of Shed upgrade)					
	Cost Centre 1056 Project 10000 Donated Assets - Buildings					
	-	-	959,608	-	(959,608)	-
2	Add new grant revenue and new capital project					
	Cost Centre 1056 Project 15276 Eagle Bay BFB – Capital Upgrade					
	-	-	27,000	(27,000)		-

EXECUTIVE SUMMARY

This report seeks the Council’s approval of budget amendments for items within the Community Planning Directorate relating to receipt of grant funding for works for bush fire brigade facilities, as detailed in this report. Adoption of this officer recommendation will have no impact on the City’s budget position.

STRATEGIC CONTEXT

The nature of these projects supports well maintained community assets, that facilitate a safe, healthy and capable community, with the identified works improving the functionality, usability and alignment of the facilities with Work Health and Safety standards.

BACKGROUND

The Council adopted its 2024/25 Municipal budget on 31 July 2024.

In accordance with section 6.8(1) of the *Local Government Act 1995* (the Act), a local government is not to incur expenditure from its Municipal fund for an additional purpose except where the expenditure:

- Is incurred in a financial year before the adoption of the annual budget by the local government; and
- Is authorised in advance by Council resolution – absolute majority required; or
- Is authorised in advance by the Mayor in an emergency.

It is good management practice to revise the adopted budget when it is known that circumstances have changed. In keeping with this practice, budgets are reviewed on a regular basis.

OFFICER COMMENT

Since adopting its budget, the City has received notification from the Department of Fire and Emergency Services (DFES) that funding requested under the Local Government Grants Scheme (LGGS) for two capital works projects have been allocated for funding under the DFES Asset Maintenance Fund (DAMF).

The DAMF was initiated by Department of Treasury as a one-off funding opportunity to support investment in maintenance works that address high priority risks of government sector facilities. DFES applied and received an approved allocation of \$1.021 million which is being utilised to compliment LGGS application shortfalls where possible.

LGGS funding is annually allocated to local governments for the costs associated with the operation of Bushfire Brigade (BFB) and State Emergency Service (SES) units, with notification provided on the total allocation in July each year. Distribution of funding is divided into two streams:

- *Capital grant budget* – relates to initiatives costing more than \$5,000 per item, including the acquisition/construction of facilities, appliances, vehicles and major items of equipment.
- *Operating grant budget* - relates to general operating costs and minor purchases, including such items as fleet and facility maintenance, training, protective clothing, insurances and other minor non-recurrent items.

The total available fund is set annually through the State budgeting processes, informed by the DFES fleet replacement plan, and the average of local governments previous two years’ completed acquittals (past expenditure trends) and the current year’s allocation indexed with the prevailing cost escalation factor. For the 2024/25 LGGS there is a total available budget of \$35.408 million.

The allocation of this budget was prioritised through the below allocations:

BFS & SES Fleet Assets – Annual build program	\$17.268M
BFS & SES Operating Grants - Total	\$14.176M
BFS Facility – previous approval commitments – instalments	\$0.800M
BFS Facility – previous approval commitments – escalation	\$1.120M
Minor programmes – SES Vertical Rescue & First Aid training	\$0.100M
Contingency – Operating Grant Acquittal overspends	\$0.500M
Balance available for LG Capital Grant funding requests	\$1.444M

The BFB and SES Capital Grants Committees assessed additional Local Government Capital Grant funding requests totalling \$39M against the available funding of \$1.444M across both services. The available funding was fully allocated.

At the time of budget setting, LGGs applications were still being assessed by DFES. Due to the very small budget annually available for distribution under the capital grant stream of LGGs, the City does not include assumptions that applied capital requests will be funded when setting the annual budget. With notification of the approval, the 2024/25 budget will now need to be adjusted to include this funding.

Amendments to the budget are categorised into the three types listed below:

1. Adjustments impacting the budget balance or net position of the City: **Item # 2**
2. Adjustments with no impact on the budget balance: **Items # 1 and 2**
3. Adjustment to transfer budget between capital and operating undertakings: **Nil**

Item 1 – Eagle Bay BFB - Installation of Cladding (15276)

The City has been successful in obtaining an allocation of \$27,000 for the above project (attachment 1). The Eagle Bay BFB is currently an open plan shed. The building and training area are exposed to fluctuations of heat and cold through the seasons due to the lack of insulation. This project will improve the effectiveness of the training area to be utilised for fortnightly training sessions all year round. Upgrading the building through installation of insulation will address the work, health and safety concerns and protect the members from the elements.

The Council's approval is sought to incorporate \$27,000 of grant funding revenue which is unaccounted for in the current budget, along with \$27,000 of capital expenditure.

Item 2 – Yallingup Rural BFB – Partial facility upgrade (12410)

The City has been successful in obtaining an allocation of \$143,315 as a contribution for the above project (attachment 2). The facility, constructed in 2001, has previously undergone two minor upgrades since its construction:

- In 2003, an external standalone shed was added for parking the brigade's Auxiliary Ute and related equipment storage.
- In 2015, a training room was added to the building.

Despite these minor upgrades, the facility is inadequate to meet the operational and administrative needs of the brigade with numerous limitations that impact the brigade's operational efficiency. The redevelopment of the existing building intends to address these issues, as well as improve work health and safety. The estimated commercial value of the approved scope of works (attachment 3) is approximately \$1.055 million.

In February 2024, the brigade initiated a fundraising campaign, to raise contributions for the project. This campaign gained significant local support, with just under \$225,000 in cash raised through fundraising events and financial donations. In addition to monetary donations, in-kind contributions including project management, plant and materials, and construction labour have been donated by local community, businesses and brigade members to the value of ~\$672,000.

Project cost breakdown

Commercial Build price – as quoted	\$ 1,055,569
Less:	
<i>In-kind donations (local labour, plant & materials)</i>	<i>\$671,940</i>
Resultant Total estimated build cost	\$ 383,629
<i>Less additional Brigade contributions and expenses:</i>	
<i>Cost of seating and clothing hooks</i>	<i>\$25,578</i>
<i>Cost of breakout area</i>	<i>\$50,405</i>
<i>Brigade Financial Contribution</i>	<i>\$150,000</i>
Total Brigade contribution:	\$225,983
Total in kind, Brigade and community contributions	\$897,923
Funding Shortfall – Funding Requested from LGGs	\$157,646 (inc. GST)

The identified funding shortfall required to fully implement the approved scope of works was requested by the City as a LGGs application. Successful allocation of the funding will allow the planned works to be completed, with the brigade to be fully functional prior to the start of the 2024/25 summer bushfire season.

The Council’s approval is sought to incorporate the \$143,315 of grant funding revenue which is currently unaccounted for in the current budget.

Statutory Environment

Section 6.8 of the Act refers to expenditure from the Municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

Plan:

[Asset Management Plan](#)

Policy:

[Asset Management](#)

Bushfire Management Policy

Financial Implications

The following table outlines the financial implications and transactions. Timing of payment of LGGs Capital Grants are as per s.5.4.1 of the DFES LGGs manual:

a) Capital Grants Payments of a Financial Nature (Cash) will be released upon the receipt of a tax invoice from the LG, together with supporting documentation including invoices, receipts

or other satisfactory evidence demonstrating that the items purchased, or to be constructed, are the same as those approved by the Capital grants committee.

Item		Account		Amount (exl GST)	Period / Timing
1. Yallingup Rural BFB	Receipt of Grant	10-9000-9000-7001-0	Municipal Bank	\$143,315	12
		12410-1056-1301-0000	Yallingup Rural BFB Grant Received	(\$143,315)	
	Donation	12410-1056-3640-0000	Yallingup Rural BFB Donation	\$143,315	12
		10-9000-9000-7001-0	Municipal Bank	(\$143,315)	
	Recognise Asset	100000-1056-7713-0000	Donated Assets - Buildings	959,608	12
		10000-1056-1270-0000	Donated Assets	(959,608)	
2. Eagle Bay BFB	Receipt of Grant	10-9000-9000-7001-0	Municipal Bank	\$27,000	12
		15276-1056-1301-0000	Eagle Bay BFB (C) Grant Received	(\$27,000)	
	Payment of Works	15276-1056-7713-0000	Eagle Bay BFB (C) Capital WIP	\$27,000	12
		10-9000-9000-7001-0	Municipal Bank	(\$27,000)	
TOTALS				\$0	

Approved funding is to be fully expended and acquitted by 30 of June 2025.

Budget – Whole of Life Cost

The ongoing maintenance of the upgraded buildings and future replacement will be the responsibility of the City of Busselton, with most costs being eligible under the conditions of the LGGS.

As the brigade facilities are assets of the City, the full value of the upgrades of each facility will need to be recorded in the City of Busselton Financial Asset Register and Plan following completion of each project. These value adjustments will also need to be applied to the City's insurance register.

External Stakeholder Consultation

Not Applicable

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

The Council could decide not to proceed with any or all the proposed budget amendments.

CONCLUSION

The Council's approval is sought to amend the budget as outlined in this report.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Budget amendments processed	Within one month of the Council's decision

10.3 List of Payments Made - July 2024

Strategic Theme:	Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making. 4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
Directorate:	Corporate Strategy and Performance
Reporting Officer:	Governance and Risk Coordinator – Tegan Robertson
Authorised By:	Director Corporate Strategy and Performance – Sarah Pierson
Nature of Decision:	Noting: The item is simply for information purposes and noting.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none"> List of Payments for Council July 2024 [10.3.1 - 9 pages] CONFIDENTIAL REDACTED - Confidential List of Payments for Council July 2024 [10.3.2 - 1 page]

This item was considered by the Finance Committee at its meeting held 4 September 2024, the recommendations of which have been included in this report.

COMMITTEE RECOMMENDATION

That the Council notes payment of voucher numbers for the month of July 2024 as follows:

CHEQUE PAYMENTS	120030 - 120041	138,468.72
ELECTRONIC FUNDS TRANSFER PAYMENTS	104679 - 105119	8,428,806.49
TRUST ACCOUNT PAYMENTS	EFT# TR000057 - TR000059	43,817.68
PAYROLL PAYMENTS	01.07.2024 - 31.07.24	1,954,064.70
INTERNAL PAYMENT VOUCHERS	DD #5784 - 5818	77,278.64
TOTAL PAYMENTS		10,642,436.23

OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers for the month of July 2024 as follows:

CHEQUE PAYMENTS	120030 - 120041	138,468.72
ELECTRONIC FUNDS TRANSFER PAYMENTS	104679 - 105119	8,428,806.49
TRUST ACCOUNT PAYMENTS	EFT# TR000057 - TR000059	43,817.68
PAYROLL PAYMENTS	01.07.2024 - 31.07.24	1,954,064.70
INTERNAL PAYMENT VOUCHERS	DD #5784 - 5818	77,278.64
TOTAL PAYMENTS		10,642,436.23

EXECUTIVE SUMMARY

This report provides details of payments made from the City's bank accounts for the month of July 2024 for noting by the Council and recording in the Council Minutes.

STRATEGIC CONTEXT

Provision of the list of payments, while a statutory requirement, also supports open and accountable governance.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* (the Regulations) requires that, when the Council has delegated authority to the CEO to make payments from the City's bank accounts, a list of payments made is prepared each month for presentation to, and noting by, the Council.

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of July 2024 is presented for information (noting the confidential payments list in a separate confidential attachment).

Statutory Environment

Section 6.10 of the *Local Government Act 1995* (the Act), and more specifically Regulation 13 of the Regulations, refer to the requirement for a listing of payments made each month to be presented to the Council.

Relevant Plans and Policies

Not applicable.

Financial Implications

Not applicable.

External Stakeholder Consultation

Not applicable.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

Not applicable.

CONCLUSION

The list of payments made for the month of July 2024 is presented for information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

10.4 Monthly Financial Report - Year to Date 31 July 2024

Strategic Theme:	Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making. 4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
Directorate:	Corporate Strategy and Performance
Reporting Officer:	Governance and Risk Coordinator – Tegan Robertson
Authorised By:	Director Corporate Strategy and Performance – Sarah Pierson
Nature of Decision:	Legislative: adoption of “legislative documents” such as local laws, local planning schemes and local planning policies. Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none"> 1. Monthly Financial Report - July 2024 [10.4.1 - 22 pages] 2. Investment Report - July 2024 [10.4.2 - 1 page] 3. Loan Schedule - July 2024 [10.4.3 - 1 page]

This item was considered by the Finance Committee at its meeting held 4 September 2024, the recommendations of which have been included in this report.

COMMITTEE RECOMMENDATION

That the Council receives the statutory monthly financial report for the period ending 31 July 2024, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION

That the Council receives the statutory monthly financial report for the period ending 31 July 2024, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations 1996.

EXECUTIVE SUMMARY

Pursuant to Section 6.4 of the *Local Government Act 1995* (the Act) and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* (the Regulations), a local government is to prepare, on a monthly basis, a monthly financial report that reports on the City’s Statement of Financial Activity, Statement of Financial Position, and its performance in relation to its adopted / amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City’s financial performance on a year-to-date basis, for the period ending 31 July 2024.

STRATEGIC CONTEXT

Provision of the monthly financial report, while a statutory requirement, also supports open and accountable governance.

BACKGROUND

The Regulations detail the form and manner in which the monthly financial report is to be presented to the Council, and is to include the following:

- Annual budget estimates;
- Budget estimates to the end of the month in which the statement relates;
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates;
- Material variances between budget estimates and actual revenue/expenditure (including an explanation of any material variances);
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position); and
- Statement of Financial Position

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year.

At its meeting on 31 July 2024, the Council adopted (C2407/206) the following material variance reporting thresholds for the 2024/25 financial year:

That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2024/25 financial year as follows:

- *Variances equal to or greater than 10% of the year-to-date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and*
- *Reporting of variances only applies for amounts greater than \$50,000.*

OFFICER COMMENT

To fulfil statutory reporting requirements and to provide the Council with a synopsis of the City's overall financial performance on a year-to-date basis, the following financial reports are attached hereto (Attachment 1):

Statement of Financial Activity

This report provides details of the City's operating revenues and expenditures on a year-to-date basis, by nature (i.e. description). The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the City's net current position; which reconciles with that reflected in the associated Net Current Position report.

Statement of Financial Position

A statement of financial position is a financial statement that summarises the reporting entities assets (what it owns), liabilities (what it owes), and equity (assets less liabilities) on a particular date.

Basis of Preparation Note (Note 1)

Explains the regulatory framework upon which the financial statements have been prepared.

Statement of Financial Activity Note (Note 2)

Explains the non-cash items that have been excluded from the calculation of the Net Current Position in the Statement of Financial Activity.

Explanation of Material Variances Note (Note 3)

Provides a breakdown by directorate and cost centre of each of the variances on the face of the Statement of Financial Activity that meet the Council's adopted material variance threshold for 2024/25.

Net Current Position Summary Report

This report provides details of the composition of the net current asset position on a year-to-date basis and reconciles with the net current position as per the Statement of Financial Activity.

Capital Acquisition & Construction Report

This report provides full year budget performance (by line item) in respect of the following capital expenditure activities:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment
- Infrastructure

This report outlines the actual and budgeted movement from the start of the financial year to date, that result in the balances listed in the Statement of Financial Position for Property, Plant & Equipment.

Reserve Movements Report

This report provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a full year basis.

Additional reports and/or charts can be provided as required to further supplement the information comprised within the statutory financial reports.

Net Current Position Chart

Tracks the net Current Position over the year in comparison to previous 4 years.

Comments on Financial Activity to 31 July 2024

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position (NCP) of \$1.9M as opposed to the YTD budget of \$995K. The following table summarises the major YTD cash variances that appear on the face of the FAS, which, in accordance with Council's adopted material variance reporting threshold, collectively make up the above difference.

Each numbered item in this lead table is explained further in note 3 of the attached Monthly Financial Report.

Description	2024/25 Actual YTD \$	2024/25 Budget YTD \$	2024/25 Budget \$	2024/25 YTD Bud Variance %	2024/25 YTD Bud Variance \$	Change in Variance Current Month \$
Amount Attributable to Operating Activities				(1.90%)	50,365	50,365
Revenue from Operating Activities				(3.72%)	(76,188)	(76,188)
1. Grants, Subsidies and Contributions	313,753	522,727	5,653,184	(39.98%)	(208,974)	(208,974)
2. Interest Earnings	425,234	281,998	3,786,039	50.79%	143,236	143,236
Expenses from Operating Activities				12.90%	902,127	902,127
3. Materials & Contracts	(531,751)	(1,172,589)	(31,006,724)	54.65%	640,838	640,838
4. Insurance Expenses	0	(72,796)	(872,666)	100.00%	72,796	72,796
5. Other Expenditure	12,950	(226,356)	(8,292,981)	105.72%	239,306	239,306
Amount Attributable to Investing Activities				1069.28%	(3,780,554)	(3,780,554)
6. Capital Grants, Subsidies and Contributions	3,000	60,000	20,351,386	(95.00%)	(57,000)	(57,000)
7. Land & Buildings	(140,642)	0	(22,106,576)	(100.00%)	(140,642)	(140,642)
8. Infrastructure	(113,299)	(307,897)	(23,256,707)	63.20%	194,598	194,598
Amount Attributable to Financing Activities				(101.71%)	(1,749,191)	(1,749,191)
9. Transfer to Restricted Assets	(2,967,912)	0	-	(100.00%)	(2,967,912)	(2,967,912)
10. Transfer from Restricted Assets	372,376	813,136	9,757,632	(54.21%)	(440,760)	(440,760)
11. Transfer to Reserves	(353,791)	(2,618,509)	(29,684,075)	86.49%	2,264,718	2,264,718
12. Transfer from Reserves	3,030,933	3,657,003	43,355,661	(17.12%)	(626,069)	(626,069)

Investment Report

Pursuant to the Council’s Investment Policy, a report is to be provided to the Council monthly, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The report (see attached) is also to provide details of investment income earned against budget, whilst confirming compliance of the portfolio with legislative and policy.

A brief summary of the details contained in the report are as follows:

As at 31 July the value of the City’s invested funds decreased to \$90.5M from \$92M as at 30 June 2024. The decrease is a result of one term deposit was closed, with the funds used for standard operational needs.

As at 31 July 2024 the 11am account balance is \$8M, being an decrease of \$11.75M from 30 June 2024. The decrease of \$3.75M to the 11am account is due to funds needed for standard operations.

During the month of July, six term deposits matured. One was closed and five were fully re-invested for a further 258 days at 5.17% on average.

The official cash rate remained steady during the month of July 2024 at 4.35%. The timing and nature of further movements of the cash rate are currently uncertain.

Borrowings Update

During the month no new loans were drawn, with \$102.6K in principal repayments and \$1.3K of interest on existing loans. The attached Loan Schedule outlines the status of all existing loans YTD.

Chief Executive Officer – Corporate Credit Card

Details of transactions made on the Chief Executive Officer’s corporate credit card during July 2024 are provided below to ensure there is appropriate oversight and awareness.

Date	Payee	Description	\$ Amount
4/07/2024	WEST AUSTRALIAN	DIGITAL SUBSCRIPTION	28.00
16/07/2024	THE DIGITAL PICNIC	REGISTRATION FOR MARKETING CHALLENGE	50.00
17/07/2024	SINGAPORE AIR	EXTRA LEG ROOM/SEAT SELECTION FOR FLIGHT TO SUGITO - MAYOR CRONIN	295.60
19/07/2024	DOMES BUSSELTON	MEETING WITH NEW CEO OF AMR	16.25
23/07/2024	LG PROFESSIONALS	TRAINING- COMMTELLIGENCE FORUM 2024- S. ADDISON-BROWN	320.00
24/07/2024	KIAMA LEAGUES CLUB*	LC COG KIAMA TRIP-FOOD	17.00
27/07/2024	PERTH AIRPORT *	LC COG KIAMA TRIP- FUEL FOR HIRE CAR	243.40
29/07/2024	COLES- BRIGHTON LE SANDS*	LC COG KIAMA TRIP- ACCOMMODATION	36.14
29/07/2024	THE SEBEL KIAMA*	LC COG KIAMA TRIP-PARKING	384.62
30/07/2024	LINKT SYDNEY*	LC COG KIAMA TRIP-ROAD TOLLS	7.57

Date	Payee	Description	\$ Amount
30/07/2024	LG PROFESSIONALS*	CEO MEMBERSHIP TO WA LOCAL GOV PROFESSIONALS	560.00
31/07/2024	PERTH AIRPORT PARKING	PARKING FOR JAPAN TRIP	158.93
<i>*CEO Profession Development Allowance</i>		TOTAL	2,117.51

Donations & Contributions Received

To the best of officer's knowledge, during the month no non-infrastructure assets (bridges, roads, POS etc), donations or contributions were received by the City or its key management personnel.

Statutory Environment

Section 6.4 of the Act and Regulation 34 of the Regulations detail the form and manner in which a local government is to prepare financial activity statements.

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Annual Adopted Budget 2024-2025 (and subsequent adopted amendments)

[Strategic Community Plan 2021-2031](#)

[Corporate Business Plan 2022-2026](#)

[Long Term Financial Plan 2022/23 - 2031/32](#)

Policy:

There are no relevant policies for this report.

Financial Implications

Any financial implications are detailed within the context of this report.

External Stakeholder Consultation

Not applicable.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

The Statements of Financial Activity are presented in accordance with Section 6.4 of the Act and Regulation 34 of the Regulations and are to be received by Council. Council may wish to make additional resolutions as a result of having received these reports.

CONCLUSION

As at 31 July 2024, the City's net current position stands at \$1.9M, and cash reserve balances remain sufficient for their purposes.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not Applicable.

10.5 Adoption of Bush Fire Brigade Operating Procedures

Strategic Theme:	Key Theme 2: Lifestyle 2.2 Work with key partners to facilitate a safe, healthy and capable community. Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
Directorate:	Community Planning
Reporting Officer:	Manager Community Safety – Rachel Runco
Authorised By:	Director Community Planning - Gary Barbour
Nature of Decision:	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	Draft City of Busselton Bush Fire Operating Procedures

This item was considered by the Bush Fire Advisory Committee at its meeting held 10 September 2024, the recommendations of which have been included in this report.

COMMITTEE RECOMMENDATION

That the Council adopts the Bush Fire Operating Procedures as shown in Attachment 1.

OFFICER RECOMMENDATION

That the Council adopts the Bush Fire Operating Procedures as shown in Attachment 1.

EXECUTIVE SUMMARY

At the Ordinary Council Meeting 18 October 2023, Council resolved to make the *City of Busselton Bushfire Brigades Local Law 2023 (BFLL)*. This local law was gazetted on 31 October 2023 and came into operation on 14 November 2023.

Under the BFLL the local government can adopt Bush Fire Operating Procedures (BFOP) to formalise the governance and operational and strategic procedures applied for administration and maintenance of Bush Fire Brigades (BFB) within the City of Busselton.

The BFOP will be annually reviewed, to ensure on-going alignment with the City of Busselton objectives of bush fire operations, remain consistent with legislative changes, Department of Fire and Emergency Services guidelines and any other relevant considerations.

STRATEGIC CONTEXT

Adoption of the operating procedures supports transparent governance of the district. With formalisation of a consistent strategic and operational management framework for the administration of BFB contributing to facilitation of a safe community.

BACKGROUND

It is widely recognised that the legislative framework which establishes the broad policy architecture for the establishment and regulation of BFB matters in Western Australia, being the *Bush Fires Act 1954 (BF Act)* is well overdue for renewal.

The BF Act is 70 years old and reflects the ideological practices at the time of establishment, now inconsistent with contemporary emergency service practice. A hindrance of the legislation is the power of delegation for the local government to delegate its functions are limited. The powers within the BF Act that provide for the establishment of BFB and the applicable administration framework cannot be delegated by the local government.

As such, the BFOP in attachment 1 outlining the governance and operations guidelines for BFB within the district requires the formal adoption by the Council. This requirement for formal adoption of the BFOP by the Council is unusual, and is inconsistent with the *Local Government Act 1995 and Regulations*, which clearly delineate that strategic functions of a local government are the responsibility of the Council, with operational implementation the responsibility CEO. Nevertheless, until such time as the power to delegate functions of the local government under the BF Act is modernised, or replaced by the introduction of the proposed *Consolidated Emergency Services Act* adoption of the BFOP requires a decision of the Council.

OFFICER COMMENT

The City of Busselton BFBLL is based on the WALGA model, and its local law is divided into the following parts:

- Establishment of Bush Fire Brigades
- Organisation and maintenance of Bush Fire Brigades
- Types of Bush Fire Brigade Membership
- Appointment Dismissal and Management of Members
- Equipment of Bush Fire Brigades
- The Rules under which the brigades are to operate.

Under the BFBLL the City can adopt Bush Fire Operating Procedures to formalise the operational and strategic procedures applied for administration and maintenance of Bush Fire Brigade.

The BFOP were initially drafted by the City of Busselton Community Emergency Services Manager then finalised in consultation with a BFB member working group, prior to review and feedback by Bush Fire Advisory Committee (BFAC) members. The document has been informed and developed with consideration to relevant DFES operational Guidelines, manuals, standard operating procedures, combined with a review of adopted BFOP in place in other local government districts across Western Australia.

The resulting BFOP is structured into 10 sections, each addressing key strategic and operational aspects of brigade operations:

1. **Introduction:** Provides an overview of the purpose of the procedures and the context in which they are applied. It includes definitions of key terms and mentions that the procedures will be reviewed every three years or as needed.
2. **Objectives of Bush Fire Brigades:** Describes the primary objectives of the brigades, which include carrying out normal brigade activities and fulfilling functions as specified in relevant legislation and local laws.
3. **Membership:** Details the requirements for membership in a bush fire brigade, including age restrictions and the need for parental approval for members under 18. It also references additional information available in the City of Busselton's Bush Fire Brigade Local Law 2023 and Bush Fire Brigade Management Policy V1.0.
4. **Roles and Responsibilities:** Outlines the reporting structure and specific roles and responsibilities within the brigades and the City of Busselton staff.
5. **Brigade Management:** Covers topics related to work health and safety, accident and injury reporting, code of conduct, wellness, first aid, and insurance claims.
6. **Brigade Training:** Discusses training information, record-keeping, expenses, trainer/assessor roles, and annual skills maintenance.
7. **Equipment and Appliances:** Addresses repair and recovery, appliance checks, fault reporting, breakdowns, road accidents, and radio communication equipment defects.
8. **Personal Protective Equipment (PPE):** Provides guidelines on PPE personal issue, laundering, and ordering equipment.
9. **Brigade Information Systems:** Includes information on email access, DFES Volunteer Hub access, station notice boards, and expenses related to mobile phones, internet, and tablets.
10. **Brigade Security:** Discusses station security, alarm and door codes, and loss of uniform.

Statutory Environment

Bush Fires Act 1954

Pursuant to section 41(1) of the BF Act, where a local government elects to establish a bushfire brigade, it must do so in accordance with local laws it has made for that purpose.

Section 62 of the BF Act provides a general power to make local laws relating to –

- (a) the appointment, employment, payment, dismissal, and duties of bush fire control officers; and*
- (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
- (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*

Local Government Act 1995 – Section 3.5 of the Act provides Council with the head of power for making local laws, which stipulates:

A local government may make Local Laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

The procedure for making local laws is set out in sections 3.12 to 3.17 of the Act and regulation 3 of the Local Government (Functions and General) Regulations 1996 (WA).

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

Plan:
Not applicable.

Policy:
Bushfire Brigade Management Policy

Financial Implications

Nil – adoption of the BFOP will simply formalise the existing management framework applied for the governance of BFB. As such there will be no financial implications to the adopted 2024-25 Annual Budget as a result.

External Stakeholder Consultation

The BFOP have been developed in consultation with a working group comprised of BFB volunteers from a variety of Brigades across the district including Eagle Bay, Yallingup Rural, Yallingup Coastal, Metricup, Dunsborough, Vasse and Wilyabrup.

At the Committee meeting 11 June 2024 BFAC supported the distribution of the draft BFOP to the committee following a review and incorporation of any feedback from the Chief and Deputy Chief Bush Fire Control Officers.

The Committee received the draft documentation via email 23 July 2024 for review and discussion with their respective BFB.

The BFOP in attachment 1 incorporate provided feedback.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

1. As an alternative to the proposed recommendation, the Committee could vary the provisions of the Proposed BFOP in many ways.

CONCLUSION

It is recommended that the Council adopt the BFOP at attachment 1.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Update City of Busselton website to include the BFOP	30 October 2024
Communicate the adoption of BFOP and provide an induction and training as part of the pre fire season refresher processes to all active firefighting BFB volunteers	30 November 2024

18 CONFIDENTIAL MATTERS

OFFICER RECOMMENDATION

That the meeting is closed to members of the public to discuss items which are confidential under section 5.23(2)(a) of the *Local Government Act 1995*.

18.1 Establishment of CEO Performance Criteria 2024/2025 and Contract Variation

Section 5.23(2)(a)

This report contains information relating to a matter affecting an employee or employees.