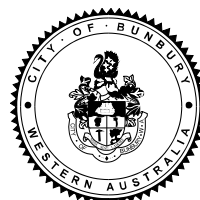




City of Bunbury Council

Notice of Meeting and Agenda 21 February 2023



CITY OF BUNBURY
4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
Post Office Box 21
Bunbury WA 6231

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Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and future.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

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

WE ARE OPEN

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

WE ARE BRAVE

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

Nature of Council's Role in Decision Making

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, setting and amending budgets.
Legislative:	Includes adopting local laws, town planning schemes and policies.
Quasi-Judicial:	<p>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.</p> <p>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.</p>
Information Purposes:	Includes items provided to Council for information purposes only which do not require direction from Council (that is for 'noting').

City of Bunbury Council Notice of Meeting

The next Ordinary Meeting of the City of Bunbury Council will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on Tuesday, 21 February 2023 at 5.30pm.



MJ (Mal) Osborne
Chief Executive Officer
(Date of Issue: 16 February 2023)

Agenda

21 February 2023

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

Council Members:

Mayor Jaysen de San Miguel
Deputy Mayor Tresslyn Smith
Councillor Ben Andrew
Councillor Gabi Ghasseb
Councillor Wendy Giles
Councillor Michelle Steck
Councillor Cheryl Kozisek
Councillor Betty McCleary
Councillor Marina Quain
Councillor Karen Steele
Councillor Karen Turner
Councillor Amanda Yip

1. Declaration of Opening / Announcements of Visitors

2. Disclaimer

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

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

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

Copyright

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

Recording and Webstreaming of Meetings

- All Ordinary and Special Council Meetings are electronically recorded except when Council resolves to go behind closed doors
- 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>
- Recordings can be accessed at <http://www.bunbury.wa.gov.au/Pages/Council-Meeting-Videos-2022.aspx>
- Images of the public gallery are not included in the streaming, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns regarding the live streaming and recording of meetings, please contact the City's Governance Officer on 9792 7273.

3. Announcements from the Presiding Member

4. Attendance

4.1 Apologies

4.2 Approved Leave of Absence

Cr Steck is on an approved leave of absence from 17 February to 1 March 2023.

5. Declaration of Interest

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

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

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

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

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



Declaration of Interest Form

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

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

Directions:

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

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

6. Public Question Time

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

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

6.1 Public Question Time

6.2 Responses to Public Questions Taken 'On Notice'

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 31 January 2023 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 31 January 2023 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

7.1.2 Minutes – Council Advisory Committees

Applicant/Proponent:	Internal Report			
Author:	Various			
Executive:	Mal Osborne, Chief Executive Officer			
Authority/Discretion:	<input type="checkbox"/>	Advocacy	<input type="checkbox"/>	Quasi-Judicial
	<input type="checkbox"/>	Executive/Strategic	<input checked="" type="checkbox"/>	Information Purposes
	<input type="checkbox"/>	Legislative		
Attachments:	Appendix 7.1.2-A: DAIC Minutes 25 January 2023			

Summary

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

- Title: Disability Access and Inclusion Committee
Author: Sue Alexander, Community Partnerships Officer - Inclusion
Appendix: 7.1.2-A

Council Committee Recommendation

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

- Disability Access and Inclusion Committee 25 January 2023

Voting Requirement: Simple Majority



Disability Access and Inclusion Committee

Minutes

25 January 2023

Committee Terms of Reference

The Disability Access and Inclusion Committee has been established:

- 1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);*
- 2. To review progress of the organisation in the achievement of the objectives of the DAIP;*
- 3. To review the Statutory Reports required under the DAIP;*
- 4. To review the progress of the organisation in relation to progress against the objectives of the Community Strategic Plan as it relates to disability, access and inclusion;*
- 5. To review any reports provided by the Co-Design Access Panel;*
- 6. To advise Council on issues relating to disability, access and inclusion within the City of Bunbury.*

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Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and future.

Vision

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Organisational Values

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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

Minutes
25 January 2023

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

1. Declaration of Opening

The Presiding Member declared the meeting open at 4.05pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil.

4. Attendances

Committee Members:

Member Name	Representing
Cr Karen Turner	Councillor Representative
Cr Ben Andrew	Councillor Representative
Tania McInnes	Service Provider Representative - Advocacy WA
Elizabeth Denniss	Proxy for Chief Executive Officer, Manager Community Connection

Support Staff:

Name	Title
Sue Alexander	Community Partnerships Officer - Inclusion
Danika Stevenson	Senior Community Partnerships Officer
Gary Thompson	Team Leader Community Partnerships

Elizabeth Denniss attended the meeting virtually. She was granted permission from the Mayor on 24 January 2023.

4.1 Apologies

Mal Osborne, Sarah Bowes and Emily Northcott were apologies. Cr Gabi Ghasseb was absent.

4.2 Approved Leave of Absence

Not applicable.

5. Declaration of Interest

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

6. Public Question Time

Not applicable.

7. Confirmation of Minutes

The Minutes of the meeting of the Disability Access and Inclusion Committee Meeting held 28 September 2022 have been circulated.

Recommendation

That the Minutes of the Disability Access and Inclusion Committee Meeting held 28 September 2022 be confirmed as a true and correct record.

Outcome of the Meeting held 25 January 2023

The recommendation (as printed) was moved by Cr Ben Andrew seconded by Elizabeth Denniss.

The Presiding Member put the motion to vote and it was adopted unanimously to become the Committee's decision on the matter.

Committee Decision

That the Minutes of the Disability Access and Inclusion Committee Meeting held 25 September 2022 be confirmed as a true and correct record.

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

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

9. Method of Dealing with Minutes Business

Items are dealt with in the order that they appear.

10. Reports

10.1 Terms of Reference

File Ref:	COB/516						
Applicant/Proponent:	Internal						
Responsible Officer:	Sue Alexander, Community Partnerships Officer						
Responsible Manager:	Elizabeth Denniss, Manager Community Connection						
Executive:	Gary Barbour, Director Sustainable Communities						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Review</td></tr><tr><td><input type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Legislative</td><td><input type="checkbox"/> Information Purposes</td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review						
<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes						
Attachments:	Appendix 1: Revised Disability Access and Inclusion Committee Terms of Reference						

Summary

The purpose of this report is for the Disability Access and Inclusion Committee (DAIC) to endorse the revised Terms of Reference for the Committee.

Executive Recommendation

That the Disability Access and Inclusion Committee endorse the Committee Terms of Reference as follows:

1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);
2. To review progress of the organisation in the achievement of the objectives of the DAIP;
3. To review the Statutory Reports required under the DAIP;
4. To review the progress of the organisation against the objectives of the Community Strategic Plan as it relates to disability, access and inclusion;
5. To review any reports provided by the Co-Design Access Panel;
6. To advise Council on issues relating to disability, access and inclusion within the City of Bunbury; and

7. To advocate and drive the City’s vision of becoming the Most Accessible Regional City in Australia (MARCIA).

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy, and connected community
Outcome 4	A compassionate and inclusive community
Objective 4.2	Support vulnerable groups, including aged persons and those with disability

Regional Impact Statement

The DAIC provides opportunity for community members to contribute to decisions that benefit Bunbury. The committee provides input on the provision of accessible and inclusive facilities, open spaces, programs and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Bunbury Geographie Region.

Background

The Disability Access and Inclusion Committee last endorsed its Terms of Reference at its meeting held 9 February 2022 and was approved by Bunbury City Council at the Ordinary Council Meeting held on 26 April 2022 (Council decision number 076/22).

Council Policy Compliance

The DAIC operates under the Council’s Code of Conduct.

The City’s DAIP commitments are outlined in the Access and Inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

A revised Terms of Reference (**attached** at Appendix 1) has been presented due to Committee members expressing interest in exploring the development of a City-wide commitment and vision to being the Most Accessible Regional City in Australia (MARCIA). Staff will work with Committee members to support them to drive and advocate for this vision.

A workshop was held on 18 January 2023 with DAIC members to review the revised Terms of Reference to ensure it adequately reflected the intended purpose of the Committee.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from this report.

Community Consultation

Not applicable.

Councillor/Officer Consultation

DAIC members were invited to make comment on the revised Terms of Reference at a briefing session held 18 January 2023.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

The revised Terms of Reference for the DAIC will be presented at the subsequent Ordinary Council Meeting.

Outcome of the Meeting held 25 January 2023

The recommendation (as printed) was moved by Cr Ben Andrew seconded by Tania McInnes.

The Presiding Member put the motion to vote and it was adopted unanimously to become the Committee's decision on the matter.

Committee Decision

That the Disability Access and Inclusion Committee endorse the Committee Terms of Reference as follows:

1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);
2. To review progress of the organisation in the achievement of the objectives of the DAIP;
3. To review the Statutory Reports required under the DAIP;
4. To review the progress of the organisation against the objectives of the Community Strategic Plan as it relates to disability, access and inclusion;
5. To review any reports provided by the Co-Design Access Panel;
6. To advise Council on issues relating to disability, access and inclusion within the City of Bunbury; and
7. To advocate and drive the City's vision of becoming the Most Accessible Regional City in Australia (MARCIA).

CARRIED UNANIMOUSLY

4 votes "for" / Nil votes "against"

11. Applications for Leave of Absence

12. Questions from Members

12.1 Response to Previous Questions from Members taken on Notice

Nil

12.2 Questions from Members

No questions had been received at the time of printing.

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the DAIC will be held on 8 March 2023.

15. Close of Meeting

The Presiding Member declared the meeting closed at 4.10pm.

7.1.3 Minutes – Annual General Meeting of Electors

The minutes of the City of Bunbury Annual General Meeting of Electors held 31 January 2023 have been circulated.

Recommendation

The minutes of the City of Bunbury Annual General Meeting of Electors held 31 January 2023 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

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

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

8.2 Presentations

8.3 Deputations

8.4 Council Delegates' Reports

8.5 Conference Delegates' Reports

9. Method of Dealing with Agenda Business

10. Reports

10.1 Recommendations from Advisory Committees

10.1.1 Disability Access and Inclusion Committee (DAIC) Terms of Reference

File Ref:	COB/516 and COB/1772		
Applicant/Proponent:	Disability Access and Inclusion Committee		
Responsible Officer:	Sue Alexander, Community Partnerships Officer		
Responsible Manager:	Elizabeth Denniss, Manager Community Connection		
Executive:	Gary Barbour, Director Sustainable Communities		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	
	<input type="checkbox"/> Legislative		
Attachments:	Appendix 10.1.1-A Revised DAIC Terms of Reference		

Summary

The purpose of this report is for Council to endorse the amended Terms of Reference for its Disability Access and Inclusion Committee (DAIC). The Terms of Reference have been reviewed as part of the development of the City of Bunbury 2023-2028 DAIP and to reflect the current purpose of the DAIC.

Committee and Executive Recommendation

That Council endorse the amendment of the DAIC Terms of Reference as follows:

The Disability Access and Inclusion Committee has been established:

- 1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);*
- 2. To review progress of the organisation in the achievement of the objectives of the DAIP;*
- 3. To review the Statutory Reports required under the DAIP;*
- 4. To review the progress of the organisation against the objectives of the Community Strategic Plan as it relates to disability, access and inclusion;*
- 5. To review any reports provided by the Co-Design Access Panel; and*
- 6. To advise Council on issues relating to disability, access and inclusion within the City of Bunbury.*
- 7. To advocate and drive the City's vision of becoming the Most Accessible Regional City in Australia (MARCIA).*

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy and connected community.
Outcome 4	A compassionate and inclusive community.
Objective 4.2	Support vulnerable groups, including aged persons and those with disability.

Regional Impact Statement

The DAIC provides opportunity for community members to contribute to decisions that benefit Bunbury. The committee provides input on the provision of accessible and inclusive facilities, open spaces, programs and services. This ensures that Bunbury is welcoming and inclusive for all who visit and live in the Bunbury Geographie Region.

Background

DAIC was established in 2017 to provide a strategic focus on the Disability Access and Inclusion Plan (DAIP), and activities relating to the City's aspiration to become the Most Accessible Regional City in Australia (MARCIA).

The DAIC last endorsed its Terms of Reference at its meeting held 9 February 2022 and was approved by Bunbury City Council at the Ordinary Council Meeting held on 26 April 2022 (Council decision number 076/22).

As part of the development of the City's 2023-2028 Disability Access and Inclusion Plan it is advised to review current policies and procedures of disability working groups, committees or reference groups that influence decision making relating to Access and Inclusion across all the City's services. The review of the DAIC Terms of reference which will be noted in the City's 2023-2028 DAIP.

Council Policy Compliance

The DAIC operates under the Council's Code of Conduct.

The City's DAIP commitments are outlined in the Access and Inclusion Council Policy.

Legislative Compliance

Disability Services Act 1993 (amended 2004)
Local Government Act 1995

Officer Comments

A revised Terms of Reference (**attached** at Appendix 10.1.1-A) has been presented due to the DAIC members expressing interest in the development of a City-wide commitment and vision to being the Most Accessible Regional City in Australia (MARCIA).

The City identified an aspiration to become the Most Accessible Regional City in Australia (MARCIA) by 2020 through the MARCIA 2018 Report. Significant outcomes were achieved during this time with the City allocating up to \$500,000 to assist in achieving improved accessibility within City facilities and spaces as part of the MARCIA vision.

The intent of the additional item in the new Terms of Reference is to allow DAIC to continue advocating and driving the vision of MARCIA, acknowledging this may be different to the current actions identified in the MARCIA report (given its timeframe ended in 2020). City Officers will undertake an evaluation on the City's achievements of MARCIA as a resource to support future planning discussions relating to MARCIA.

The City will also conduct a benchmarking activity against other local governments who have been recognised for their achievements in the Most Accessible Communities in Western Australia (MACWA) awards in recent years.

The amended DAIC Terms of Reference were developed in collaboration with Committee members through a workshop held on Wednesday 18 January 2023. Attendees were supportive of the proposed amendments.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report.

Community Consultation

Not applicable.

Councillor/Officer Consultation

DAIC had the opportunity to provide feedback on the proposed Terms of Reference at a briefing meeting held 18 January 2023.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Disability Access and Inclusion Committee

This Group reports to: City of Bunbury

Purpose

This committee was formerly known as the Disability Advisory Committee, and the Community Access Committee. It was established by the Council in response to the provisions of the *WA Disability Services Act 1993*. It advises Council on matters of access and monitors implementation of the *Disability Access and Inclusion Plan* for City of Bunbury buildings, facilities, services and information.

Committee Members (voting):

Councillor Karen Turner
Councillor Ben Andrew
Councillor Gabi Ghasseb

Community Members (voting):

~~Keira Evans~~
~~Lisa Laschen~~
Cory Crombie
~~Emily Northcott~~
~~Sarah Bowes~~
Advocacy WA (Service Provider)

Executive Members (voting):

Chief Executive Officer (or nominated representative)

Ex-officio Members (non-voting):

~~Senior~~ Community Partnerships Officer – ~~Inclusion~~

*All other Elected Members are deputy members in accordance with s.5.11A *Local Government Act 1995*

Support Staff

Professional/Technical Advice:

- Community ~~Development Partnerships~~ Officer
- ~~Engineering Technical Officer~~

Executive Officer:

- Manager Community Connection
Contact details: edenniss@bunbury.wa.gov.au 9792 7279

Nominated Responsible Officer

- ~~Senior~~ Community Partnerships Officer – Inclusion
Contact details: ~~dstevenson@bunbury.wa.gov.au~~ salexander@bunbury.wa.gov.au

Term of Office

The Committee will need to be formally re-appointed by Council following Election Day in October 2023.

Terms of Reference (as adopted 26/04/22 Council Decision 076/22)

The Disability Access and Inclusion Committee has been established:

1. To provide an oversight role in the development and implementation of the statutory requirements of the Disability Access and Inclusion Plan (DAIP);
2. To review progress of the organisation in the achievement of the objectives of the DAIP;
3. To review the Statutory Reports required under the DAIP;
4. To review the progress of the organisation against the objectives of the Community Strategic Plan as it relates to disability, access and inclusion;
5. To review any reports provided by the Co-Design Access Panel; and
6. To advise Council on issues relating to disability, access and inclusion within the City of Bunbury.
7. To advocate and drive the City's vision of becoming the Most Accessible Regional City in Australia (MARCIA).

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Committee Membership Composition (as adopted 2 November 2021)

- Three elected members;
- Three community members with expertise/experience in relevant areas;
- One Service Provider member;
- Chief Executive Officer or nominated representative;
- Community ~~Development Partnerships~~ Officer (non-voting).

(ToR increased to size 14 font to be consistent with DAIC agendas and minutes.)

10.1.2 Appoint Community Representative Positions on the Bunbury Events Advisory Committee

File Ref:	COB/530
Applicant/Proponent:	Internal
Responsible Officer:	Juaini Taylor, Senior Events Officer
Responsible Manager:	Elizabeth Denniss, Manager Community Connection
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<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>
Attachments:	CONFIDENTIAL Appendix 10.1.2-A BEAC Nomination Assessments (Issued under separate cover)

Summary

The purpose of this report is for Council to accept the nominations for the Bunbury Events Advisory Committee, to fill the two (2) vacant community representative positions.

Committee Recommendation

That Council endorse the appointment of the preferred two (2) applicants as identified at Confidential Appendix 10.1.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar 5	Performance.
Aspiration	Leading with purpose and robust governance.
Outcome 14	A well-informed community that is deeply engaged in decision making.
Objective 14.1	Effectively inform and engage the community about local issues, facilities, services and events.

Regional Impact Statement

The purpose of the BEAC is to grow Bunbury's thriving events scene, by supporting significant events that welcomes visitors and brings the community together to enjoy our Beautiful City. The BEAC comprise of members from the Greater Bunbury region.

Background

There are two (2) vacant community representative positions on the BEAC. Expressions of interest were sought from people with experience in events and tourism with good community links, networks, and passion for growing significant events in Bunbury, to fill the vacant positions on the BEAC.

The BEAC is a formal committee of council, and is made up of the following voting members:

Member Name	Representing
Cr Michelle Steck	City of Bunbury
Cr Marina Quain	City of Bunbury
Cr Karen Turner	City of Bunbury
David Kerr	Bunbury Geographe Chamber of Commerce and Industry
Suzanne Clarke	Bunbury Regional Entertainment Centre
Brian Rettinger	Community Representative
Vacant	Community Representative
Vacant	Community Representative

The committee currently meets four (4) times a year.

Council Policy Compliance

Not applicable.

Legislative Compliance

Local Government Act 1995.

Officer Comments

Six (6) applications were received during this round of advertising.

Applicants were scored against the following criteria:

- Please provide brief details of any qualifications, skills or experience in events and tourism that would contribute to the BEAC and its vision for events in Bunbury?
- What has drawn you to nominate for the BEAC?
- Please detail your experience with private, public and/or community organisations and networks, and how this will contribute to the BEAC?

Analysis of Financial and Budget Implications

There are no financial or budgetary implications associated with this report.

Community Consultation

The City advertised for nominations to fill the two (2) vacancies on the BEAC, from the 14 December 2022 until the 4 January 2023. Advertising of the positions were placed in the City Focus Newspaper, City Beat E-newsletter, and the City's Facebook page.

Councillor/Officer Consultation

Assessments of the applicants were conducted by the following Council Officers that represent the BEAC:

- Elizabeth Denniss, Manager Community Connection
- Gary Thompson, Team Leader Community Partnerships
- Juaini Taylor, Senior Events Officer

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

If endorsed, the recommended candidates will attend the next BEAC meeting on 14 March 2023.

10.2 Chief Executive Officer Reports

10.2.1 Chief Executive Officer Key Performance Indicators Report - Quarterly Report – Quarter Two, 2022-23

File Ref:	COB/5037						
Applicant/Proponent:	CEO Performance Review Panel						
Responsible Officer:	Mal Osborne, Chief Executive Officer						
Responsible Manager:	Mal Osborne, Chief Executive Officer						
Executive:	Mal Osborne, Chief Executive Officer						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
Attachments:	Appendix 10.2.1-A CEO KPI's Report – Period ending 31 st December 2022						

Summary

Each year the CEO Performance Review Committee, in consultation with the Chief Executive Officer, meets and develops Key Performance Indicators (KPIs) for the City of Bunbury to adopt and report on.

The purpose of this report is to present the update on the KPIs for the Chief Executive Officer for Quarter Two, 2022-23.

Executive Recommendation

That Council notes the CEO KPI's Report - Quarter 2, 2022-23. For the period ending 31st December 2022, as presented in Appendix 10.2.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil

Background

Council resolved to endorse the CEO KPI's for 2022-23FY and noted the key points for action by the Chief Executive Officer. Council last considered and endorsed the CEO KPI's Report at the Ordinary Council Meeting held 18th October 2022.

All CEO KPI's are to be formally reported to Council via an Agenda Item every quarter and this report serves to present to Council an update as of Quarter Two, 2022-23 (period ending 31st December 2022).

Council Policy Compliance

No Council Policy applies in this instance.

Legislative Compliance

No Council Policy applies in this instance.

Officer Comments

The next CEO KPI's Report is scheduled to be presented in the Council Agenda at the first Ordinary Council Meeting in May 2023.

Analysis of Financial and Budget Implications

Nil

Community Consultation

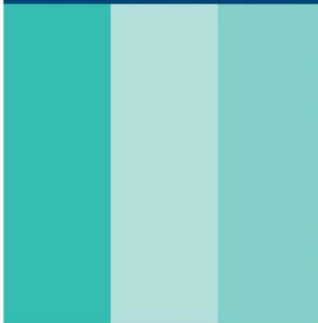
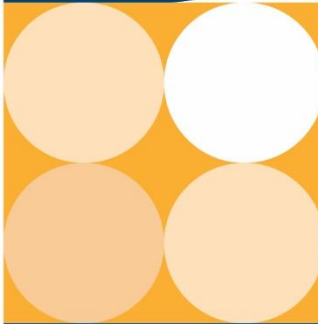
Nil

Councillor/Officer Consultation

Elected Members adopted the 2022-23 KPI's at the Ordinary Council Meeting, held on 7 June 2022 and Officers have assisted with the compilation of the Quarter 2 Report.

CEO Key Performance Indicators

Quarter Two, FY 2022-23



Performance Criteria 1 - Achievement of the Functions of the CEO in s5.41 of the LG Act

Performance Requirement #	Performance Requirement	KPI Number	Key Performance Indicator	Status - Short	Status - Long	Next Steps
1	Advise the Council in relation to the functions of a Local government under the LG Act and other written laws.	1.1	Deliver at least 6 Council workshops aimed at providing increased discussion and timely information relating to the corporate budget prior to the Corporate Plan being presented in March 2023.	On Target	Budget Workshop's relating to the 2022/23 Budget were held on 28/06/2022 (Out of session) and 20/07/2022. LTFP workshops were held 13/09/2022 and 22/11/2022.	Interactive LTFP workshop will be held on 20/01/2023 as part of Councillor Conference with additional workshops to be conducted between January - June 2023.
2	Ensure that advice and information is available to the Council so that informed decisions can be made.	2.1	Prepare a report on the Council documentation accessibility (Portal and SharePoint) Review by December 2022.	Completed	Report delivered in December 2022.	Complete.
2	Ensure that advice and information is available to the Council so that informed decisions can be made.	2.2	Prepare a report on the changes for the next iteration of the portal by 31 March 2023.	Not Started	Work to commence shortly.	Prepare report.
3	Cause Council decisions to be implemented.	3.1	Provide a quarterly drawn snapshot report from real-time information detailing Council resolutions: <ul style="list-style-type: none"> • achieved within the required timeframe and • outstanding resolutions including reasons why resolutions have not been finalised in line with the implementation timeframe. 	On Target	Provided via the Council Resolution Register by Governance.	Next report for Quarter 2 2022/23 will be completed by the end of January 2023.
4	Manage the day to day operations of the Local Government.	4.1	Develop and prioritise program level service plans for Council information and review by March 2023.	On Target	Strategy, Projects and Communications (SPC) Department have developed Service and Facility Plans for the organisation. These are currently being reviewed and refined by Executive Leadership and are on track for finalisation within deadlines.	Executive and Leadership team workshops early February 2023. Data from workshops to be integrated into Service and Facility Plans for Council information and review.
5	Liaise with the Mayor on the Local Government's affairs and the performance of the Local Government's functions.	5.1	Appropriate liaison between Mayor and Council is maintained across the performance reporting period, namely weekly meetings with Mayor and monthly briefings with Council.	On Target	The CEO has been meeting with the Mayor every Tuesday and with Council every third Tuesday of the month.	Ongoing.

Performance Criteria 1 - Achievement of the Functions of the CEO in s5.41 of the LG Act

Performance Requirement #	Performance Requirement	KPI Number	Key Performance Indicator	Status - Short	Status - Long	Next Steps
6	Speak on behalf of the Local Government if the Mayor agrees.	6.1	Speak on behalf of local government as required by the Mayor over the performance reporting period.	On Target	SPC Department coordinates Mayor's Communications Plan including identification of opportunities for the CEO to speak on the behalf of Local Government when required by the Mayor.	This work is ongoing and regularly monitored by the Department.
6	Speak on behalf of the Local Government if the Mayor agrees.	6.2	Responses to media are timely and approved prior to being issued.	On Target	SPC Department coordinates media relations in a timely fashion across the organisation, including ensuring relevant approvals are sought.	This work is ongoing and regularly monitored by the Department.
7	Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees).	7.1	Develop a trial report on operational and human resource metrics for Council oversight by September 2022.	Completed	Complete.	Complete.
8	Ensure that records and documents of the Local Government are properly kept for the purposes of the LG Act and any other written law.	8.1	Annual Compliance report considered by Audit Committee and Council.	Not Started	Last presented at Audit Committee 25 February 2022 and presented to Council 15 March 2022 (10.1.1).	New report due for completion in 2023 for presentation to Council in March 2023.
8	Ensure that records and documents of the Local Government are properly kept for the purposes of the LG Act and any other written law.	8.2	Annual Audit report considered by Audit Committee and Council.	Completed	Annual Audit report presented to Audit Committee on 12 December and to Council 20 December 2022 (10.1.11).	Complete.

Performance Requirement	KPI Number	Key Performance Indicator	Status - Short	Status - Long	Next Steps
1. Place	1.1	Deliver a draft Events Plan that considers activation strategies for key sites within the City by March 2023.	On Target	Placemaking and activation strategies are being considered in alignment with the organisational review of all external funding, contributions, grants and donations. Due to delays in receipt of SMA capacity and capability assessment review report (an informing report in the development of the Place Activations and Events Strategy) the draft strategy will not be ready until February 2023.	Officers will be briefing ELT on 7 February 2022 regarding key aspects of the draft strategy in conjunction with proposed shifts to event delivery by the City arising from the Business Architect Review and Service Review of the Community Partnerships and Events Team.
1. Place	1.2(i)	Review and deliver draft strategies for the Parks and Open Space Action Plan by June 2023.	On Target	The Parks and Playgrounds Action Plan is due to be presented to Council for endorsement by June 2023.	Finalising the final draft report. Presenting to Councilors at strategic briefing prior to adoption in April / May 2023.
1. Place	1.2(ii)	Review and deliver draft strategies for the Sport and Recreation Plan that includes sports and facilities other than those the City directly manages by June 2023.	On Target	The Project Reference Group met on 17 October where the scope was refined and goals re-visited. The Community Engagement Plan has been completed and is ready for the Community Engagement Action Plan to be populated so engagement can commence in January 2023. In addition, \$40k has been allocated for a consultant to write the plan with the engagement and research information to be provided inhouse from the CoB team.	Consultant to undertake works towards the Sport and Recreation Plan.
2. People	2.1	Conduct a workshop/discussion forum(s) with Elected Members, staff and community members by December 2022 and provide a draft Community Safety Plan for consideration by Elected Members by June 2023.	On Target	The project has been scoped in preparation for community consultation planning. Terms of Reference for a Community Safety Advisory Group have been prepared to be considered at the Ordinary Council Council Meeting on 19 December 2022. Along with the proposed membership and the request for an establishment of a technical group to ensure internal and external buy-in to the process.	Community Safety Advisory Group to be established with an initial meeting in January 2023 and community consultation, a workshop held with Elected Members in March 2023 and the Community Safety Plan to be presented to Council no later than June 2023.
2. People	2.2	Develop in consultation with Elected Members a community meeting engagement plan and implement the conduction of a minimum of 10 community meetings (with 5 being structured and based on one of the 5 "P's" (Place, People, Performance, Planet, Prosperity) and 5 being unstructured by June 2023 with regular bi-monthly feedback presentations to Council on the number, type, and outcome of the respective meetings.	On Target	SPC Department to support the CEO.	Plan complete, reporting has commenced through the Organisational Dashboard.

Performance Criteria 2 - Strategic Community Plan (SCP) Outcomes

Performance Requirement	KPI Number	Key Performance Indicator	Status - Short	Status - Long	Next Steps
3. Performance	3.1	Formally present quarterly reports on (agreed) metrics that demonstrate how the City is performing against the Transformation Plan (Evolve) including a benchmarking analysis to compare CoB against other similar LGA's (finance, sustainability, society trust, HR) in line with the financial year quarters across the full year review cycle.	On Target	Evolve core team (for the Evolve feedback) and SPC Department for the rest.	Evolve feedback reports delivered on time. RACA reports to provide benchmarking.
3. Performance	3.2	Provide a 6 monthly update on the Open Govt Data and the City's potential to moving towards open transactional transparency as part of the digital plan by December 2022 and provide a progress report on the City's status regarding the discoverability and usability of existing datasets being included as open data in line with the Digital City Plan by June 2023.	Not Started	Recommendation from previous report was to revisit post Project Shine as Project Shine outputs are inputs for this Project.	
4. Planet	4.1	Conduct a workshop for Elected Members to gather their input into a Climate Change Action Plan including emission reduction targets by March 2023.	On Target	The Sustainability and Environmental Strategy is due to be presented to Council for endorsement in June 2023.	Workshop on recommendations report for the draft Sustainability and Environmental Strategy including targets and actions to be undertaken on 28 February 2023.
4. Planet	4.2	Advocate for the establishment of "Circular Economy" businesses/industries to be based in Bunbury/Geographe and report on the degree of interest at 6 monthly intervals that is, December 2022 and June 2023.	Behind Schedule	Outcomes of the EOI will be presented to Council in April 2023.	EOI (CoB, SoH and BHRC) for suitable processing solutions of Municipal Solid Waste (MSW) in the South West to be issued late January.
5. Prosperity	5.1	Continue strong advocacy for the Advanced Manufacturing Hub (SW AMTECH) and further development of the Bunbury Port and report on the advocacy component at every third Council meeting during the 2022/23 financial year cycle.	On Target	The City has liaised with the relevant bodies on the SW AMTECH concept. A meeting was held between CoB's Executive, CEO and Director for Projects at the South West Development Commission.	The Project is awaiting Cabinet Decision for funding for the next stage of the Business Case.
5. Prosperity	5.2	Prepare and deliver the "Invest" campaign as part of the new Marketing and Communications Plan with demonstrated evidence of a minimum of 12 direct approaches to business/industry seeking investment, relocation/location, growth in Bunbury by June 2023.	On Target	SPC to do social media campaigns. Economic Development to manage Direct Approaches.	SPC to provide bi-monthly reports on social media campaign statistics.
5. Prosperity	5.3	Conduct a review of the City Procurement Policy by December 2022 with a focus on incorporating a regional application component centred on enhancing engagement and participation.	Completed	Finance has completed this Directorates part. Economic Development to lead the second half of this KPI.	Complete.



10.2.2 Annual Meeting of Electors Motion - John Banks Memorial Dog Park

File Ref:	COB/5507		
Applicant/Proponent:	City of Bunbury Electors		
Responsible Officer:	Gary Thompson, Team Leader Community Partnerships		
Responsible Manager:	Elizabeth Denniss, Manager Community Connection		
Executive:	Gary Barbour, Director Sustainable Communities		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes	
Attachments:	Nil		

Summary

At the Annual General Meeting of Electors held 31 January 2023 a motion was carried requesting the CEO create a Masterplan for the John Banks Memorial Dog Park by way of the following motion:

That Council:

- 1. Create a Masterplan for the John Banks Memorial Dog Park which includes consultation with the John Banks Memorial Dog Park Committee and users of the park (working group) by June 30 2023.*
- 2. Include line items in the 2023/24 and ongoing Budget for agreed amount/s to fund improvements to the John Banks Memorial Dog Park located Parade Road, Withers.*
- 3. Extend the size of the dog park to utilise existing open space in the area, approx 200 square metres.*
- 4. Review the City of Bunbury Dog Exercise Areas with the intention to identify future additional enclosed dog parks; in consultation with the John Banks Memorial Dog Park Committee. Once identified report back to Council with recommendation to update the City's Open Spaces and Parks Strategic Plan.*

Executive Recommendation

That Council:

- Support a review into the John Banks Memorial Dog Park with a key focus being on proposed future development works, ongoing costs, funding sources and community consultation.
- That the review of the John Banks Memorial Dog Park continue to be progressed within the Withers Placemaking Project and the development of the Bunbury Parks and Playground Action Plan.
- Support the review of the existing City of Bunbury Dog Exercise Areas with the purpose of identifying potential future additional enclosed dog parks within the Bunbury Parks and Playground Action Plan.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy and connected community
Outcome 3	A healthy and active community
Objective 3.2	Encourage participation in sport, recreation and leisure activities
Pillar	Performance
Aspiration	Leading with purpose and robust governance
Outcome 14	A well-informed community that is deeply engaged in decision making
Objective 14.1	Effectively inform and engage the community about local issues, facilities, services and events.

Regional Impact Statement

Nil

Background

Historical Background (2015 – 2021)

The John Banks Memorial Dog Park, formerly known as ‘Lions Park’, was first constructed in 2015 in partnership with the Bunbury and Districts Dog Club.

The original construction on the John Banks Memorial Dog Park was to accommodate the Bunbury and Districts Dog Club relocating from the rugby fields at Hay Park Central to the newly created dog park. The City of Bunbury provided funding from the 2015/2016 budget to allow for adequate fencing to be constructed in the location to allow the dog club to operate from the park.

The Hay Park Master Plan 2015, outlined three (3) phases for further development work to be conducted at the John Banks Memorial Dog Park with associated costings:

- Reticulation - \$20,000
- Footbridge - \$10,000
- Lighting - \$154,000
- Toilets and Storage (Demountable Sea Container Concept) - \$150,000
- Car Parking - \$350,000

The Hay Park Master Plan also outlined a number of other, un-costed, development works for the John Banks Memorial Dog Park location such as playground, picnic tables, BBQs to allow for the park to not only be used by the dog club but the community as a whole as an ‘off leash dog park’.

Over the years, due to budget and funding restraints, minimal development work has occurred at John Banks Memorial Park such as the installation of water fountains, two (2) solar lights and bench seating. The park has been sole usage of the community as an ‘off leash dog park’ due to the Bunbury and Districts Dog Club no longer wishing to explore the opportunities of operating from the park.

In recent years, community engagement has been conducted with the John Banks Memorial Dog Park Committee in relation to future developments at the John Banks Memorial Dog Park such as dog exercise equipment, additional fencing to create two dog exercise areas (large/small dog

areas), shade structures, noticeboards etc. A draft concept plan was also devised but no internal or external funding had been secured to implement any of these future development works.

Current situation Analysis (2022 – current)

The 4 points detailed in the Elector's Decision are currently being progressed via two separate, internal processes being the development of the City of Bunbury Parks and Playgrounds Action Plan and the Withers Placemaking Project.

a) Parks & Playgrounds Action Plan

The City of Bunbury Parks and Playgrounds Action Plan, which is due to go to Council later this financial year for endorsement, will include a specific recommendation to develop a Master Plan for the dog park, which would include detailed costings.

b) Withers Placemaking Project

In 2022 the City secured \$60,000 funding from the South West Development Commission to support grassroots placemaking activities and activation to align with the Withers Regional Renewal Infrastructure Project. Creating Communities, an external consulting firm, were appointed by the Department of Communities to deliver community engagement around the Infrastructure Project and it was identified the City and Creating Communities could work in partnership to enhance engagement and a placemaking approach that would facilitate activation of key areas within Withers as identified and prioritized by Withers residents and key stakeholder groups.

This partnership resulted in eight 1-on-1 stakeholder sessions and 2 workshops with stakeholders occurring in 2022. These sessions and workshops have identified an area, including the John Banks Memorial Dog Park, the Bunbury PCYC (external grounds) and the Five Mile Creek as the priority area for activation. This area was identified in November 2022 with consensus of the Withers stakeholder group. A follow-up workshop is scheduled for February/March 2023 to identify key actions to progress the activation of the identified area based on the following broad discussion points:

- Conservation and environmental project to enhance Five Mile Creek
- Improve connectivity within the broad recreational precinct (access points across Five Mile Creek)
- Enhancement and improvement to the John Banks Memorial Dog Park including linkages and walk trail loop to/from the Dog Park and items within the Park to increase usability
- Indigenous bush tucker/community garden outside the Bunbury PCYC to improve inclusivity, culture awareness, intergenerational connection and environmental awareness

While this list is not finalized or extensive it captures the key recurring themes that have arisen from the 1 on 1 discussions between the City/Creating Communities and each key stakeholder group and the 2 workshops held during 2022. The February/March 2023 workshop (date to be determined) will allow for these activities to be finalized and clarified so that the grant funding can be expended on identified projects by 30 June 2023. Representatives from the John Banks Memorial Dog Park have attended these workshops and a 1-on-1 discussion with the City/Creating Communities.

Council Policy Compliance

Not applicable

Legislative Compliance

Not applicable

Officer Comments

The purpose of this report is for Council to support a review into the John Banks Memorial Dog Park and dog exercise areas within the City of Bunbury. The review will outline what development work has been conducted to date at the John Banks Memorial Dog Park as well as proposed future plans. The review of the existing dog exercise areas in Bunbury with the intention to identify potential future additional enclosed dog parks.

There have been ongoing discussions with a variety of community groups and members over the years in relation to future development works at the John Banks Memorial Dog Park.

City of Bunbury officers, over the years, have assisted community groups and members in sourcing potential funding opportunities for additional development works to be conducted at the dog park.

The John Banks Memorial Dog Park is a well utilised facility by the Bunbury community and is the only fenced dog park in Bunbury. There is an appetite within the community for future development works to be conducted at the park to allow it to be utilised as a safe, welcoming and free to access facility for the dog community within Bunbury.

The review of the John Banks Memorial Dog Park and existing dog exercise areas in Bunbury will allow for initial information to be gathered which will support the City of Bunbury's Parks and Playgrounds Action Plan, where a specific recommendation to develop a Master Plan for the dog park will be outlined.

Analysis of Financial and Budget Implications

The South West Development Commission funding of \$60,000 for the Withers Placemaking Project is within the current budget and a portion of this funding can be expended on the John Banks Memorial Dog Park as it fits within the funding parameters of being selected by Withers residents as an identified, local area for activation.

Community Consultation

Community consultation has previously been conducted with the Bunbury and Districts Dog Club and John Banks Memorial Dog Park Committee. Consultation commenced in 2022 and is ongoing as outlined in the Background section of this report.

Councillor/Officer Consultation

The following City Officers were consulted in relation to this report:

- Gary Barbour, Director Sustainable Communities
- Elizabeth Denniss, Manager Community Connection

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

If the recommendations are endorsed, Council officers will continue with the existing processes for the John Banks Memorial Dog Park and dog exercise areas for completion by 30 June 2023.

10.2.3 Annual Meeting of Electors Motion - Purchase of First Official Plan of the Town of Bunbury

File Ref:	COB/2172	
Applicant/Proponent:	Internal	
Responsible Officer:	Elizabeth Denniss, Manager Community Connection	
Responsible Manager:	Elizabeth Denniss, Manager Community Connection	
Executive:	Gary Barbour, Director Sustainable Communities	
Authority/Discretion	<div><div><input type="checkbox"/> Advocacy</div><div><input checked="" type="checkbox"/> Executive/Strategic</div><div><input type="checkbox"/> Legislative</div></div> <div><div><input type="checkbox"/> Review</div><div><input type="checkbox"/> Quasi-Judicial</div><div><input type="checkbox"/> Information Purposes</div></div>	
Attachments:	Appendix 10.2.3-A: Bunbury Museum and Heritage Centre Local Studies Collections Council Policy	

Summary

At the Annual General Meeting of Electors held 31 January 2023 a motion was carried requesting Council consider funding the purchase of the first official Plan of the Town of Bunbury by way of the following motion:

The City Council consider including some funds in the 2023/24 budget for the purchase of the First official Plan of the Town of Bunbury (1843).

Executive Recommendation

That Council:

1. Not endorse the purchase of the first official plan of Bunbury;
2. Consider at Budget the increase of the Museum & Heritage Centre Collections Budget from \$3,500 to \$10,000 per annum;
3. Refer the Bunbury Museum and Heritage Centre Local Studies Collections Council Policy (**attached** at Appendix 10.2.3-A) to the Policy Review Committee with the intent to create an acquisitions panel to consider purchases of or greater than \$5,000.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	People
Aspiration	A safe, healthy and connected community
Outcome 2	A growing hub of culture and creativity
Objective 2.11	Acquire Bunbury Museum and Heritage Centre collection items

Regional Impact Statement

Nil

Background

The earliest official plan of the Bunbury Townsite has been for sale at Muir's 'Old & Rare Books' in Perth. The price is \$39,000 for the 56cm x 43cm original plan from c.1843. This plan, previously owned by the Princep Estate is one of only two known copies and is mounted for hanging.

The plan depicts the landscape of the Bunbury Peninsula in great detail, its sand dunes in almost three dimensional realism, and the tidal creek and wetlands of pre-colonial times. The plan shows plot numbers and reserves, textural descriptions including Leschenault Square. The document captures the colonial beginnings of the town in relation to the way the land was divided into a small townsite.

Local resident Bernhard Bischoff sought assistance to purchase the item, with the intent of having the plan donated and displayed at the Bunbury Museum and Heritage Centre but was unsuccessful. Mr Bischoff has previously raised the opportunity for Council to purchase this plan at the 2022 Annual Meeting of Electors.

Council Policy Compliance

Bunbury Museum and Heritage Centre and Local Studies Collections Council Policy

Legislative Compliance

Not applicable.

Officer Comments

The purchase of this item would be a significant addition to the Museum's collection. Currently the Museum's acquisition budget is \$3,500 per annum and subsequently the item cannot be purchased without a separate budget allocation or a significant increase to the current acquisition budget.

The plan could not be on display permanently as heritage paper items are particularly fragile and susceptible to damage caused by UV radiation, light, temperature and relative humidity fluctuations. To align with best practice museum conservation standards the plan could not be on display for longer than three months at a time, with a storage period of 12 months in between display periods.

While the plan is described as mounted for hanging, it would still require additional investment by Council in a display case (estimated value \$10,000) to ensure the item is displayed safely, as the Museum exhibition space is not climate controlled. Even with this display case, the item would not be able to be on display permanently.

The value of the plan in terms of the purchase price and the cultural/historic value has not been able to be tested. This has identified the need for a collections panel, with community and elected member input, to be developed for the Museum and Heritage Centre. The current Collection Policy does not reference the need for such a panel. This is likely due to the low dollar value of acquisitions in the past and a reflection of the current acquisitions budget allocation. The recommendations to revise the budget allocation and the policy to create a panel is to ensure Council receives the professional input from officers, as well as local community wide expertise and input on the investment in items of considerable monetary value.

Analysis of Financial and Budget Implications

Should the recommendation to increase the acquisition budget for the Museum and Heritage Centre collection, the impact would be an increase of \$7,500 per annum with unspent monies each year being carried over to subsequent financial years to fund future items of significance.

With regard to the Elector Decision, it is noted that Bernhard Bischoff had approached Minderoo Foundation for interest in purchase which was unsuccessful.

There are minimal external funding opportunities for the purchase/acquisition of items for collections. Funding offered by the State Government can assist heritage buildings, infrastructure and a range of activities including:

- heritage conservation works;
- documentation of a heritage place, person, community or significant historical event;
- heritage interpretation;
- heritage trails;
- conservation of natural heritage;
- conservation of Aboriginal heritage;
- maintenance, movement and presentation of significant collections;
- promotion of heritage-related activities or collections;
- creation of partnerships to deliver programs;
- professional development of collection professionals;
- community heritage celebrations or events; and
- heritage advisory services (local governments only).

Similarly, Lotterywest funding is focused on the delivery of activities and events rather than the purchase of items for collections. There are however a range of smaller opportunities for grant funding (usually in the vicinity of \$5,000) such as the Bunbury Port Authority and the Foundation for Rural and Regional Renewal which officers could explore.. Funding bodies would expect to see that the applicant was prepared to invest the majority of the expenditure (either directly or through sponsorship and active fundraising endeavours) as part of the application assessment process.

The National Cultural Heritage Account does provide a total funding pool of \$500,000 per annum across Australia to assist with the acquisition of items for collections. Obviously with such a small pool of funding this is a highly competitive. The guidelines advise that funding assistance will only cover a portion of the 'fair market value' of the item.

If Council wished to pursue the purchase of the map, officers would seek to apply for 50% of the total project value across a range of grant applications which could see Council's total expenditure reduced from \$49,000 (including display case) to \$24,500 (including display case) if successful. In order for the grant application/s to be submitted and purchase to be made, an expenditure line item in the 2023/2024 budget to the value of \$24,500 would be required to provide evidence in grant applications of Council's commitment to the project.

Community Consultation

Not applicable

Councillor/Officer Consultation

The following Council officers were consulted in relation to this report:

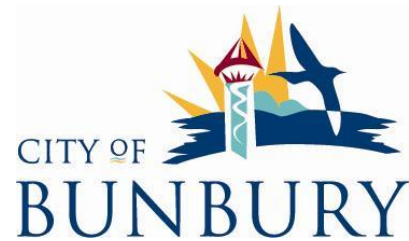
- Gary Barbour, Director Sustainable Communities
- Jenny Scott, Museum Curator and Team Leader
- Lacey Brown, Strategic Planning Officer (Heritage)

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

If endorsed, the recommendations would be enacted within the timelines of the annual budget process and policy review process.



BUNBURY MUSEUM AND HERITAGE CENTRE AND LOCAL STUDIES COLLECTIONS COUNCIL POLICY

POLICY STATEMENT

This policy guides the development and management of the Bunbury Museum and Heritage Centre and Local Studies collections, including acquisition, deaccession, conservation and loans.

POLICY SCOPE

This policy applies to City of Bunbury employees.

POLICY DETAILS

The Bunbury Museum and Heritage Centre and Local Studies collections are owned and managed by the City of Bunbury, through the Bunbury Museum and Heritage Centre, on behalf of the people of the City of Bunbury.

The Bunbury Museum and Heritage Centre will apply professional museum standards of best practice to develop and manage the collections, as guided by the *National Standards for Australian Museums and Galleries* (Version 1.5, September 2016) and *Spectrum 5.0 Collection Management Standards* (2017).

Acquisitions will be made by purchase, commission, donation, gift, bequest, or transfer. Any deaccession recommendations will be made by the Curator Bunbury Museum and Heritage Centre with approval of the Manager Community Facilities and presented as a report to Council for consideration and endorsement.

Objects will be identified for potential acquisition by the Curator Bunbury Museum and Heritage Centre.

Items identified for potential acquisition fall into two categories:

- Category 1: Minor items with a value up to \$1,000; and
- Category 2: Substantial items with a value of \$1,000 or more.

Category 1 items will be assessed under the criteria detailed within the Policy for relevance to the collections and can be acquired by the Curator Bunbury Museum and Heritage Centre within the adopted budget.

If a category 2 item has been identified as a potential acquisition under the criteria detailed within the Policy, an acquisition proposal form will be completed as soon as possible detailing the rationale for inclusion against the selection criteria within the adopted budget for consideration.

Acquisition of objects for the collections will be enabled through an annual acquisition budget allocation by the City of Bunbury and, where possible, by corporate, private and public sources.

POLICY PROCEDURE

1. The Collections

1.1 Mission

The Bunbury Museum and Heritage Centre seeks to inspire, entertain, and educate visitors and the local community about the social history and cultural heritage of the Bunbury region on Wardandi Noongar Boodja.

The Museum is committed to developing, managing and enriching its unique collections as an accessible and lifelong educational and research resource, for community participation through exhibitions and public programs, to encourage a local sense of belonging and place, and to engage and provoke visitors and residents to consider how aspects of the past relate to their present and future.

1.2 The Collections

The Bunbury Museum and Heritage Centre collection was established in 2013. The collection initially focussed on objects and documents that supported the first planned permanent exhibitions of the museum, which opened in 2016. The museum collection encompasses 'primary' and 'secondary' (or handling) sub-collections, which are comprised of objects and artefacts.

The Local Studies collection was established as a response to the interest in Australia's history at the time of Bicentenary celebrations in 1988, before Bunbury had a city-focused Museum and Heritage Centre. This collection contains paper-based and digital items including archival records, photographs, Council documents, oral history recordings and transcripts, maps, books and other ephemera.

1.3 Scope

This Policy applies to material owned and managed by the City of Bunbury as part of the Bunbury Museum and Heritage Centre Collection and the City of Bunbury Local Studies Collection.

This Policy does not apply to items held in the other City of Bunbury collections such as the City of Bunbury Art Collection and the City of Bunbury Sister Cities Collections.

2. Policy Guidelines

2.1 Acquisition and Collection Development

2.1.1 Acquisition Criteria

A wide variety of material relevant to the key collection themes below, demonstrating change over time, will be collected in order to tell the stories of Bunbury up to the present day. Exploration of these themes may cross current local government boundaries.

Key Collection Themes

The Bunbury Museum and Heritage Centre has developed a primary collection based on the following three (3) key themes, each with sub themes:

Land and Environment

- Environmental context and change;

- Indigenous communities; and
- Explorers, early settlers and land use.

Developing Bunbury

- Agriculture and rural history;
- Growth of Bunbury;
- Local business and industry including the Port, maritime and shipwrecks;
- Secondary industries including, tourism, communications; and
- Governance and Authority.

Community

Domestic life including

- Arts and Culture;
- Schools, education and religion;
- Health and Hospitals;
- Recreation, Sport and Holidays;
- Family Life;
- Retail and Shopping;
- War service;
- Migration;
- Contemporary events and subjects; and
- Significant people, business or social groups.

Additional themes may be developed and prioritised as specific gaps are identified and active collecting strategies will be reviewed regularly.

The Bunbury Museum and Heritage Centre will not seek to collect items that:

- Are well represented in other public collections;
- require storage, display or conservation beyond the City's capacity;
- are duplicates of items already in the collection unless these are suitable for:
 - the 'secondary' or handling collection
 - for spare parts; or
 - are of superior condition and/or historical value and therefore replace the original item.

2.2 Acquisition Guidelines

All collection acquisitions will be subject to a process of due diligence to ensure that material acquired for the collection:

- is consistent with one or more of the key collection themes;
- has clear legal title (proof of ownership and provenance) to enable full transfer of title to the Bunbury Museum and Heritage Centre;
- is able to be appropriately stored and cared for by the City of Bunbury and is available for research and display;
- is in good condition, or is able to be conserved and stabilised;
- is unlikely, in the future, to result in major expense (for conservation, storage, display and security) unless such likelihood is identified and considered in the approval process;

- is unlikely to cause occupational safety and health problems in the course of handling, storage, display and accessibility; and
- complies with the *ICOM Code of Ethics for Museums* (2004) .

Acquisitions will also be assessed according to the following criteria laid out in *Significance 2.0* (2009) before being accepted into the collections;

- Significance;
- Provenance and documentation;
- Rarity or representativeness;
- Condition, and;
- Interpretive capacity.

The Bunbury Museum and Heritage Centre also maintains a 'secondary' or handling collection, which contains materials of low significance that still link to the key themes of the collection policy. The items in this collection may be used as educational resources, and for research, outreach, or repair purposes.

The City of Bunbury and Bunbury Museum and Heritage Centre will be mindful of religious and/or cultural sanctions attached to objects and will not acquire or exhibit an object in breach of the *Aboriginal Heritage Act 2006*.

In accordance with *First Peoples A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries* (2018), the City will commit to engaging meaningfully with the appropriate individuals, groups and organisations with regards to Aboriginal cultural material.

All donations will be accompanied by a Deed of Gift, completed and signed by the donor.

All acquisitions will be subject to consistent museum standard registration procedures before they are stored or displayed.

2.3 Acquisition Approval Process and Procedures

Items will be identified for potential acquisition by the Curator Bunbury Museum and Heritage Centre, with advice from other staff of the Museum.

Items identified for potential acquisition fall into two categories:

- Category 1: Minor items with a value up to \$1,000; and
- Category 2: Substantial items with a value of \$1,000 or more.

Category 1 items will be assessed under the criteria detailed in this Policy for relevance to the collections and can be acquired by the Curator Bunbury Museum and Heritage Centre within the adopted budget.

If a Category 2 item has been identified as a potential acquisition under the criteria detailed within the Policy, an acquisition proposal form will be completed as soon as possible detailing the rationale for inclusion against the selection criteria within the adopted budget for consideration.

The proposal form will be forwarded to and discussed with the Department Manager for approval.

2.4 Donations and Bequests

Bequests and donations are encouraged to further enhance the collections but must comply with the acquisition criteria, processes and guidelines detailed in this policy.

All proposed donations and bequests must be examined by the Curator before deciding on acceptance of the item. If physical examination is not possible, photographs accompanied by information on the item may suffice.

The museum will not accept donations with conditions attached such as permanent display, as an entire collection only, or for the donor to recall at will.

Long term loans will not be considered.

2.5 Deductible Gift Recipient (DGR) status from the Australian Tax Office

Bunbury Museum and Heritage Centre will maintain endorsement for Deductible Gift Recipient DGR status with the Australian Tax Office for the Bunbury Museum and Heritage Centre collections to enable donors to obtain a deductible tax incentive.

As a pre-requisite for DGR status the City of Bunbury will establish and maintain a gift fund for any monies or artworks to be accountable and separately identified and be for the sole purpose of the Bunbury Museum and Heritage Centre collections.

Winding up clause: In the unlikely event of the gift fund being wound up, or revoked, any surplus assets of the gift fund remaining after the payment of liabilities attributed to it, shall be transferred to a fund, authority or institution with similar objectives to the Bunbury Museum and Heritage Centre and under the guidance of the Australian Museums and Galleries Association to which income tax deductible gifts can be made.

2.6 De-accessioning and Disposal of Collection Items

De-accessioning should only occur in rare cases, consistent with the role of a public museum collection as a valuable community resource.

A recommendation to deaccession an item must include the item's catalogue information, a statement of justification, proposed method of disposal and, if the item has been lost or stolen the date it was last seen, by whom, and steps taken to locate the item.

Any recommendation to deaccession an item(s) will be presented as a report to Council for consideration and endorsement.

Items may be considered for removal from the collections under the following criteria:

- The item does not meet the acquisition criteria for the collections;
- The item does not have historical merit as determined by appropriate experts;
- The item is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation;
- The item is irreparably damaged or destroyed, or is missing or stolen without hope of return;
- The item lacks any supporting information to enable proper identification or to establish its relevance to the collection, or is of insignificant historical or archival value;
- The item poses a hazard to other items in the collections;
- The item is a duplicate or forgery that serves no specific cultural function;
- The item proves to be not authentic;
- A substantiated request for the return of the item to its owner/donor is received; and

- In this instance the donor may be required make restitution of any unreasonable financial loss to the collections.

After deaccessioning the following shall be maintained:

- Record of deaccession against the object in the accession register; and
- A record of all previous documentation, including catalogues, cards, correspondence and research, to be placed in a separate deaccession file housed with the accession and registration records.

2.7 Method of Disposal

Disposal of collection materials will only be considered once they have been formally deaccessioned.

The proceeds of items/objects sold should be used for further acquisitions or maintenance of other items/objects as indicated and placed in the reserve.

Items/objects acquired by donation will be offered in the first instance to the donor or the family of the donor if deceased.

Other than above, disposal shall be carried out in line with the disposal of asset legislation under the *Local Government Act 1995* and the City of Bunbury Disposal of Minor Assets Management Policy.

Disposal will be approached in the following order of priority:

- offered to the donor or the family of the donor if deceased;
- offered to another not-for-profit museum or collecting institution;
- sold as per the City's Disposal of Minor Asset Management Policy and the Local Government Act (1995); and
- thrown away.

City of Bunbury Staff and their families, are prohibited from purchasing or otherwise acquiring de-accessioned items due for disposal (other than auction).

3 Collection Management, Care and Conservation

Collection objects will be exhibited, stored, and otherwise maintained in accordance with the *National Standards for Australian Museums and Galleries* (2016) and shall not be stored in situations where conditions are detrimental to the objects or have the potential to be harmful to the public.

The display of items with cultural and/or religious significance will be in accordance with the *Code of Ethics for Art, History and Science Museums* (1999).

Where items are held or displayed outside of Bunbury Museum and Heritage Centre or Local Studies facilities the ambient environment and the works shall be closely monitored.

Only personnel trained in museum materials handling will handle Collections items.

Professional registration procedures and appropriate records of the collection will be maintained, including cataloguing, documentation, continued research and loans management. All items will be documented in a suitable database system.

A conservation management plan will be established using the expertise of an appropriate conservator(s) and maintained to ensure necessary work is completed in a timely manner. The conservation management plan will be regularly reviewed.

Only appropriately trained and accredited conservators will be contracted to advise or work on the collections.

Collection storage facilities will be climate monitored and maintained at appropriate established industry levels of temperature and humidity.

Storage facilities will be inspected at least once every quarter for security, damp, pests, and any other condition that may pose a risk to the collection items.

A Collection Disaster Management Plan will be prepared, and a fully equipped disaster management kit will be maintained in an appropriate location.

4. Loans

4.1 Rights and Responsibilities

Bunbury Museum and Heritage Centre will consider requests for loans in accordance with this Policy and the Department shall have authority to approve requests which comply with the Policy.

The museum requesting the loan will be responsible for all costs associated with the loan, including all packing, transport and insurance requirements during the term of the loan.

When making any decision on requests for loan of items from the collections, the Curator will take into consideration the physical condition of the item and its ability to withstand the rigours of travel. This consideration must also be made in relation to loans which include touring.

4.2 Parameters

Any requests for loans which are outside the guidelines of this Policy will be referred to the CEO.

4.3 Procedure

Consideration for outgoing loans of items will be undertaken in the context of the development of meaningful reciprocal arrangements that are in the best interests of Council.

Requests will be considered and approved by the Department Manager , subject to an Outward Loan Agreement being signed by the applicant.

Appropriate transport, packing and courier services are to be approved by the Curator and will be detailed in the Loan Agreement.

Prior to an agreement being signed, applicants must provide a satisfactory facilities report detailing the conditions under which the loaned item will be handled and exhibited including environmental control (climate), security and display standards.

Applicants must also provide documentation proving adequate insurance cover for the borrowed item for the loan period including when in transit, during exhibition preparation and display period.

Before a loaned object leaves the City a condition report will be completed by a suitably trained staff member. The borrower(s) will also complete a condition report supplied by the Bunbury Museum and Heritage Centre on arrival and unpacking and immediately before packing and return to Bunbury Museum and Heritage Centre. Copies of these reports will be forwarded to the Bunbury Museum and Heritage Centre as soon as possible.

4.4 Inward Loans

As part of the Bunbury Museum and Heritage Centre exhibition program, the City of Bunbury may enter into arrangements with other institutions and/or individuals to borrow items to complement public exhibitions of the Bunbury Museum and Heritage Centre.

All borrowed items will be covered by an extended insurance through the City of Bunbury.

All lenders will be acknowledged in any public display, marketing and promotions.

A formal loan agreement, including the Terms and Conditions of the loan must be completed by both the Lender and the City of Bunbury. This agreement will record the conditions of the loan and the period of the loan.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Income Tax Assessment Act 1997 Division 376 – Gifts or Contributions*
- *Aboriginal Heritage Act 2006*
- *Copyright Act 1968*
- *Underwater Cultural Heritage Act 2018*

INDUSTRY

- *Australian Government's Cultural Gifts Program Guide (2019)*
- *ICOM Code of Ethics for Museums (2004)*
- *National Standards for Australian Museums and Galleries (Version 1.5, September 2016)*
- *Continuous Cultures, Ongoing Responsibilities: Principles and guidelines for Australian museums working with Aboriginal and Torres Strait Islander cultural heritage (2005)*
- *First Peoples: A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries (2018)*
- *Spectrum 5.0 Collection Management Standards (2017)*
- *Significance 2.0: a guide to assessing the significance of collections (2009)*

ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities		Owner Business Unit:	Community Facilities	
Reviewer:	Curator Bunbury Museum and Heritage Centre		Decision Maker:	Council	
Document Management:					
Adoption Details	Res 52/13 15 March 2013		Review Frequency:	biennial	Next Due: 2023
Review Version	Decision Reference:		Synopsis:		
DOC/424295[v3]	Council Decision 205/21 12 October 2021		Reviewed and amended to establish greater clarity and simplification where possible.		
DOC/424295[v2]	Council Decision 049/20 17 March 2020		Consolidate policies and corporate guidelines in accordance with revised Policy framework.		
DOC/424295[v1]	Council Decision 207/19 23 July 2019		Reviewed and amended		
CP-037586	Res 437/16 13 December 2016				
	Res 14/15 20 January 2015				
	Res 174/13 11 June 2013				
Date Printed	15 February 2023				

10.2.4 Annual Meeting of Electors Motion - Bunbury Town

File Ref:	COB/517		
Applicant/Proponent:	Local Electors Meeting		
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)		
Responsible Manager:	Felicity Anderson, Manager City Growth		
Executive:	Gary Barbour, Director Sustainable Communities		
Authority/Discretion	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input checked="" type="checkbox"/> Information Purposes	
Attachments:	Nil		

Summary

At the Annual General Meeting of Electors held 31 January 2023 a motion was carried requesting Council consider 1830 as the formal date Bunbury was entertained, rather than the current date of 1836 by way of the following motion:

The City Council consider - in relation to the Birthdate of Bunbury - that Stirling reported in March 1831 that he went a year earlier in March 1830 to Port Leschenault, where he selected the position for a town and established a military camp there for its protection.

Executive Recommendation

That Council:

1. Thank Mr Bischoff for his efforts and congratulate him on his research paper being deposited in the Royal WA Historical Society Library and State Library of Western Australia;
2. Note the information provided on early exploratory expeditions to Port Leschenault in 1830 as an important milestone in Bunbury history;
3. Maintain the naming of Bunbury to be recognised as 21 December, 1836.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Place
Aspiration	An integrated, vibrant and well planned city
Outcome 7	A community with high quality urban design and housing diversity
Objective 7.1	Promote responsible planning and development
Objective 7.2	Grow recognition and respect for local history and heritage

Regional Impact Statement

Heritage is important for the community and has environmental, economic and social benefits as a resource for present and future generations. The City of Bunbury recognises the importance of identifying, assessing and managing heritage places within its local government area to align with contemporary community values.

Background

A report was tabled at the Heritage Advisory Committee (HAC) of 16 May 2018 to consider the peer review of Bernhard Bischoff's research on the history of Bunbury and the contribution of Governor Stirling.

Mr Bischoff's research work, "The beginning of Bunbury in 1830 - Stirling's failed settlement at Port Leschenault" as attachment DPDS5 to the HAC agenda of 14 December, 2017 was subject to peer review by Pamela Statham Drew. Pamela is a historian in Perth who has written important publications especially about Governor Stirling. The outcome of the meeting was for minor edits and that the research paper was deposited in the Royal Western Australian Historical Society. An earlier version of the research, is deposited at the State Library of Western Australia (2015).

The outcome of the December 2017 HAC meeting was to note and congratulate Mr Bischoff on the peer review comments and to refer to these comments at the Historians Forum for deliberation when discussing the early establishment of Bunbury. At the forum alternative positions were presented (Ray Parks, Surveyor) and there was no agreement that the date of 1836 for the naming of the Bunbury townsite should be changed.

Council Policy Compliance

Not applicable

Legislative Compliance

Not applicable

Officer Comments

The topic of Bunbury's establishment has been widely discussed in various historic debates where there has been no formal agreement on the 1830 date. Whilst the 1830 expedition is recognised as an important milestone in Bunbury's history 1836 is acknowledged as the date for the naming of Bunbury and proposed townsite. However, it is recognised that:

Year	Occurrence
1830	Following a report from Alexander Collie and Lieutenant Preston on an exploratory expedition in 1829, Governor Stirling and surveyor-general Septimus Roe visited Geographe Bay and Port Leschenault in 1830. A small military station was set up at Port Leschenault. However, settlers were not attracted and after six months Stirling withdrew the military station.
1836	Lieutenant Henry St Pierre Bunbury and Governor Stirling met at the site of the current Bunbury Primary School and decided to name the proposed townsite Bunbury (21 December, 1836).
1838	The first genuine settlers in the area were the Scott family.
1841	The townsite of Bunbury was gazetted on 25 March, 1841.

Lieutenant Henry William St Pierre Bunbury's diary entry for 21 December 1836 recorded: *"A Township has been formed comprising the southern promontory and part of the north beach at the entrance of Port Leschenault Inlet, which the Governor has named in compliment to me."* Lieutenant Bunbury of the 21st Royal North British Fusiliers, third son of the 7th Baronet, had arrived at the Swan River Colony in March 1836 and was dispatched to Pinjarra to form a military

post. With a party including an Aboriginal guide, Bunbury explored the area extensively and in doing so established a land route between Pinjarra and the Vasse River settlements.

The party met up with Governor Stirling at the Vasse and he persuaded Bunbury to travel overland to Port Leschenault. The Governor sailed up to meet them in the “Champion”. On 21 December 1836, after Bunbury’s party crossed the Preston River at the Picton ford, they explored the area, which local Noongars called ‘Goomburrup’ and met up with Stirling on what was to become, many years later, the site of the Bunbury Primary School. The Governor announced that he would rename the settlement in honour of Lieutenant Bunbury. Lieutenant Bunbury only visited the town once more – in 1837 – before leaving the colony to mark out a distinguished military career in India, Gibraltar and the Crimea. However, the township was not surveyed until 1841 so the official Colonial Secretary’s Office records show that the declaration date of the township of Bunbury to be 26 March 1841. The Municipality of Bunbury, comprising an area of 2,106 acres, was gazetted on 21 February 1871. (reference: HCWA inherit, place record 05641)

Centenary Pavilion was relocated to the Bunbury Primary School site in 1995 during the school’s centenary celebrations. The Pavilion marks the site of the meeting between Governor Stirling and Lieutenant Henry St Pierre Bunbury on 21 December 1836 when Port Leschenault was officially named Bunbury in honour of the Lieutenant. The Pavilion was built in 1936 in Centennial Gardens to commemorate the centenary of the naming of Bunbury.

Recent correspondence from the Royal WA Historical Society stated that Dr Pamela Statham Drew (historian) could not find evidence for 1830 as the date for Bunbury with regards to a proposed townsite.

Analysis of Financial and Budget Implications

There are no financial and budget implications associated with this report.

Community Consultation

Consultation has occurred with the Heritage Advisory Committee, Historians Forum, Bunbury Historical Society and the Royal WA Historical Society.

Councillor/Officer Consultation

Councillors and members from the 2018 Heritage Advisory Committee were consulted as part of a panel to discuss the 1830 date.

Applicant Consultation

Not applicable

Timeline

Not applicable

10.2.5 Annual Meeting of Electors Motion – Regional Capitals Australia Invoices Audit

File Ref:	COB/5244						
Applicant/Proponent:	City of Bunbury Electors						
Responsible Officer:	Sam Chernabaeff, Internal Auditor						
Responsible Manager:	Greg Golinski, Manager Governance						
Executive:	Karin Strachan, Director Strategy and Organisational Performance Mal Osborne, Chief Executive Officer						
Authority/Discretion	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Review</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input type="checkbox"/> Legislative</td><td><input type="checkbox"/> Information Purposes</td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial						
<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes						
Attachments:	Appendix 10.2.5-A: Internal Audit Report RCA Invoices						

Summary

This report is in response to a motion carried at the annual general meeting of electors on 31 January 2023, regarding the auditing of two invoices paid by the City to Regional Capitals Australia Inc in 2016/17 and in 2022/23.

Given the nature of the motion and in the interest of effective use of Officer time, rather than waiting for Council ratification of the electors decision, the City's Internal Auditor has undertaken the fieldwork required to address the motion, with the associated report presented at Appendix 10.2.5-A.

Electors Motion

Bunbury Council instigate internal audit and testing of specific financial transactions involving its payments of public funds to Regional Capital's Australia INC (Vic) as evidenced by:

- a) The RCA Inc invoice created on 17 August 2022
- b) The RCA Inc invoice created on 10 August 2022
- c) The historic RCA Inc invoice upon which Council relied to pay RCA Inc \$8,000 for 2016-17 subs.

On completion of the investigation of a), b), and c), the resultant audit report is forwarded to the City of Bunbury Audit Committee for action.

Executive Recommendation

That Council:

1. Receives the Internal Audit Report as presented at Appendix 10.2.5-A, noting this addresses the electors' motion from 31 January 2023; and
2. Requests the CEO provide the Internal Audit Report to the City's Audit Committee for information.

Voting Requirement: Simple Majority required

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

N/A

Background

At the annual general meeting of electors held on 31 January 2023, the following motion was moved by Mr Mike Fenton, seconded by Mr Brendan Kelly and was duly carried:

Bunbury Council instigate internal audit and testing of specific financial transactions involving its payments of public funds to Regional Capital's Australia INC (Vic) as evidenced by:

- a) *The RCA Inc invoice created on 17 August 2022*
- b) *The RCA Inc invoice created on 10 August 2022*
- c) *The historic RCA Inc invoice upon which Council relied to pay RCA Inc \$8,000 for 2016-17 subs.*

On completion of the investigation of a), b), and c), the resultant audit report is forwarded to the City of Bunbury Audit Committee for action.

The motion related to earlier questions from Mr Fenton at that same meeting, which were answered by the Acting CEO at the time. In summary, points a) and b) relate to a single invoice from 2022/23, and point c) relates to an invoice from 2016/17.

Council Policy Compliance

Nil

Legislative Compliance

Pursuant to section 5.33 of the *Local Government Act 1995*, all decisions made at an electors meeting are to be considered at the next Ordinary Council Meeting or, if that is not practicable, at the first Ordinary Council Meeting after that meeting or at a special meeting called for that purpose, whichever happens first.

Officer Comments

In anticipation of Council receiving the motion from electors in this regard, the City's Internal Auditor has undertaken the requisite fieldwork in auditing the invoices referred to in the motion. A copy of the associated report is attached at Appendix 10.2.5-A.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

This matter is presented to Council for consideration.

Applicant Consultation

N/A

Timeline: Council Decision Implementation

Immediate following Council decision.



Internal Audit Review – RCA Invoice Investigation

Introduction

On 31 January 2023, a motion was moved which requested that the Bunbury Council instigate an internal audit and testing of specific financial transactions involving its payments of public funds to Regional Capital's Australia Inc (Vic) as evidence by:

- a) The RCA Inc Invoice created on 17th Aug 2022;
- b) The RCA Inc Invoice created on 10th Aug 2022;
- c) The historic RCA Inc Invoice upon which Council relied to pay RCA Inc \$8,000 for 2016-17 subs.

The following observations and report is a result of the City of Bunbury's independent internal audit function's investigation.

Parts a) & b)

Parts a) and b) have been combined into a single section due to both sections relating to the same invoice. The invoice in question is invoice number INV-0195 dated 1 August 2022 (Refer to Appendix 1) from Regional Capitals Australia at the cost of \$11,000 (\$10,000 + GST) for the City of Bunbury 2022/23 membership to the organisation.

The concern that the two PDF documents of this invoice are dated differently in the metadata has been investigated and has been found to have been caused by the following occurrences:

- 10 August 2022 is the date noted as 'Created' within the metadata of the original invoice received by email by the City of Bunbury; and
- 17 August 2022 is the date noted as 'Created' within the metadata of the invoice subsequently uploaded to the City of Bunbury's business system to initiate the payment process.

This payment was approved to be paid in EFT batch #7259 on 26 August 2022 totalling \$375,562.45. The payment of \$11,000 was sighted within the list of payments totalling this amount. This batch payment out to creditors has been sighted and confirmed to have been paid out from the City's municipal bank account on 26 August 2022.

Part c)

The invoice in question relates to invoice number 68729 from the City of Greater Geraldton dated 26th July 2016 (Refer to Appendix 2) totalling \$49,427.40 (\$44,934 + GST) is made up of the following payments:

- \$31,214.70 (\$28,377 + GST) for UWA Research Contribution;

- \$8,800 (\$8,000 + GST) for the 2016/2017 RCA Membership; and
- \$9,412.70 (\$8,557 + GST) for the WARCA 2015/2016 Contribution

This payment was combined with an additional invoice from the City of Greater Geraldton. Invoice number 68721 dated 25 July 2016 (Refer to Appendix 3) totalling \$7,700 (\$7,000 + GST) annotated as also being for RCA 2016/2017 Membership Fees. The payments combined from the two invoices totalled to \$57,127.40 and was paid by cheque #153597 dated 27 October 2016. This payment was sighted being paid from the City's bank account on 2 November 2016.


Subsequent to this, the payment of \$7,700 for the additional 2016/2017 RCA Membership was refunded by cheque (received by mail) to the City of Bunbury and was processed into the system on Monday 14 November 2016. All cheques received from mail and processed that day totalled to \$47,698.10. The following observations in the City's bank statements were sighted:

- \$42,432.30 was deposited into the City of Bunbury municipal account on 15 November 2016; and
- The remaining \$5,265.80 was deposited into the BHRC Municipal Account (This account is no longer active as of 2023) on 15 November 2016.

Conclusion

It is in the opinion of the internal audit function that payments towards INV-1095 from Regional Capitals Australia and invoice number 68729 from the City of Greater Geraldton are fair and true. Irregularities within the pdf document metadata is a result of standard procedural use of the City of Bunbury's business system to process payments. The RCA subscription payment for the 2016-17 financial year was correctly portioned at \$8,000 + GST noting an incorrect additional invoice charged from the City of Greater Geraldton to the City of Bunbury for \$7,000 + GST which was subsequently refunded back within the same month of payment in November 2016.

Completed this 15th day of February, 2023.



Sam Chernabaeff
Internal Auditor

Appendix 1



TAX INVOICE

City of Bunbury
Attention: Mr Mal Osborne
4 Stephen Street
BUNBURY WA 6230

Invoice Date
1 Aug 2022
Invoice Number
INV-0195
Reference
RCA Membership 2022/23 AUSTRALIA
ABN
44 617 842 065
Regional Capitals
Australia Inc
PO BOX 320
WAGGA WAGGA NSW
2650

Description	Quantity	Unit Price	GST	Amount AUD
Regional Capitals Australia Membership 2022/23	1.00	10,000.00	10%	10,000.00
			Subtotal	10,000.00
			TOTAL GST 10%	1,000.00
			TOTAL AUD	11,000.00

Due Date: 31 Aug 2022
Payment Terms : 30 Days from Date of Invoice

Payment Details:

Account Name: Regional Capitals Australia Inc
Bank : Commonwealth Bank
BSB: 066-000
Account Number : 1225-9772

PAYMENT ADVICE

To: Regional Capitals Australia Inc
PO BOX 320
WAGGA WAGGA NSW 2650
AUSTRALIA

Customer City of Bunbury
Invoice Number INV-0195
Amount Due 11,000.00
Due Date 31 Aug 2022
Amount Enclosed
Enter the amount you are paying above

Appendix 2



63 CATHEDRAL AVENUE, GERALDTON
PO Box 101, GERALDTON WA 6531
Phone: (08) 9956 6600 Fax: (08) 9956 6674
Cashier hours: Mon-Fri 8.30am to 4.45pm

DUE: STRICTLY 30 DAYS FROM DATE OF INVOICE

CITY OF BUNBURY
Po Box 21
BUNBURY WA 6230

TAX INVOICE

ABN: 55 907 677 173

DATE 26/07/2016

INVOICE NUMBER 68729

Page No. 1

DEBTOR NUMBER	DESCRIPTION	AMOUNT
3232	Regional Capitals Australia (WA) 2016/2017 Membership Fees	
	UWA Research Contribution 1.00 @ 31214.70 ea	31,214.70 *
	RCA Membership 1.00 @ 8800.00 ea	8,800.00 *
	WARCA 2015/2016 Contribution 1.00 @ 9412.70 ea	9,412.70 *
	* Local Govt. Charge \$44,934.00 GST charge \$4,493.40	
	OVERDUE INVOICE Please authorise and return to Finance ASAP	
PENALTY INTEREST APPLIED ON ACCOUNTS OUTSTANDING FOR MORE THAN 60 DAYS		TOTAL PAYABLE \$49,427.40

REMITTANCE ADVICE

NAME: CITY OF BUNBURY
TOTAL PAYABLE: \$ 49,427.40

DEBTOR No: 3232
INVOICE No: 68729

PAYMENTS TO COUNCIL



Contact your Financial Institution to arrange payment from your Savings or Cheque Account.
Quote the Biller Code and Ref No.
Biller Code: 313155 Ref. No. 2000517133



Internet Payments - visit www.postbillpay.com.au and follow the links to pay with credit card.
Phone 13 18 16



Quote the Biller Code and Ref No.
Biller Code: 2651 Ref. No. 2000517133



Internet Payments - visit www.cgg.wa.gov.au and click Online Payments to pay with credit card.
Account No. 2000517133



Phone 1300 276 468
Internet Payments - www.cgg.wa.gov.au
Quote the Biller Code and Ref No.
Biller Code: 313155 Ref. No. 2000517133



In Person
Present your account to the Cashier at the Main Administration Centre Cathedral Ave between hours 8.30am to 4.45pm or the Mulla Mulla District Office between 8.30am to 4.30pm



Detach this remittance advice and post it with your cheque made payable to City of Greater Geraldton addressed to PO Box 101, Geraldton WA 6531

Appendix 3



City of
Greater Geraldton
a vibrant future



63 CATHEDRAL AVENUE, GERALDTON
PO Box 101, GERALDTON WA 6531
Phone: (08) 9956 6600 Fax: (08) 9956 6674
Cashier hours: Mon-Fri 8.30am to 4.45pm

TAX INVOICE

ABN: 55 907 677 173

DATE 25/07/2016

INVOICE NUMBER 68721

Page No. 1

DUE: STRICTLY 30 DAYS FROM DATE OF INVOICE

CITY OF BUNBURY
Po Box 21
BUNBURY WA 6230

28 JUL 2016

RECEIVED

DEBTOR NUMBER	DESCRIPTION	AMOUNT
3232	Regional Capitals Australia (WA) 2016/2017 Membership Fees 1.00 @ 7700.00 ea * Local Govt. Charge \$7,000.00 GST charge \$700.00	7,700.00 *
<p>CITY OF BUNBURY</p> <p>I hereby certify that: The Goods/Services have been received and the price is fair & reasonable. The computations have been checked.</p> <p>154 234</p>		
* indicates item includes GST		
PENALTY INTEREST APPLIED ON ACCOUNTS OUTSTANDING FOR MORE THAN 60 DAYS		
TOTAL PAYABLE		\$7,700.00

REMITTANCE ADVICE

NAME: CITY OF BUNBURY
TOTAL PAYABLE: \$ 7,700.00

DEBTOR No: 3232
INVOICE No: 68721

PAYMENTS TO COUNCIL



Contact your Financial Institution to arrange payment from your Savings or Cheque Account.
Quote the Biller Code and Ref No.
Biller Code: 313155 Ref. No. 2000517133



Internet Payments - visit www.postbillpay.com.au and follow the links to pay with credit card.
Phone 13 18 16
Quote the Biller Code and Ref No.
Biller Code: 2651 Ref. No. 2000517133



Internet Payments - visit www.cgg.wa.gov.au and click Online Payments to pay with credit card.
Account No. 2000517133



Phone 1300 276 468
Internet Payments - www.cgg.wa.gov.au
Quote the Biller Code and Ref No.
Biller Code: 313155 Ref. No. 2000517133



In Person
Present your account to the Cashier at the Main Administration Centre Cathedral Ave between hours 8.30am to 4.45pm or the Mullewa District Office between 8.30am to 4.30pm



Detach this remittance advice and post it with your cheque made payable to City of Greater Geraldton addressed to PO Box 101, Geraldton WA 6531

10.3 Director Strategy and Organisational Performance

10.3.1 Corporate Business Plan Report – Quarter Two 2022-23

File Ref:	COB/5037
Applicant/Proponent:	Internal
Responsible Officer:	Beth Perry, Corporate Reporting Officer
Responsible Manager:	Shae Phillips, Manager Strategy, Projects and Communications
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<div><input 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>
Attachments:	Appendix 10.3.1-A Corporate Business Plan Quarterly Report – Period ending 31 December 2022.

Summary

The Corporate Business Plan 2022-23 to 2025-26 provides the Bunbury community with a plan to deliver the vision, goals, and objectives of the Strategic Community Plan.

The purpose of this report is to provide Council with an update on the progress toward key objectives outlined in the Corporate Business Plan for Quarter 2 2022-23.

Executive Recommendation

That Council notes the Corporate Business Plan - Quarter 2 2022-23 Report, for the period ending 31 December 2022, as presented in Appendix 10.3.1-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

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

Background

The Corporate Business Plan 2022-2026 was adopted at the 26 July 2022 Special Council Meeting (Council Decision 151/22). Quarterly reporting against progress toward the Corporate Business Plan is undertaken as part of the City's Integrated Strategic Planning and Reporting Framework.

Council Policy Compliance

Not applicable.

Legislative Compliance

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

Officer Comments

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

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

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

The report outlines progress towards actions scheduled for completion within the 2022-2023 financial year.

Analysis of Financial and Budget Implications

Budget figures included in the Report are aligned with the operating and capital project expenditure outlined in the Corporate Business Plan 2022-2026, and Annual Budget 2022-23.

Community Consultation

Nil

Councillor/Officer Consultation

The Corporate Business Plan was developed in consultation with Executives, Managers, and Officers. Executive and Managers were engaged in completing the quarterly report.

Corporate Business Plan

Quarterly Report: Quarter Two 2022-23



Contents

Introduction	2
Our Vision	3
Snapshot	4
People	5
Planet	10
Place	14
Prosperity	19
Performance	22

Introduction

Welcome to the City of Bunbury's Corporate Business Plan – Quarterly Report. This report is designed to provide an update on progress toward key objectives outlined in our Corporate Business Plan 2022-2026.

BREAKDOWN OF THE REPORT

Outcomes, Objectives, and Actions

For each core performance area in the Corporate Business Plan (*People, Plant, Place, Prosperity, and Performance*) there are desired outcomes.

To support the achievement of these outcomes the City has adopted objectives and actions. These are listed below, with progress tracked.

Budget and Budget Status

Budgets are aligned with the operating and capital project expenditure outlined in the Corporate Business Plan 2022-2026 and Annual Budget 2022-2023.

Quarter Forecast Completion

This is the quarter of the financial year in which the project is due for completion.

This report outlines progress towards actions to be completed within the 2022-23 financial year. Forecast completions for actions spanning multiple years are identified as ongoing projects within the comment field.

The City wishes to acknowledge the traditional owners of the land, the Wardandi Noongar people, and pay its respects to Elders past and present

An aerial photograph of a coastal park and beach at sunset. The sun is low on the horizon, creating a warm glow and long shadows. In the background, there are buildings and a crane. The middle ground shows a large parking lot, a green field, and a paved walkway. The foreground is a sandy beach with people walking and playing. The ocean is on the right, with several sailboats visible. A teal banner with the text "Our Vision" is overlaid on the left side. A large orange bird-like graphic is on the right. The text "Bunbury: welcoming and full of opportunities" is overlaid on the bottom left. A red wavy graphic is on the left side of the text.

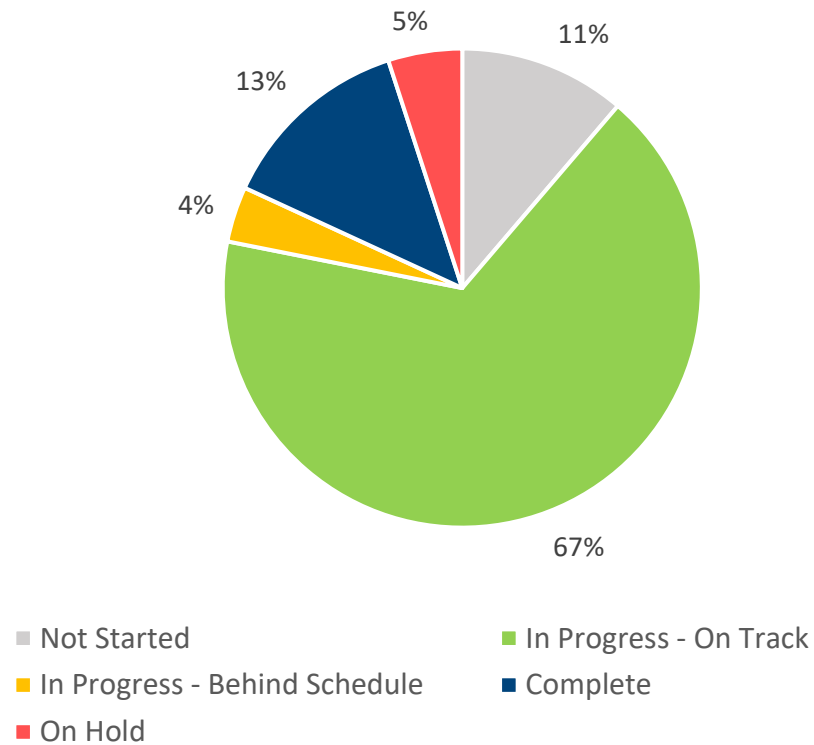
Our Vision

**Bunbury: welcoming and
full of opportunities**

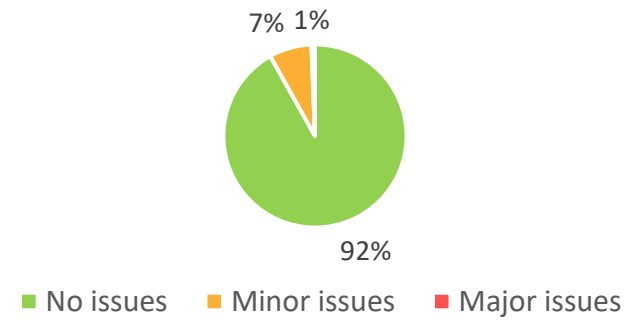
Snapshot of Progress

Below is a snapshot of City of Bunbury's progress toward completion of the Corporate Business Plan's 2022-23 actions.

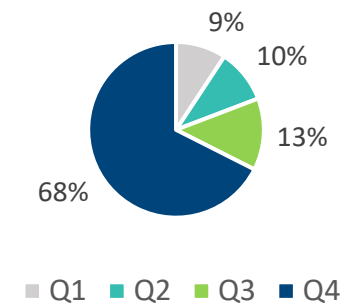
Overall Progress



Budget Status



Forecast Completion





Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Outcome 1. A safe community						
Objective 1.1 Increase safety and crime prevention services.						
1.1.1 Facilitate promotion of grass roots community safety and crime prevention programs (such as street or local neighbourhood based closed Facebook groups to share local issues).	Community Wellbeing	In Progress - On Track		No issues	Q4	Monthly meetings occurring with Bunbury OIC. Rangers assisting in areas of concern with additional patrol during the day.
Objective 1.2 Modify the physical environment to improve community safety.						
1.2.1 Provide Crime Prevention through Environmental Design and Management (CPTEDM) audits of City owned or managed facilities and places, focusing on priority locations such as the bus station, Bricknell Shell and Youth Precinct.	Community Wellbeing	In Progress - On Track		No issues	Q4	Linked with action 1.2.1 and will be addressed through Community Safety Crime Prevention Plan.
1.2.3 Review the current CCTV coverage, and if relevant, seek funding to expand and improve the CCTV system. <i>(Needs additional external funding) *</i>	Digital Services	In Progress - On Track	\$ 200,000*	No issues	Q4	Initial audit complete identifying and prioritising issues.
1.2.4 Review City Facilities security systems.	Infrastructure Maintenance Services	In Progress - On Track	\$ 5,000	No issues	Q4	Upgrade the Swipe card Readers at City Library. Scope developed. waiting for the quote.
Objective 1.3 Reduce the harmful use of alcohol and other drugs.						
1.3.1 Facilitate the Alcohol Accord to support key stakeholders to reduce the risk of antisocial behaviour and alcohol-related harms.	Community Wellbeing	In Progress - On Track		No issues	Q4	Meetings occur every 1-2 months or as required with Police, Health, and premises/licensees. City chairs meeting and provides administrative support.
1.3.2 Partner with relevant agencies through the Bunbury Prevention Plan Committee to support the planning, implementation, and evaluation of the Community Safety Plan.	Community Wellbeing	In Progress - On Track	\$ 21,573	No issues	Q4	In process of reviewing proposal from ECU and developing focus groups for community consultation.
Outcome 2. A growing hub of culture and creativity.						
Objective 2.1 Grow participation in arts, culture and community events.						
2.1.1 Acquire Bunbury Museum and Heritage Centre collection items.	Community Connection	In Progress - On Track	\$ 3,500	No issues	Q4	Some objects purchased for this project, all funds to be expended by June 2023.

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
2.1.2	Acquire artworks for the City Art Collection.	Community Connection	In Progress - On Track	\$ 20,000	No issues	Q4	Strategic acquisitions undertaken throughout the year as exhibitions take place.
2.1.3	Provide Radio Frequency Identification (RFID) and self-loans technology at Bunbury Library.	Community Facilities	In Progress - On Track	\$ 80,000	No issues	Q4	Issue of RFQ will be in February 2023 to appoint a contractor.
2.1.4	Support Bunbury Regional Entertainment Centre (BREC) with an operating subsidy and the purchase of equipment.	Community Connection	In Progress - On Track	\$ 545,773	No issues	Q2	One-third of the total operating subsidy has been paid to date.
2.1.5	Support Stirling Street Arts Centre (SSAC) with capital funds and an operating subsidy.	Community Connection	Complete	\$ 86,625	No issues	Q1	Complete.
2.1.6	Support King Cottage Museum.	Community Connection	Complete	\$ 31,544	No issues	Q1	Complete.
2.1.7	Support the Anzac Day Working Group.	Community Connection	Complete	\$ 20,000	No issues	Q1	Complete.
2.1.8	Support Bunbury City Band.	Community Connection	Not Started	\$ 10,000	No issues	Q4	Not scheduled to start in Q2.
2.1.10	Display Bunbury Biennale art exhibition.	Community Connection	In Progress - On Track	\$ 5,909	No issues	Q2	Project surplus funds was utilised for the BRAG Foundation report.
2.1.11	Facilitate development and promotion of app guided tours of the Bunbury Heritage Building Trail and Urban Art Trail. <i>(Needs additional external funding) *</i>	Community Connection	Not Started	\$ 12,000*	Minor issues	Q4	Exploring outsourcing options and budget implications.
2.1.12	Fund the Community Connect grants program.	Community Connection	In Progress - On Track	\$ 110,000	No issues	Q4	Project is on track with round two of this grant category opening in November and closing in December for public notification in March 2023.
2.1.13	Fund the Neighbourhood Connect grants program.	Community Connection	In Progress - On Track	\$ 7,000	No issues	Q4	Ongoing, application open year-round.
2.1.14	Fund the Achievement grants program.	Community Connection	In Progress - On Track	\$ 2,000	No issues	Q3	Budget fully spent, awaiting acquittal reports.
2.1.15	Replace Christmas street decorations	Infrastructure Maintenance Services	Complete	\$ 40,000	No issues	Q2	Complete.
Objective 2.2 Promote and celebrate Noongar culture.							
2.2.1	Conduct an Indigenous Arts Program at BRAG.	Community Connection	In Progress - On Track	\$ 90,000	No issues	Q4	Program progressing well as anticipated.
2.2.2	Partner with the Shires of Capel, Dardanup and Harvey, and Reconciliation Australia, to develop and implement the Reconciliation Action Plan.	CEO	On Hold	\$ 10,000	No issues	Q4	A review of the Reconciliation and Wellbeing Officer Role is currently under review. Actions within the current RAP are still being delivered.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
2.2.3 Engage with local Elders to consider options for dual naming of significant landmarks and places. <i>(Needs additional external funding).</i>	Community Connection	Not Started		Minor issues	Q4	This project is under review given the Mayor and CEO are appointing a consultant to work with two divergent Elders groups to confirm who the Traditional Owner Elders are which is essential prior to engagement commencing.
2.2.4 Support South West Clontarf Academy (Newton Moore College).	Community Connection	Complete	\$ 15,000	No issues	Q1	Complete.
Outcome 3. A healthy and active community						
Objective 3.1 Improve access to quality health and community services.						
3.1.1 Implement the Community Health and Wellness Plan.	Community Wellbeing	In Progress - On Track	\$ 5,692	No issues	Q4	Budget amount is carry-over from PR-1578. Currently meeting with stakeholders and on various working groups.
3.1.2 Partner with agencies and community groups with initiatives and programs that enhance wellness, health and resilience, including initiative and programs that target vulnerable populations.	Community Connection	In Progress - On Track		No issues		In early planning stages.
Objective 3.2 Encourage participation in sport, recreation and leisure activities.						
3.2.1 Provide a revised Sport and Recreation Plan that outlines the actions for club support, physical activation and suitable facilities. This will enable the needs of all clubs to be understood and actions prioritised.	Community Facilities	In Progress - Behind Schedule		Minor issues	Q4	Budget review (December 2022) provided funding to engage consultant to write the plan. Engagement to commence mid-January 2023 with stakeholders.
3.2.2 Develop a plan for the expansion plan of South West Sports Centre incorporating additional indoor basketball courts and relocation and upgrade of netball courts.	Community Facilities	In Progress - Behind Schedule	\$ 650,000	Major issues	Q4	Alternative proposal being investigated for standalone facility. Insufficient funding to carry out building works. Original Concept Plans being finalised by Cox Architecture.
3.2.3 Partner with stakeholders to apply for funding for the South West Sports Centre redevelopment project (i.e. club hub, additional indoor courts multipurpose courts, squash courts, gym space and group fitness facilities). <i>(Needs additional external funding) *</i>	Community Facilities	Not Started	\$ 10,000*	Minor issues	Q3	Unable to progress this until expansion plan finalised on location.
3.2.6 Renew Bunbury Hockey perimeter fencing.	Infrastructure Maintenance Services	In Progress - On Track	\$ 120,000	No issues	Q3	Contract awarded for installation in February.
3.2.7 Support Bunbury Hockey Club lighting upgrade project.	Community Facilities	In Progress - On Track	\$ 264,000	No issues	Q2	Budgeted was increased at Budget Review for additional COB funds. Project has had progress payments claimed and is over 50% complete.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
3.2.8 Support Central Croquet Club lighting upgrade project.	Community Facilities	In Progress - On Track	\$ 4,357	No issues	Q2	Full budgeted amount has been paid and Central Croquet has commenced the Project.
3.2.10 Provide replacement of the Forrest Park Pavilion with modern, unisex changing facilities and upgraded power supply.	Infrastructure Maintenance Services	In Progress - On Track	\$ 3,582,257	No issues		RFQ complete - Agenda to Council for contractor endorsement December 2022.
3.2.11 Redevelop Hands Oval SWFL facilities to a standard required for WAFL and AFL fixtures, in partnership with stakeholders.	Projects and Asset Management	In Progress - On Track	\$ 8,909,906	No issues	Q4	Stadium RFT 2122/023 was awarded in August. Design works have commenced. Construction anticipated commencement March 2023, anticipated completion May 2024. Additional grant funding received from WA State Government.
3.2.13 Support South West Academy of Sport (SWAS)	Community Facilities	Complete	\$ 11,000	No issues	Q2	Completed and funds paid to SWAS as cash post Budget Review adoption in December 2022.
3.2.15 Fund the City of Bunbury Surf Life Saving Club to improve beach safety.	Finance	In Progress - On Track		No issues	Q4	The City contributes 100% of the Surf Club building sub-lease rental received from Telstra of \$10,810 p.a (paid quarterly) as a Capital Equipment Grant to the Club (Council Decision 137/03, 13 May 2003).
Outcome 4. A compassionate and inclusive community						
Objective 4.1 Listen and respond to community needs at all stages of life.						
4.1.2 Support to Bunbury Regional YouthCare.	Community Connection	Complete	\$ 10,000	No issues	Q1	Complete.
4.1.3 Conduct Grandfamilies Fun Day.	Community Connection	Not Started	\$ 14,750	No issues	Q4	Planning for Grandfamilies 2023 has commenced with the event scheduled for April School Holidays 2023, funding and planning has been shared directly with Wildlife Centre as service provider.
4.1.4 Replace toys in City Library Children's Area	Community Facilities	In Progress - On Track	\$ 2,500	No issues	Q3	Currently in the process of purchasing items.
Objective 4.2 Support vulnerable groups, including aged persons and those with disability.						
4.2.1 Engage with Bunbury Geographe Seniors and Community Centre to develop 3-year outcomes-based MOU agreement.	Community Connection	Complete		No issues	Q4	Completed and implemented.
4.2.2 Fund the Bunbury Geographe Seniors and Community Centre.	Community Connection	Complete	\$ 50,000	No issues	Q1	Complete (quarterly invoicing).

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
4.2.3 Support the In-Town Lunch Centre building and maintenance through provision of in-kind support.	Infrastructure Maintenance Services	In Progress - On Track		No issues	Q4	Ongoing, support actioned as required.
4.2.4 Conduct an annual review of the Disability and Access Inclusion Plan.	Community Connection	In Progress - On Track		No issues	Q2	Annual report/review submitted to the Disability Services Commission in July 2022 (endorsed by Council in June). Currently developing 2023-2028 DAIP.
4.2.5 Facilitate an Accessibility Audit of City facilities to identify future MARCIA projects.	Community Connection	Not Started		Minor issues	Q4	There is no budget for MARCIA projects. Priority will be on actions identified in the DAIP 2023-2028. Propose to revise the DAIC terms of reference to include MARCIA.
4.2.7 Upgrade the City's website to be WCAG AA compliant to enhance accessibility.	Digital Services	In Progress - On Track		No issues	Q4	Main website complete, sister sites underway.
Objective 4.3 Build a stronger sense of belonging through volunteering.						
4.3.1 Provide an awards program to promote volunteering and recognition of volunteers (<i>Needs additional external funding</i>) *	Community Facilities	Not Started	\$ 2,000*	Minor issues	Q4	This project is being scoped for grant funding available to contribute to this project so planning and implementation of an appropriate recognition program can commence.



Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Outcome 5. A natural environment that is cared for and preserved							
Objective 5.1 Sustainably manage, conserve and enhance our natural habitats							
5.1.1	Provide management of 188 ha of conservation reserves and other natural areas under the City's care and control through weed and pest management, fencing, revegetation, dieback management and protecting threatened species.	Projects and Asset Management	In Progress - On Track		No issues	Q4	Ongoing "Business as Usual" occurring throughout the Financial Year. Natural Area Holdings are contracted to perform Natural Area Management.
5.1.2	Participate in Peron Naturaliste Partnership.	Projects and Asset Management	Complete	\$ 20,000	No issues	Q2	Annual partnership contribution invoice has been paid.
5.1.3	Implement detailed site investigation remediation actions for contaminated sites within the City.	Projects and Asset Management	In Progress - On Track	\$ 59,210	No issues	Q4	Final DSI report and draft Long-term Capping Strategy received and to be issued to DWER.
5.1.4	Develop and implement a Weed Management Plan.	Projects and Asset Management	In Progress - On Track		No issues	Q4	Weed Management Plan finalised and endorsed by Council. Ongoing actions related to implementation.
5.1.5	Implement program to manage introduced Corellas.	Projects and Asset Management	In Progress - On Track	\$ 17,500	No issues	Q2	Corella management in progress.
5.1.6	Fund environmental education initiatives in the community.	Projects and Asset Management	In Progress - On Track		No issues	Q3	Habitat Bunbury Grant finalised and being reviewed. Funding will be appointed November 2022.
Objective 5.2 Encourage the adoption of sustainable practices.							
5.2.1	Develop a Sustainability Policy and Sustainability Action Plan.	Projects and Asset Management	In Progress - On Track	\$ 53,026	No issues	Q4	Sustainability Policy complete. Sustainability and Environment Strategy development in progress.
5.2.2	Fund implementation of projects in the Sustainability Action Plan.	Projects and Asset Management	Not Started	\$ 50,000	Minor issues	Q4	Ongoing. Reliant upon Development of Sustainability and Environment Strategy.

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
5.2.3	Partner with Aqwest in the delivery of the water resource recovery project to better supply sustainable and efficient resourcing to City facilities.	Projects and Asset Management	On Hold	\$ 2,000,000	No issues		Aqwest have postponed Project due to cost escalations. Project deferred.
Objective 5.3 Develop a sustainable, low waste, circular economy.							
5.3.1	Partner with local governments in the South West region to consider regional, sustainable waste management options.	Waste Operations and Infrastructure Business Services	In Progress - On Track		No issues	Q4	Ongoing activity. Regional Waste Services tender issued to VendorPanel to facilitate the Waste Contract that expires in June 2023. No budget allocated.
5.3.2	Partner with the Shire of Harvey and Bunbury Harvey Regional Council to develop a state-of-the-art waste management facility at Banksia Road.	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$ 3,000,000	No issues	Q4	Ongoing Activity. The Member Councils are collaborating to determine the future funding and management of the site.
5.3.3	Provide Better Bins Plus "Go FOGO" kerbside collection program	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$ 41,363	No issues	Q4	Carry Forward FY 22/23. Grant amendments and revised budget accepted by DWER including event plans for 10 years of FOGO celebrations in Q3 & 4 of 2022/23 as key deliverable.
5.3.4	Implement actions of the Waste Plan (2021-26)	Waste Operations and Infrastructure Business Services	In Progress - On Track		No issues	Q4	Ongoing activity and under continuous review as strategy for waste services change.
5.3.5	Provide the annual bin replacement program.	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$ 65,500	No issues	Q4	Replacement stocks of residential green bins purchased. Ongoing as operationally required.
5.3.6	Renew bin enclosures.	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$ 24,000	No issues	Q2	Purchasing seven new enclosures to install in one activity. Investigating option of using Prison workforce to refurbish current bin enclosures.

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Objective 5.4 Move to net zero gas emissions							
5.4.1	Renew City facilities lighting; replacing old bulbs with more sustainable lighting.	Infrastructure Maintenance Services	In Progress - On Track		No issues	Q4	Audit to be conducted and replacement program developed for 23/24 budget
5.4.2	Provide renewable energy and energy efficient projects.	Infrastructure Maintenance Services	In Progress - On Track	\$ 291,174	No issues	Q4	Audit being sourced for SWSC energy consumption.
Outcome 6. An aware and resilient community equipped to respond to natural disasters and emergencies.							
Objective 6.1 Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.							
6.1.1	Develop and implement a Coastal Hazard Risk Management Adaptation Plan (CHRMAP).	Projects and Asset Management	In Progress - On Track	\$ 11,504	No issues	Q4	Draft CHRMAP to be presented to Council in February 2023. Final Report due June 2023. Excess budget available for project variation, as necessary.
6.1.2	Review the City's Emergency Management Plan annually.	Community Wellbeing	Complete		No issues	Q1	Review completed August 2022.
6.1.3	Partner with relevant agencies (DFES, Department of Communities, etc) regarding emergency management arrangements.	Community Wellbeing	In Progress - On Track		No issues	Q4	No dedicated budget. Local Emergency Management Committee (LEMC) meetings occur every quarter. Emergency Management web page created with links to LEMA. Next LEMC meeting scheduled for end of February 2023.
6.1.4	Partner with DFES State Emergency Services (SES) and local community groups to conduct natural disaster welfare checks, assist with the distribution of care packs, and provide other assistance as needed for vulnerable community members, including pensioners and the homeless.	Community Wellbeing	In Progress - On Track		No issues	Q4	No dedicated budget. Regular meetings occurring with DFES about bushfire. Australian Fire Danger Rating System signage concept brief submitted to implement community awareness signage in 2023/24. Participating in working group and attending regular meetings with homeless outreach organisations.
6.1.5	Facilitate access to safe, air-conditioned community spaces (library, SWSC, etc) for vulnerable community members during heatwaves and smoke hazes.	Community Facilities	Complete		No issues	Q4	The facilities are available for use as required and are part of the emergency provisions provided.
6.1.6	Provide bushfire community awareness education programs.	Community Wellbeing	In Progress - On Track		No issues	Q3	Bushfire notices and education material sent out to residents. Concept brief developed to implement ADFRS signage for 2023/24

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
6.1.7	Undertake Department of Fire and Emergency Services Mitigation Activity program.	Community Wellbeing	In Progress - On Track	\$ 488,902	No issues	Q2	Acquittal of funding submitted, awaiting approval prior to end of February 2023
6.1.8	Support for the Bunbury Volunteer Bushfire Brigade.	Community Wellbeing	In Progress - On Track	\$ 59,270	No issues	Q4	Manage the LGGS grant funding for Brigade. Attend relevant meetings and have assisted in organising training for members.
6.1.9	Support for the Emergency Management Committee.	Community Wellbeing	In Progress - On Track		No issues	Q4	No dedicated budget. Local Emergency Management Committee (LEMC) meetings occur every quarter. Inter-agency training exercises are being organised. Next LEMC meeting scheduled for end of February 2023.
6.1.10	Provide a disaster assistance fund.	CEO	Not Started	\$ 20,000	No issues	Q4	This budget is pending a disaster.



An integrated, vibrant, and well-planned City.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Outcome 7. A community with high quality urban design and housing diversity						
Objective 7.1 Promote responsible planning and development.						
7.1.3 Provide a planning review for the Spencer/Blair Precinct.	City Growth	In Progress - On Track		No issues	Q4	The City with the assistance of consultants Urbis undertook community consultation in October 2022 with an in person workshop and an online session via Teams. Urbis is in the process of drafting the Outcomes Report from the consultation and providing options for the next steps. The Outcomes Report is expected to be finalised by end of January and the City will review and provide an update to Council.
Objective 7.2 Grow recognition and respect for local history and heritage.						
7.2.4 Partner with heritage building owners to run a Heritage Open Day that coincides with the Australian Heritage Festival and annual Bunbury Heritage Forum. The intent is to strengthen the City of Bunbury's reputation as the preferred location to enjoy Heritage by the Sea.	City Growth	In Progress - On Track	\$ 1,000	No issues	Q4	Events will run parallel to the National Trust – Australian Heritage Festival in April/May 2023. Theme of “Sharing Stories” has been announced. The City will organise events around this theme.
Objective 7.3 Increase access to safe, affordable and diverse housing options.						
7.3.1 Facilitate greater awareness among ratepayers of their options to build ancillary housing (i.e., granny flats) and provide higher density housing on their land (i.e., villas, duplexes) to improve community access to affordable housing.	City Growth	Complete		No issues	Q1	Brochure sent to all ratepayers as part of the Rate Notices. Brochure provided information on minimum lot sizes to subdivide or build an ancillary dwelling.

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
7.3.2	Communicate the outcomes of the Housing Strategy with service authorities to better inform their infrastructure planning processes.	City Growth	Complete		No issues	Q4	A copy of the Housing Strategy sent to all service providers as part of the consultation projects. On-going: as recommendations from the Housing Strategy are investigated, the City will engage with relevant services providers and will advocate for infrastructure improvements where the opportunity arises.
Outcome 8. A place with attractive and welcoming community spaces where people want to live							
Objective 8.1 Create a strong and vibrant City Centre.							
8.2.1	Develop a Streetscape Beautification Program to brainstorm, evaluate and fund ideas to develop more welcoming and attractive entrance statements and streetscapes. Areas to be considered include street design, landscaping, weed management, signage, painting buildings, public art, and tidy street competitions.	Projects and Asset Management	Not Started		Minor issues	Q4	Design works only as no budget was allocated for implementation works.
Objective 8.2 Beautify streetscapes.							
8.2.3	Fund implementation of the Greening Bunbury Plan.	Infrastructure Maintenance Services	In Progress - On Track	\$ 120,000	No issues	Q4	Tree planting works have commenced in partnership with Activ.
Objective 8.3 Maintain quality community buildings, halls and toilets.							
8.3.1	Renew or refurbish community, sport and recreation buildings as per asset management plans.	Infrastructure Maintenance Services	In Progress - On Track	\$ 250,000	No issues	Q4	Surf Club concrete pole repair completed. Stirling Street concrete pathway installation completed.
8.3.2	Refurbish City facilities changerooms and public conveniences.	Infrastructure Maintenance Services	In Progress - On Track	\$ 100,000	No issues	Q4	Asset condition audit being compiled.
8.3.3	Renew South West Sports Centre plant and machinery	Infrastructure Maintenance Services	In Progress - On Track	\$ 40,000	No issues	Q4	As required project performing works ad-hoc.
8.3.4	Renew South West Sports Centre furnishings and equipment.	Community Facilities	Not Started	\$ 10,000	No issues	Q3	Not yet commenced. Items to be scoped for procurement in the Q3.
Objective 8.4 Revitalise the coastline, foreshores, parks and playgrounds.							
8.4.1	Partner with State Government for the continued delivery of Transforming Bunbury's Waterfront.	Projects and Asset Management	In Progress - On Track		No issues	Q4	Stage 2 works in progress.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
8.4.2 Provide a planning review for the Back Beach Precinct.	City Growth	In Progress - On Track	\$ 50,000	No issues	Q4	Landowners have provided the City with a submission at the end of December 2022 on how they would like to proceed with Back Beach. The City will now review, provide feedback and consider how best to proceed.
8.4.3 Fund studies to determine the viability of an Ocean Pool	Infrastructure Leadership	In Progress - Behind Schedule	\$ 340,000	Minor issues	Q3	Concept Plan discussions with Councillors 24/01/2023. Consultants engaged to complete studies for presentation to Council in 28/03/2023.
8.4.4 Review and update the Leschenault Inlet Master Plan.	Projects and Asset Management	Not Started		No issues	Q4	Review is to be undertaken using internal resources. Project to commence in Q3.
8.4.6 Implement Boulters Heights Master Plan.	Infrastructure Maintenance Services	In Progress - On Track	\$ 100,000	No issues	Q4	Boulters Heights Master Plan officially endorsed by Council, RFQ for Prinsep staircase currently advertised.
8.4.7 Replace boardwalks and lookouts.	Infrastructure Maintenance Services	In Progress - On Track	\$ 150,000	No issues	Q2	Mangles Street Beach access stair Construction is underway.
8.4.10 Renew open space infrastructure.	Infrastructure Maintenance Services	Not Started	\$ 100,000	No issues	Q4	Not scheduled to start in Q2.
8.4.11 Replace playground equipment. Bellemore Park, Len Ferguson Park	Infrastructure Maintenance Services	In Progress - On Track	\$ 325,000	No issues	Q3	Bellemore Park - RFQ being prepared. Len Ferguson Park - RFQ currently advertised.
8.4.13 Conduct a survey and monitoring of Pelican Point Grand Canals.	Projects and Asset Management	Not Started	\$ 20,000	No issues	Q3	RFQ for survey works being evaluated. Works anticipated to commence in Q3.
Outcome 9. A city that is easy to get around safely and sustainably						
Objective 9.1 Increase the use of active transport with improved paths, cycleways and end-of-trip facilities.						
9.1.1 Expand the path network across the City of Bunbury, including construction of the following paths in 2022-23: Gibson Street/Halsey Street, Bunning Boulevard, Ashrose Drive, Ocean Drive, Herbert Road and Cousins Avenue.	Infrastructure Maintenance Services	In Progress - On Track	\$ 260,000	No issues	Q3	Big Swamp Stage 3 and Ashrose Drive completed. Gibson and Halsey are in progress.
9.1.5 Renew and upgrade paths. - Carey Street Path, Spencer Street Path Various areas, Blair/Mitchell Path, Final Section of Big Swamp Path	Infrastructure Maintenance Services	In Progress - On Track	\$ 200,000	No issues	Q3	Spencer Street path to commence January 2023.
Objective 9.2 Encourage greater use of public and shared transport services.						

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
9.2.3	Partner with the Public Transport Authority to investigate options for a future Bunbury bus station.	City Growth	In Progress - On Track		No issues	Q4	Investigation is underway.
9.2.4	Contribute to a rail-line reinstatement trust with Arc Infrastructure	CEO	Complete	\$ 13,462	No issues	Q1	Annual payment complete.
Objective 9.3 Improve road safety, connectivity and traffic flow.							
9.3.1	Support industry road safety initiatives (such as RoadWise).	Projects and Asset Management	In Progress - On Track	\$ 6,000	No issues	Q4	Industry Road Safety Alliance membership fees. Due for renewal in May / June 2023.
9.3.2	Partner with schools to improve traffic flow around school zones.	Projects and Asset Management	On Hold		No issues		Bunbury Primary School 'Kiss in Ride' constructed in 2021/22. No works proposed for 2022/23.
9.3.4	Realign and widen Ocean Drive in South Bunbury.	Infrastructure Maintenance Services	In Progress - On Track	\$ 750,000	No issues	Q3	Lighting installation has commenced. Civil works to commence in January 2023.
9.3.7	Provide CBD road works.	Infrastructure Maintenance Services	In Progress - On Track	\$ 1,000,000	No issues	Q4	Haley/Princep/Carmody construction complete Landscaping to commence Q3, paving currently underway.
9.3.8	Partner with Roads to Recovery to implement the Reseal Road Improvement program - Dunstan Street Stage 2, Gardiner Street, Clark Street East, St Pauls Place, Rose Street, Strickland (between Albert and King)	Infrastructure Maintenance Services	In Progress - On Track	\$ 556,314	No issues	Q3	Gardner Street - completed, Dunstan Street - completed, Clarke Street East - January, Rose Street - January, Strickland Street - March, Saint Pauls - March.
9.3.9	Renewal of Withers regional roads.	Projects and Asset Management	In Progress - On Track	\$ 1,931,819	Minor issues	Q4	Kookaburra Way construction completed 24 October 2022. Landscaping planned for Autumn 2023. Scope 1 works currently at tender.
9.3.10	Traffic calming and minor intersection treatments.	Projects and Asset Management	Not Started	\$ 100,000	No issues	Q4	Alyxia Drive LATM - to be completed in early 2023. Wimbledon Way Left Turn Lane - construction delayed to April 2023.
9.3.11	Renew, re-sleeve and improve drainage network (including compensation basins) - Payne Park, Strickland Street & Bunning Blvd Drainage	Infrastructure Maintenance Services	In Progress - On Track	\$ 200,000	No issues	Q3	Saint Pauls - completed, Strickland Street - February, Bunning Boulevard - December 2023.
9.3.12	Undertake drainage catchment studies.	Projects and Asset Management	In Progress - Behind Schedule	\$ 200,000	No issues	Q4	RFQ for catchment analysis award in progress.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Objective 9.4 Provide sufficient parking.						
9.4.1 Provide the Parking Strategy Report	Community Wellbeing	In Progress - On Track	\$ 80,000	No issues	Q4	As a result of the Council Briefing, staff are investigating further options for strategic land acquisition and preparing a design over the Koombana Drive Road Reserve prior to finalising the strategy for Council adoption
9.4.4 Implement Smart Parking.	Community Wellbeing	Complete	\$ 163,300	No issues	Q1	Monthly lease payments to MAIA for Smart Parking.
Objective 9.5 Improve aviation infrastructure and services.						
9.5.1 Facilitate implementation of the Bunbury Geopraphe Airport Master Plan.	Projects and Asset Management	In Progress - On Track		No issues	Q4	Ongoing process which is run in-house currently. Funding application in for RADS Funding to correct one of the Airport Master Plan findings.
9.5.3 Provide CASA required airport training.	Projects and Asset Management	In Progress - On Track	\$ 5,000	No issues	Q4	Training of new team member is being undertaken to adhere to CASA requirements.



Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Outcome 10. The premier city of regional Western Australia						
Objective 10.1 Build awareness and recognition that Bunbury is a great place to live, work, study, holiday, play and invest in.						
10.1.1 Partner with the Department of Planning, Lands and Heritage to advance the Bunbury-Geographe Sub-regional Strategy to establish the Bunbury Metropolitan Area as Western Australia's second city.	City Growth	In Progress - On Track		Minor issues	Q4	Concept briefs to be prepared to request funding/ re-allocation of reserve money to support the BunGeo Sub Regional Planning Framework for 2024/25.
10.1.3 Fund the Bunbury Brighter campaign to promote Bunbury's attractive lifestyle and emerging leadership in innovation and creativity to attract residents, businesses, investors and visitors.	Strategy, Projects and Communications	In Progress - On Track	\$ 50,000	No issues	Q4	This campaign will build on previous work of the campaign, with filming planned for Q2.
10.1.4 Partner with organisations to implement innovative pilot projects and trials that position Bunbury locally, nationally and internationally as a leader in research, innovation and creativity.	City Growth	On Hold		No issues		Waiting for recruitment of new staff into the position. New officer due to commence in February.
Outcome 11. A strong, resilient and diverse economic hub for the South West.						
Objective 11.1 Be Australia's first regional Digital City.						
11.1.1 Provide regular reviews and promotion of innovation and digital grants that are available to local businesses from the State and Federal Government.	Strategy, Projects and Communications	In Progress - On Track		No issues	Q4	Regular reviews and promotion of grant opportunities is done internally across all leadership layers of the Organisation monthly. Grants register has been reviewed and redeveloped to make this more streamlined and easier to use. Workshops for staff have been developed and advertised internally, with these being implemented across Q2.
Objective 11.2 Attract diversified investment, industry and businesses.						
11.2.1 Provide support for the Regional Cities Alliance	CEO	Complete	\$ 15,000	No issues	Q1	2022/23 annual membership renewed.
11.2.2 Support for the Bunbury Geographe Economic Alliance	CEO	Complete	\$ 27,000	No issues	Q1	2022/23 annual membership renewed.

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
11.2.4	Develop an Investment Incentive Policy to attract and accelerate property and economic development.	City Growth	On Hold		No issues		Waiting for recruitment of new staff into the position. New officer due to commence in February.
11.2.5	Provide the Bunbury Economic Snapshot as an online dashboard linked to live or regularly updated data to support investors and business owners to monitor and respond to changing trends in the Bunbury economy.	City Growth	Complete		No issues		REMPAN Economy providing information on the City's website to community and business.
Objective 11.3 Support local business innovation and success.							
11.3.1	Partner with service providers to build the capacity of Indigenous businesses and increase training and employment opportunities for local Aboriginal and Torres Strait Islander people.	City Growth	On Hold		No issues		Waiting for recruitment of new staff into the position. New officer due to commence in February.
11.3.2	Partner with service providers to deliver a program of business training and support services.	City Growth	On Hold		No issues		Waiting for recruitment of new staff into the position. New officer due to commence in February.
Objective 11.4 Position Bunbury to capitalise on future employment trends and needs.							
11.4.1	Collaborate with Edith Cowan University on opportunities for the development of local resources and for research and development projects that will benefit the economy and community.	Strategy and Organisational Performance	In Progress - On Track		No issues	Q4	The partnership with ECU is going really well with various interactions of working together between the two parties. Furthermore, a City staff member will be seconded to the ECU Creative Industries Hub for two days a week for a 6-month period to establish further benefits to both parties.
Outcome 12. A unique and desirable destination within the South West Region							
Objective 12.1 Develop and promote a competitive tourism offer to attract more visitors.							
12.1.1	Partner with other local governments in the region to support Bunbury Geopraphe Tourism.	City Growth	In Progress - On Track	\$ 203,500	No issues	Q4	Ongoing.
12.1.2	Fund the Signature Events grant program.	Community Connection	In Progress - On Track	\$ 208,000	No issues	Q4	Funding round currently in progress.
12.1.3	Partner with Sports Marketing Australia and local sporting clubs to retain and secure new elite level competitions and sporting events (state, national and international).	Community Connection	In Progress - On Track	\$ 100,000	No issues	Q4	Ongoing in line with SMA Contract.

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
12.1.4	Partner with local service providers to retain, develop and attract new arts and culture events.	Community Connection	In Progress - On Track		No issues	Q4	SMA partnered to explore key locations within the City that can align with this action and assist in the development of the CEO KPI to develop and Events Activation Plan.
12.1.5	Explore options to enhance and activate Bunbury Wildlife Park.	Community Facilities	In Progress - On Track		No issues	Q3	New joint Team Leader role implemented until 30 June 2024 with focus on activation and relationship building.
12.1.6	Contribute towards Busselton Margaret River Regional Airport Marketing Fund.	CEO	Not Started	\$ 10,000	No issues	Q4	This is an annual commitment; we are yet to be invoiced.
12.1.7	Conduct anniversary celebrations for the Bunbury-Setagaya Sister City with incoming and outgoing tours.	City Growth	Not Started	\$ 10,000	No issues	Q4	The incoming tour was cancelled by the Setagaya team. Currently no outbound tour from Bunbury in this financial year.
12.1.9	Develop stage one implementation plan from the Visitor Centre Review.	City Growth	In Progress - On Track	\$ 100,000	No issues	Q4	Currently implementing Council decision of December 2022, address relocation to operate from two sites.



Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Outcome 13. A leading local government							
Objective 13.1 Provide strong, accountable leadership and governance.							
13.1.2	Provide an Annual Report with progress against outcomes in the Strategic Community Plan.	Strategy, Projects and Communications	In Progress - On Track		No issues	Q2	Data is currently being compiled. The Annual Report will be considered by Council at the OCM 20/12/2022.
13.1.3	Provide a Council and Community Dashboard with real performance measures aligned to outcomes in the Corporate Business Plan.	Digital Services	In Progress - On Track		No issues	Q4	Should now be responsibility of Corporate Reporting Officer.
13.1.5	Advocate for new City developments, equitable funding for the provision of regional infrastructure, high quality government service delivery, and additional private and government investment in Bunbury	CEO	In Progress - On Track	N/A	No issues	Q2	Staff have developed a discussion paper titled "Challenges Facing Bunbury as a Regional Hub", as well as supporting Ministerial Briefing Notes, Fact Sheets to surrounding LG's.
13.1.6	Advocate for greater diversity on Council.	Corporate Governance	Not Started		No issues	Q4	Next Council election will be held in October 2023.
Objective 13.2 Adopt innovations to improve business efficiencies and the customer experience.							
13.2.1	Implement Project Shine (COB Transformation)	Strategy and Organisational Performance	In Progress - On Track	\$ 852,775	No issues	Q4	The Evolve Program continues to be rolled out. The new services that were established during 2022 continue to be entrenched within the organisation. During 2023 these services will be refined and optimised to achieve the desired outcomes. Digital transformation has seen the HRIS module successfully implemented over past months. The functionality of the new HIRS is released into the organisation on an ongoing basis, with the understanding and usage increasing as this happens. The Customer Services (CX) Project is the second of the 7 phases of Digital Transformation and will be kicking off on 30 January.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
13.2.2 Undertake change management training	People and Safety	In Progress - Behind Schedule		No issues	Q4	Training for Leaders was completed in November 2022. Once Senior BP is replaced, focus on rolling out Framework to the rest of the organisation will commence.
13.2.3 Provide quarterly reporting on progress with implementation of the City of Bunbury Evolve Plan and the benefits achieved.	Strategy, Projects and Communications	In Progress - On Track		No issues	Q4	Evolve Plan reporting has commenced, with these reports being received by Council. Benefits mapping and measurement is currently being undertaken by the organisation, with the first round of reporting to include benefits mapping due to Council Jan 2023.
13.2.4 Develop and implement an integrated Customer Relationship Management system.	Digital Services	In Progress - On Track	\$ 754,550	No issues	Q4	Multi-year project, due for completion Q4 2023.
13.2.5 Conduct service reviews.	Strategy, Projects and Communications	In Progress - On Track		No issues	Q4	Service Reviews are being conducted across the Organisation, with major reviews currently underway in the Infrastructure, Sustainable Communities and Strategy and Organisational Performance Directorates. There is high demand for this work, resulting in prioritisation.
13.2.6 Provide an improved City website with an expanded range of online customer services.	Digital Services	In Progress - On Track	\$ 205,447	No issues	Q4	Multi-year project, due for completion Q4 2023 in conjunction with CRM.
13.2.7 Replace and upgrade corporate technology (computers, printers, photocopies, networking equipment)	Digital Services	In Progress - On Track	\$ 85,000	No issues	Q4	Majority of purchasing complete, continuing until end of financial year.
13.2.8 Replace fixed and mobile phones and devices.	Digital Services	In Progress - On Track	\$ 20,000	No issues	Q3	Ongoing: 80% progress made on schedule.
Objective 13.3 Effectively manage the City's resources.						
13.3.1 Provide annual reviews of the Corporate Business Plan and Long-Term Financial Plan	Strategy, Projects and Communications / Finance	In Progress - On Track		No issues	Q4	Work with Executive and Council has commenced to align known major projects with the Long-Term Financial Plan. This is a component of the review process for this document. CBP review will commence from 2023.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
13.3.2 Provide risk management.	Corporate Governance	In Progress - On Track		No issues	Q4	Operational Risk Register reviewed and updated - August 2022. Strategic Risk Register noted by Council 27/09/2022. Risk Appetite Statement endorsed by Council 27/09/2022. Implementation of PULSE software pushed back 12 months until early 2024. This is a multi-year action.
13.3.3 Provide annual budgets that provide for the delivery of the actions and projects identified in the Corporate Business Plan.	Finance	In Progress - On Track		No issues	Q4	The 2023/24 Budget will be developed in conjunction with Councillor Budget Workshops held during 2022/23.
13.3.4 Undertake research on available grants and prepare grant applications to fund priority projects in the Corporate Business Plan.	Strategy, Projects and Communications	In Progress - On Track		No issues	Q4	Research is ongoing to identify grant opportunities related to the Corporate Business Plan. Support for staff, through grant workshops, will occur in Q2.
13.3.5 Provide a review of the strategic procurement framework to optimise value for money across the City's procurement expenditure and increase local content.	Finance	Complete		No issues	Q1	On 28 June 2022 Council adopted the revised Purchasing Council Policy and the new Local Supplier Preference Council Policy. Council Decision 139/22.
13.3.7 Provide regular annual reviews of the 4-year Asset Management Plan and provide regular reports on the implementation progress on the action items in the Plan.	Projects and Asset Management	In Progress - On Track		No issues	Q4	Annual review underway, to be completed using internal resources.
13.3.8 Develop Business Cases for Future Capital Works.	Strategy, Projects and Communications	Not Started	\$ 40,000	No issues	Q4	This work will commence should the need for a Business Case be identified. This is being monitored with the Project Management Office (PMO).
13.3.10 Replace office furniture and equipment.	Infrastructure Maintenance Services	In Progress - On Track	\$ 25,000	No issues	Q4	As required project performing works ad-hoc.
13.3.11 Replace signs and line marking.	Infrastructure Maintenance Services	In Progress - On Track	\$ 25,000	No issues	Q4	Reinstatement of CBD car parking in progress.
13.3.12 Replace waste vehicles and plant (fleet)	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$ 207,000	No issues	Q4	Evaluation of RFQ for replacement of 1 x Ute underway, 2 x 'Walk Behind' pavement sweepers on order pending delivery in Q3.

Action	Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
13.3.13 Replace corporate heavy plant (fleet)	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$ 241,250	No issues	Q4	Purchase orders issued for replacement of 6-wheel tipper truck (insurance replacement) along with planned replacement of 1 x 4-wheeler tipper truck, 2 x mowers and 2 x trailers. Delivery of all these items is expected to occur between April and August 2023. RFQ for replacement of 1 x fairway mower has been issued to the market.
13.3.14 Replace corporate vehicles (fleet)	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$ 125,600	No issues	Q4	Evaluation of RFQ submissions for replacement of 3 x SUV's and 3 x Utes underway. Low response to tender, and no response provided for EV pricing so potential to be re-tendered. Lead time for vehicles currently between 3 and 9 months.
13.3.15 Replace corporate minor plant (fleet)	Waste Operations and Infrastructure Business Services	In Progress - On Track	\$30,000	No issues	Q3	Plan for Small Plant replacements for first half year completed and goods received.
13.3.16 Provide annual updates of the 4-year Workforce Plan to ensure sufficient resources for delivery of the Corporate Business Plan and ongoing services.	People and Safety	In Progress - On Track		No issues	Q3	A draft has been prepared and is waiting for data from the Service and Facility Plans to provide further information.
13.3.17 Provide an independent employee survey annually to engage employees and identify areas for improvement.	People and Safety	In Progress - Behind Schedule		No issues	Q2	Pulse results have been received by Leaders in January 2022. This will now be cascaded down to teams. An updated Culture Vision Plan will be completed by the end February 2023 and communicated to staff.
13.3.18 Conduct City of Bunbury Staff Conference	Community Connection	In Progress - On Track	\$ 30,000	No issues	Q3	Conference venue selected. Currently reviewing conference agenda.
13.3.19 Undertake culture coaching for City employees	People and Safety	In Progress - On Track		No issues	Q4	Ongoing. The Culture Coaching program continues in line with the City's Culture Vision Plan.

Action		Responsible	Progress	Budget	Status: Budget	Forecast Completion	Comment
Outcome 14. A well-informed community that is deeply engaged in decision making							
Objective 14.1 Effectively inform and engage the community about local issues, facilities, services and events.							
14.1.1	Provide a Community Engagement Framework.	Strategy, Projects and Communications	Complete		No issues	Q1	Community Engagement Framework is complete and being implemented. Select staff are being trained on the IAP2 approach underpinning this work in Q2 and Q3 to ensure sustainability of this work.
14.1.2	Undertake a community perceptions survey to assess the City's performance levels and community priorities.	Strategy, Projects and Communications	In Progress - On Track	\$ 20,000	No issues	Q4	Planning has commenced for this work, including quotations being considered. This work will not occur until 2023 to ensure alignment with previous timing.
14.1.3	Provide streamlined, real-time progress reports on the City's major projects.	Strategy, Projects and Communications	On Hold		Minor issues	Q4	Streamlined reporting has been completed for the City's major projects, however real time progress is dependent on software integration. This will not begin until 2024.

Want to help build a better, brighter Bunbury?

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

In person: 4 Stephen Street, Bunbury, WA, 6230

Phone: 08 97927000

Email: mayor@bunbury.wa.gov.au
info@bunbury.wa.gov



www.bunbury.wa.gov.au



10.4 Director Sustainable Communities

Nil

10.5 Director Infrastructure

Nil

11. Applications for Leave of Absence

Nil

12. Motions on Notice

Nil

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

13.2 Questions from Members

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

15. Meeting Closed to Public

15.1 Matters for which the Meeting may be Closed

15.1.1 Finalisation of Claim

File Ref:	CONFIDENTIAL		
Applicant/Proponent:	Internal		
Responsible Officer:	Gary Barbour, Director Sustainable Communities		
Responsible Manager:	Gary Barbour, Director Sustainable Communities		
Executive:	Mal Osborne, Chief Executive Officer		
Authority/Discretion	<input checked="" type="checkbox"/> Advocacy	<input type="checkbox"/> Review	
	<input type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	
	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes	
Attachments:	Confidential Appendix CRUSC-1: Finalisation of Claim		

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

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

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

15.2 Public Reading of Resolutions that may be made Public

16. Closure