



City of Bunbury Council

Minutes

28 November 2023



CITY OF BUNBURY

4 Stephen Street
Bunbury WA 6230
Western Australia

Correspondence to:
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Bunbury WA 6231

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Acknowledgement of Country

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

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

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

WE ARE OPEN

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

WE ARE BRAVE

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

Nature of Council's Role in Decision Making

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

1. Declaration of Opening / Announcements of Visitors

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

The Mayor welcomed Alan Ferris, Chief Executive Officer, to his first City of Bunbury council meeting.

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

Nil

4. Attendance

Council Members:	
Presiding Member:	Mayor J Miguel
Members:	Deputy Mayor T Smith
	Councillor T Brown
	Councillor B Andrew
	Councillor C Kozisek
	Councillor K Turner
	Councillor G Ghasseb
	Councillor P Ramesh
	Councillor M Quain
	Councillor K Steele
	Councillor M Steck
Executive Leadership Team (Non-Voting)	
Chief Executive Officer	Mr A Ferris
Director Sustainable Communities	Mr G Barbour
Director Strategy and Organisational Performance	Ms K Strachan
Director Infrastructure	Mr G Harris
City of Bunbury Officers (Non-Voting)	
Manager Governance	Mr G Golinski
Senior Governance Officer	Ms M Keegan
Governance Officer	Mr L Murphy
Senior Corporate Communications Officer	Ms K Fielding
Manager Finance	Mr D Ransom
Others (Non-Voting)	
Members of the Public	8

4.1 Apologies

Nil

4.2 Approved Leave of Absence

Nil

4.3 Attendance at Previous Meetings

*Data begins from 1 July 2023.

Meeting type	Mayor Miguel	Deputy Mayor Smith	Cr Andrew	Cr Brown	Cr Ghasseb	Cr Kozisek	Cr Quain	Cr Ramesh	Cr Steck	Cr Steele	Cr Turner
Ordinary Council Meeting	6/7	7/7	7/7	2/2	7/7	7/7	7/7	2/2	6/7	6/7	7/7
Special Council Meeting	5/5	5/5	5/5	1/1	4/5	5/5	5/5	1/1	4/5	5/5	5/5
Agenda Briefing	6/7	6/7	7/7	2/2	5/7	6/7	6/7	2/2	6/7	6/7	7/7
Audit Committee	1/1	N/A	1/1	N/A	N/A	1/1	N/A	N/A	N/A	N/A	N/A
Bunbury Events Advisory Committee	N/A	N/A	N/A	N/A	N/A	N/A	1/1	N/A	1/1	N/A	1/1
CEO Performance Review Committee	1/1	N/A	N/A	N/A	0/1	1/1	1/1	N/A	0/1	0/1	N/A
Disability Access and Inclusion Committee	N/A	N/A	1/1	N/A	0/1	N/A	N/A	N/A	N/A	N/A	1/1
Heritage Advisory Committee	N/A	1/1	N/A	N/A	N/A	1/1	1/1	N/A	N/A	N/A	N/A
International Relations Committee	N/A	1/1	N/A	N/A	0/1	N/A	N/A	N/A	N/A	N/A	N/A
Policy Review and Development Committee	N/A	1/1	N/A	N/A	N/A	0/1	1/1	N/A	N/A	1/1	N/A
Youth Advisory Council Committee	N/A	N/A	N/A	N/A	N/A	N/A	1/1	N/A	N/A	N/A	N/A

5. Declaration of Interest

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

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

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

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

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

Cr Andrew declared a financial interest in item 10.4.1 *Tourism working group* as he provides contract services for one of the nominees.

Cr Brown declared an impartiality interest in item 10.4.1 *Tourism working group* as he is acquainted with one of the nominees.

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

Nil

6.2 Responses to Public Questions Taken 'On Notice'

Nil

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

7.1 Minutes

7.1.1 Minutes – Ordinary Council Meeting

The minutes of the Ordinary meeting of the City of Bunbury Council held 7 November 2023 have been circulated.

Recommendation

The minutes of the Ordinary meeting of the City of Bunbury Council held 7 November 2023 be confirmed as a true and accurate record.

Voting Requirement: Simple Majority Required

Outcome of Meeting 28 November 2023

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

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

Council Decision 238/23

The minutes of the Ordinary meeting of the City of Bunbury Council held 28 November 2023 be confirmed as a true and accurate record.

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

7.1.2 Minutes – Council Advisory Committees

Nil

8. Petitions, Presentations, Deputations and Delegations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

8.4 Council Delegates' Reports

Nil

8.5 Conference Delegates' Reports

Nil

9. Method of Dealing with Agenda Business

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

Pursuant to Standing Order 5.5, the Council “*adopted by exception*” (i.e. without discussion) those recommendations listed for item 10.2.1, 10.3.1, 10.3.2, 10.3.3 and 10.3.4.

Items 10.3.5 and 10.4.1 were discussed and voted on separately. All items have been renumbered in the order they were considered with the items voted “*by exception*” listed first.

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

10. Reports

10.2.1 CEO Key Performance Indicators Quarter 1 2023-24

File Ref:	COB/6080
Applicant/Proponent:	Internal
Responsible Officer:	Alan Ferris, Chief Executive Officer
Responsible Manager:	Alan Ferris, Chief Executive Officer
Executive:	Alan Ferris, Chief Executive Officer
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3.1-A CEO KPIs Report – Period ending 30 September 2023

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 provide an update on the KPIs for Quarter 1, 2023-24.

Executive Recommendation

That Council:

1. Notes the CEO KPIs Quarter 1 2023-24 Report. For the period 30 September 2023, as presented in Appendix 10.3.1-A.
2. Agrees to amend the delivery date for CEO KPI 3.2. “Develop and implement strategies to address and improve performance by March 2024” to reflect a delivery date of May 2024.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

Nil

Background

Council resolved to endorse the Adopted CEO Performance Criteria 2023-24 at the Ordinary Council Meeting on 26 April 2023, Council Decision 061/23 and all CEO KPIs are to be formally reported to Council via an Agenda Item quarterly.

Council Policy Compliance

No Council Policy applies in this instance.

Legislative Compliance

No Legislative Compliance applies in this instance.

Officer Comments

The next CEO KPIs report is scheduled to be presented in the Council Agenda at the first Ordinary Council Meeting in February 2024, which will be reporting on Quarter 2 2023-24.

The purpose of a 2-month extension to the delivery of the CEO KPI 3.2. “Develop and implement strategies to address and improve performance by March 2024” to a delivery date of May 2024 would be to allow the CEO to obtain a holistic view on current activities and further opportunities for performance improvement by the City. Based on the insights gained, the CEO will guide staff through the consultation process with the working group and the rest of our Elected Members to develop a plan for optimisation.

Analysis of Financial and Budget Implications

Nil

Community Consultation

Nil

Councillor/Officer Consultation

Elected Members adopted the 2023-24 CEO KPIs at the Ordinary Council Meeting held on 24 April 2023 and Officers have assisted with the compilation of the Quarter 1 2023-24 report.

Outcome of Meeting 28 November 2023

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

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

Council Decision 239/23

That Council:

- 1. Notes the CEO KPIs Quarter 1 2023-24 Report. For the period 30 September 2023, as presented in Appendix 10.3.1-A.**
- 2. Agrees to amend the delivery date for CEO KPI 3.2. “Develop and implement strategies to address and improve performance by March 2024” to reflect a delivery date of May 2024.**

CARRIED UNANIMOUSLY
11 votes “for” / Nil votes “against”

10.3.1 Corporate Business Plan Quarter 1 2023-24

File Ref:	COB/6080
Applicant/Proponent:	Internal
Responsible Officer:	Beth Perry, Corporate Reporting Officer
Responsible Manager:	Jordan Hunt, A/Manager Strategy, Projects and Communications
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative
Attachments:	Appendix 10.3.2-A Corporate Business Plan Report – Period ending 30 September 2023

Summary

The Corporate Business Plan 2023 - 2027 provides the Bunbury community with a plan to deliver the vision, goals, and objectives of the Strategic Community Plan.

The purpose of this report is to provide Council with an update on the progress toward key objectives and actions outlined in the Corporate Business Plan for Quarter 1 2023-24.

Executive Recommendation

That Council notes the Corporate Business Plan Quarter 1 2023-24 Report. For the period 30 September 2023, as presented in Appendix 10.3.2-A.

Voting Requirement: Simple Majority

Strategic Relevance

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

Regional Impact Statement

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

Background

Council resolved to endorse The Corporate Business Plan 2023 - 2027 at the Special Council Meeting held on 25 July 2023. Quarterly reporting against progress toward the Corporate Business Plan is undertaken as part of the City's Integrated Strategic Planning and Reporting Framework for each quarter.

Council Policy Compliance

Not applicable.

Legislative Compliance

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

Officer Comments

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

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

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

The report outlines progress towards actions scheduled for completion within the 2023-2024 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 2023 -2027, and Annual Budget 2023-2024.

Community Consultation

Nil

Councillor/Officer Consultation

Elected Members adopted The Corporate Business Plan 2023 - 2027 at the Special Council Meeting held on 25 July 2023. The Plan was developed in consultation with Executives, Managers, and Officers. Executive and Managers were engaged by Officers in compilation of the Quarter 1 2023-24 report.

Outcome of Meeting 28 November 2023

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

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

Council Decision 240/23

That Council notes the Corporate Business Plan Quarter 1 2023-24 Report. For the period 30 September 2023, as presented in Appendix 10.3.2-A.

CARRIED UNANIMOUSLY
11 votes “for” / Nil votes “against”

10.3.2 Schedule of Accounts Paid for the period 1 October 2023 to 31 October 2023

File Ref:	COB/4736	
Applicant/Proponent:	Internal Report	
Responsible Officer:	David Ransom, Manager Finance	
Responsible Manager:	David Ransom, Manager Finance	
Executive:	Karin Strachan, Director Strategy & Organisational Performance	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes <input type="checkbox"/> Quasi-Judicial
Attachments:	Appendix 10.3.3-A: Schedule of Accounts Paid	

Summary

The City of Bunbury "*Schedule of Accounts Paid*" covering the period 1 October 2023 to 31 October 2023 is attached at Appendix 10.3.3-A. The schedule contains details of the following transactions;

1. Municipal Account – payments totalling \$9,803,742.32
2. Trust Account – payments totalling \$18,361.04
3. Visitor Information Centre Trust Account – payments totalling \$9,917.60

Executive Recommendation

The Schedule of Accounts Paid for the period 1 October 2023 to 31 October 2023 be received.

Voting Requirement: Simple Majority

Outcome of Meeting 28 November 2023

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

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

Council Decision 241/23

The Schedule of Accounts Paid for the period 1 October 2023 to 31 October 2023 be received.

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

10.3.3 Financial Management Report for the Period Ending 30 September 2023

File Ref:	COB/5709
Applicant/Proponent:	Internal Report
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.3.4-A: Statement of Comprehensive Income Appendix 10.3.4-B: Statement of Financial Activity Appendix 10.3.4-C: Statement of Net Current Assets Appendix 10.3.4-D: Statement of Financial Position Appendix 10.3.4-E: Capital Projects Expenditure Summary Appendix 10.3.4-F: Operating Projects Expenditure Summary Appendix 10.3.4-G: Monthly Community Financial Report

Summary

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

- Statement of Comprehensive Income (**attached** at Appendix 10.3.4-A)
Actual Financial Performance to 30 September 2023 (refer explanations within the report)
 - Actual operating income of \$57.51M is \$153K more than the year-to-date budgeted income of \$57.35M.
 - Actual operating expenditure of \$17.52M is \$296K under the year-to-date budgeted expenditure of \$17.82M.
 - Actual operating surplus of \$39.98M is \$449K more than the year-to-date budgeted operating deficit of \$39.53M.

- Statement of Financial Activity (**attached** at Appendix 10.3.4-B)

Closing funding surplus to 30 June 2024 is forecast at \$160K which is on target with the current budget.

- Statement of Financial Position (**attached** at Appendix 10.3.4-D)

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

	Year-to-date	Forecast
* Current Assets of \$83.82M includes:		
- Cash and Investments	\$55.35M	\$23.25M
- Rates Receivable	\$26.22M	\$1.93M
- Other Current Assets	\$2.25M	\$3.40M
* Current Liabilities of \$17M includes:		
- Trade and Other Payables	\$8.50M	\$9.17M
- Annual Leave and LSL Provisions	\$5.35M	\$5.68M
* Working Capital (Current Assets less Current Liabilities)	\$66.82M	\$11.43M

- | | | | |
|---|---|-----------|-----------|
| * | Equity
(Total Assets less Total Liabilities) | \$526.76M | \$487.58M |
|---|---|-----------|-----------|
4. Capital Works (**attached** at Appendix 10.3.4-E)
- Actual capital works of \$3.28M is \$1.55M less than the year-to-date budgeted capital works of \$4.84M. (refer explanation within report)
 - The progress of capital works is monitored monthly.
 - Capital works include a combination of funding sources including municipal, reserve and grant funds.
5. Operating Project Expenditure (**attached** at Appendix 10.3.4-F)
- Actual operating project expenditure of \$859K is \$426K less than the year-to-date budgeted operating project expenditure of \$1.28M.
 - Operating projects include a combination of funding sources including municipal, reserve and grant funds.

Executive Recommendation

The Financial Management Report for the period ending 30 September 2023 be received.

Voting Requirement: Simple Majority

Strategic Relevance

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

Background

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

- Statement of Comprehensive Income (**attached** at Appendix 10.3.4-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.4-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.4-C)
- Statement of Financial Position (**attached** at Appendix 10.3.4-D)
- Capital Projects Expenditure Summary (**attached** at Appendix 10.3.4-E)
- Operating Projects Summary (**attached** at Appendix 10.3.4-F)
- Monthly Community Financial Report (**attached** at Appendix 10.3.4-G)

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

Council Policy Compliance

Not applicable.

Legislative Compliance

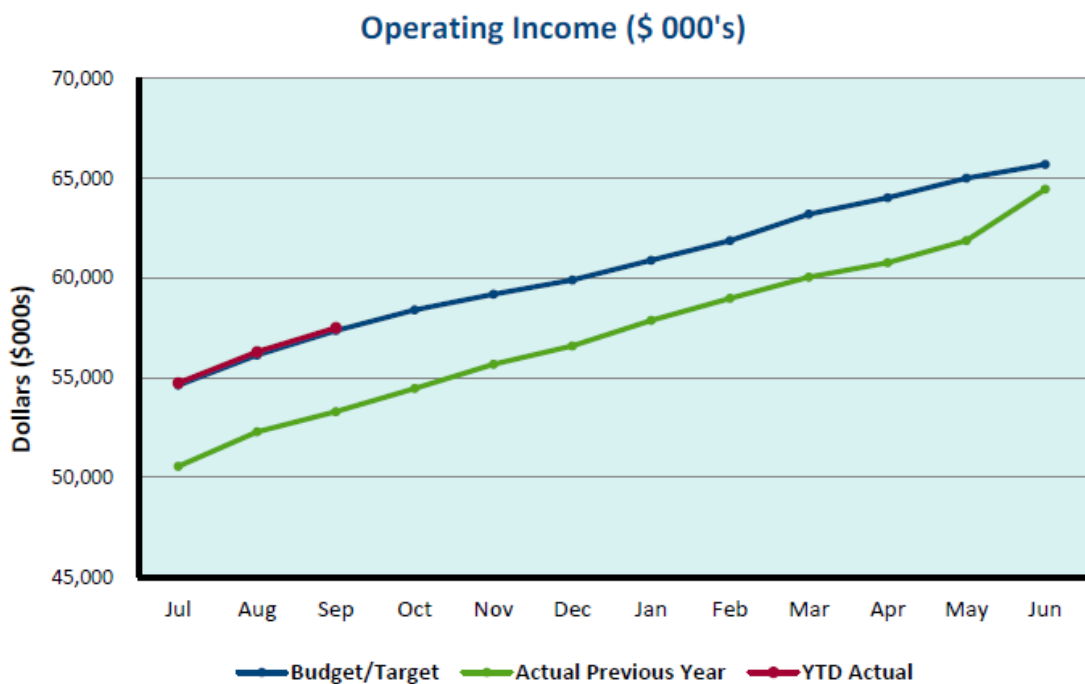
In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (**attached** at Appendix 10.3.4-B) reporting

on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Special Council Meeting 25 July 2023, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$25,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2023/24.

Officer Comments

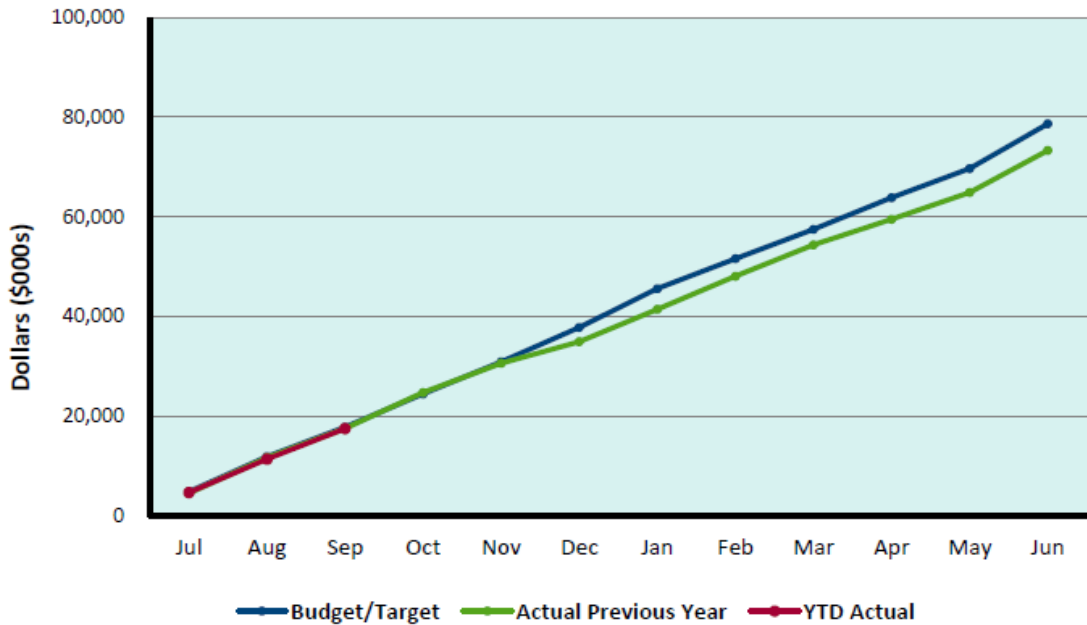
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



Note: Operating income includes: rates, fees and charges, operating grants and subsidies, contributions, reimbursements and donations, interest and other revenue.

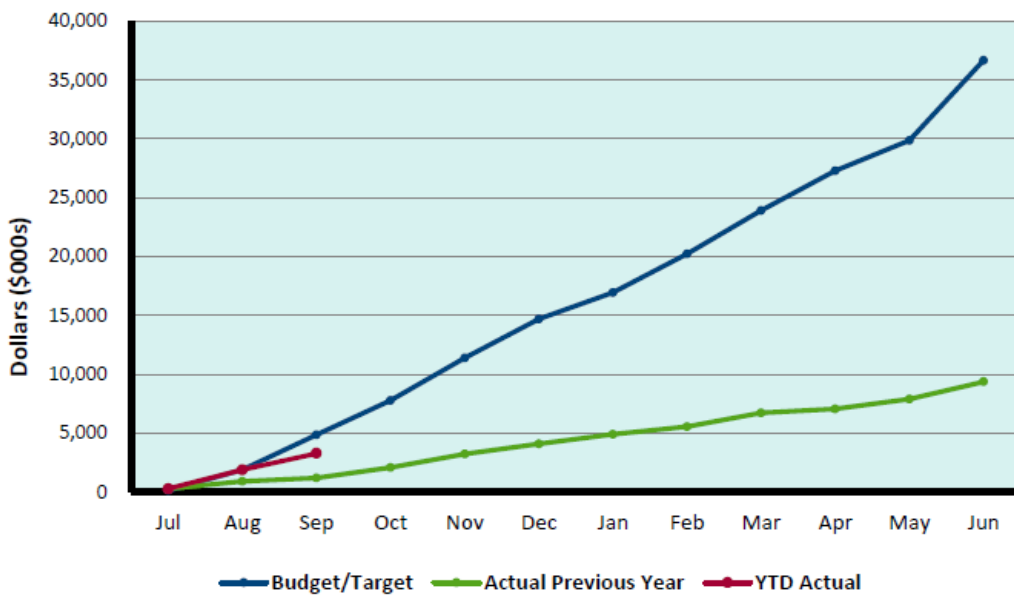
Actual Income of \$57.51M is \$153K above the year-to-date budgeted income of \$57.35M.

Operating Expenditure (\$ 000's)



Note: Actual operating expenditure is below the year-to-date budget by \$296K.

Capital Expenditure (\$ 000's)



Note: The actual capital expenditure at the end of September 2023 of \$3.28M is \$1.55M less than the year-to-date budget of \$4.84M. The monthly Capital Projects Summary report provides more detail on all capital projects.

The following is an explanation of significant variances identified in the statement of Financial Activity. Please refer to Appendices 10.3.4-E and 10.3.4-F for more detailed information regarding projects:

Statement of Financial Activity	YTD Actual to Budget Variance
Operating Revenue	
<i>Contributions Reimbursements and Donations</i> – favourable year-to-date variance mainly due to reimbursements from workers compensation of \$26K, paid parental leave of \$9K, and insurance claims of \$9K. Forecast adjustments have been entered and will be included in the October 2023 Budget Review.	\$64,236 47%
Capital Expenses	
<p><i>Acquisition of Assets</i> – year-to-date variance due to the timing of capital expenditure. The capital projects are monitored monthly. Key project variances include:</p> <p style="padding-left: 40px;">PR-4710 Replace corporate heavy plant- 2022/23 - \$472K PR-5089 Replace administration building air-conditioner chiller-\$340K PR-1543 Boulters Heights Redevelopment- \$249K PR-2403 Replace Forrest Park Pavilion- \$202K PR-4859 Expand Path Network 2023/24- \$151K PR-4865 Asset Replacement – Personal Computers 2023/24 - \$100K PR-5114 Beautifying Bunbury Streetscapes 23/24 - \$100K</p>	\$1,554,106 32%

Analysis of Financial and Budget Implications

This Financial Management Report on the financial performance of the City is provided for Councillors information and does not have any financial or budget implications for the 2023/24 financial year. Any forecast adjustments noted will be included in the October 2023 Budget Review.

Community Consultation

There is no requirement for community consultation on this report. A Monthly Community Financial Report (attached at Appendix 10.3.4-G) has been prepared to give the community an easy-to-understand summary of the City’s financial performance. Once received by Council, this report will be made available on the City’s website for community information.

Councillor/Officer Consultation

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

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

Outcome of Meeting 28 November 2023

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

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

Council Decision 242/23

The Financial Management Report for the period ending 30 September 2023 be received.

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

10.3.4 Financial Management Report for the Period Ending 31 October 2023

File Ref:	COB/5709	
Applicant/Proponent:	Internal Report	
Responsible Officer:	David Ransom, Manager Finance	
Responsible Manager:	David Ransom, Manager Finance	
Executive:	Karin Strachan, Director Strategy and Organisational Performance	
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Attachments:	Appendix 10.3.4-A: Statement of Comprehensive Income Appendix 10.3.4-B: Statement of Financial Activity Appendix 10.3.4-C: Statement of Net Current Assets Appendix 10.3.4-D: Statement of Financial Position Appendix 10.3.4-E: Capital Projects Expenditure Summary Appendix 10.3.4-F: Operating Projects Expenditure Summary Appendix 10.3.4-G: Monthly Community Financial Report	

Summary

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

1. Statement of Comprehensive Income (**attached** at Appendix 10.3.4-A)
 Actual Financial Performance to 31 October 2023 (refer explanations within the report)
 - Actual operating income of \$58.67M is \$168K more than the year-to-date budgeted income of \$58.51M.
 - Actual operating expenditure of \$23.19M is \$740K under the year-to-date budgeted expenditure of \$23.93M.
 - Actual operating surplus of \$35.48M is \$908K more than the year-to-date budgeted operating deficit of \$34.57M.

2. Statement of Financial Activity (**attached** at Appendix 10.3.4-B)

As a result of the October 2023 Budget Review, the Closing Funding Surplus to 30 June 2024 has reduced from a forecast surplus of \$160K to a forecast surplus of \$94K, a reduction of \$66K. Please refer to the October 2023 Budget Review agenda item for full details of forecast changes.

3. Statement of Financial Position (**attached** at Appendix 10.3.4-D)

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

	Year-to-date	Forecast
* Current Assets of \$79.42M includes:		
- Cash and Investments	\$53.95M	\$23.14M
- Rates Receivable	\$22.77M	\$1.93M
- Other Current Assets	\$2.70M	\$2.28M
* Current Liabilities of \$15.45M includes:		
- Trade and Other Payables	\$7.77M	\$8.48M
- Annual Leave and LSL Provisions	\$5.25M	\$5.58M

- | | | |
|--|-----------|-----------|
| * Working Capital
(Current Assets less Current Liabilities) | \$63.97M | \$11.70M |
| * Equity
(Total Assets less Total Liabilities) | \$525.29M | \$488.74M |
4. Capital Works (**attached** at Appendix 10.3.4-E)
- Actual capital works of \$4.92M is \$2.85M less than the year-to-date budgeted capital works of \$7.77M (refer explanation within report).
 - The progress of capital works is monitored monthly.
 - Capital works include a combination of funding sources including municipal, reserve and grant funds.
5. Operating Project Expenditure (**attached** at Appendix 10.3.4-F)
- Actual operating project expenditure of \$1.28M is \$589K less than the year-to-date budgeted operating project expenditure of \$1.87M.
 - Operating projects include a combination of funding sources including municipal, reserve and grant funds.

Executive Recommendation

The Financial Management Report for the period ending 31 October 2023 be received.

Voting Requirement: Simple Majority

Strategic Relevance

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

Background

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

- Statement of Comprehensive Income (**attached** at Appendix 10.3.4-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.4-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.4-C)
- Statement of Financial Position (**attached** at Appendix 10.3.4-D)
- Capital Projects Expenditure Summary (**attached** at Appendix 10.3.4-E)
- Operating Projects Summary (**attached** at Appendix 10.3.4-F)
- Monthly Community Financial Report (**attached** at Appendix 10.3.4-G)

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

Council Policy Compliance

Not applicable.

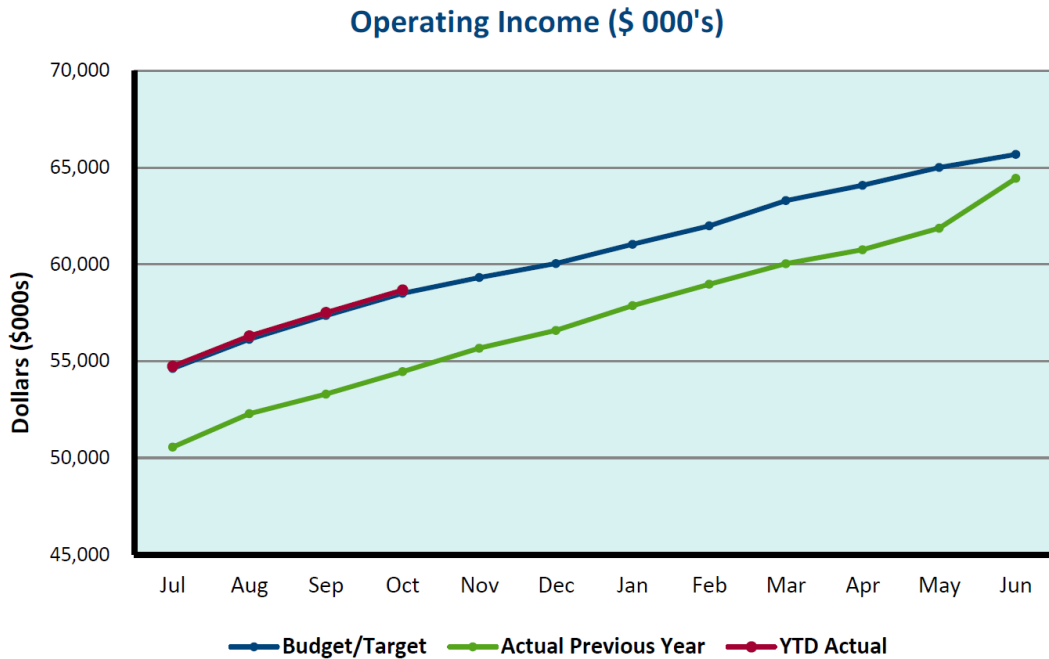
Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (**attached** at Appendix 10.3.4-B) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Special Council Meeting 25 July 2023, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$25,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2023/24.

Officer Comments

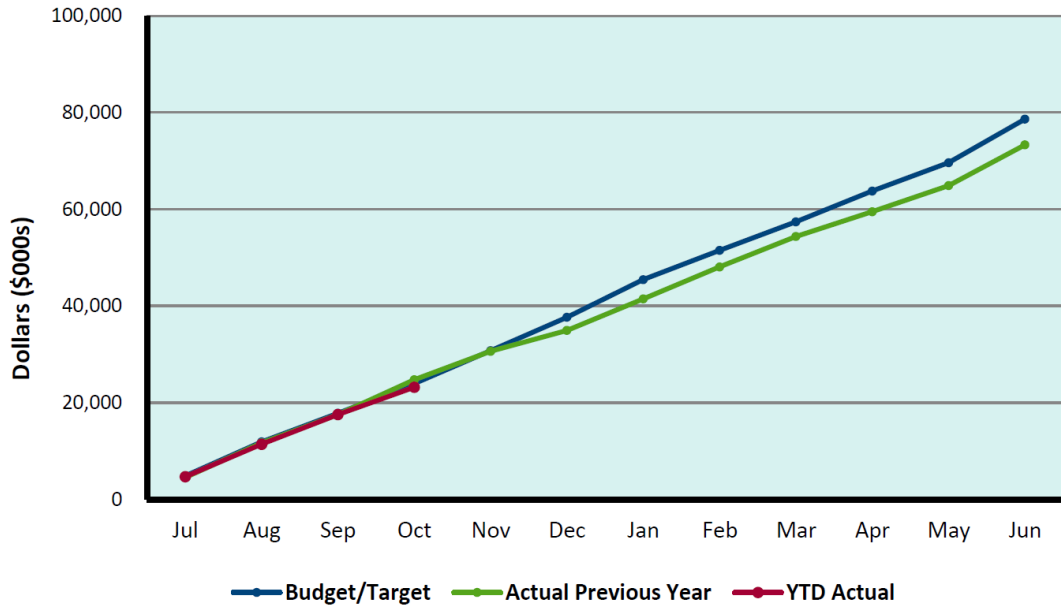
The Operating Income, Operating Expenditure and Capital Expenditure graphs provide an overview on how the actual income/expenditure is tracking to budget and the previous financial year. Comments are provided on each graph regarding the current financial position.



Note: Operating income includes: rates, fees and charges, operating grants and subsidies, contributions, reimbursements and donations, interest and other revenue.

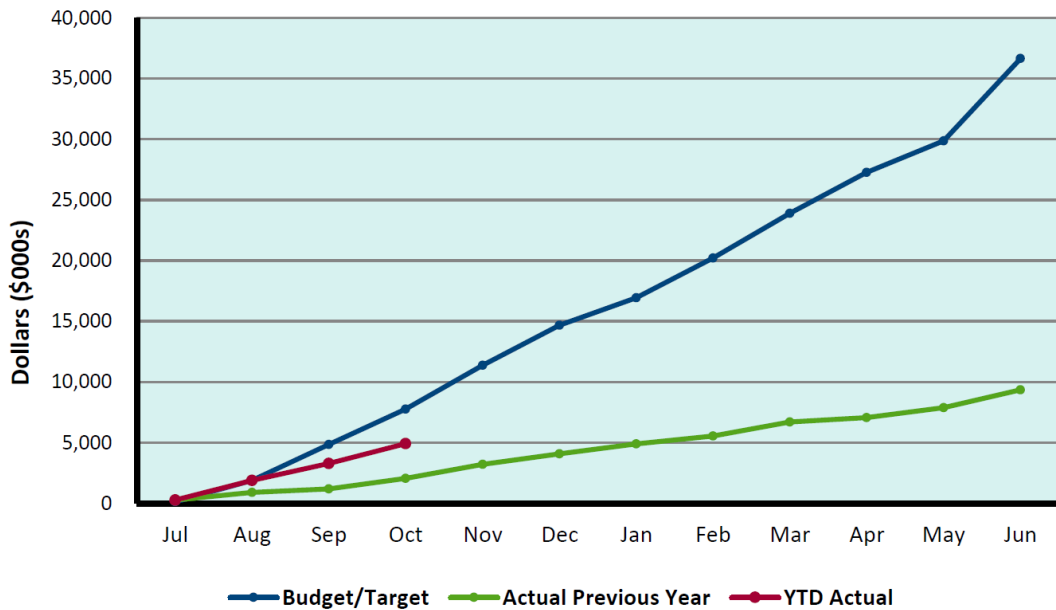
Actual Income of \$58.67M is \$168K above the year-to-date budgeted income of \$58.51M.

Operating Expenditure (\$ 000's)



Note: Actual operating expenditure is below the year-to-date budget by \$740K.

Capital Expenditure (\$ 000's)



Note: The actual capital expenditure at the end of October 2023 of \$4.92M is \$2.85M less than the year-to-date budget of \$7.77M. The monthly Capital Projects Summary report provides more detail on all capital projects.

The following is an explanation of significant variances identified in the statement of Financial Activity. Please refer to Appendices 10.3.4-E and 10.3.4-F for more detailed information regarding projects:

Statement of Financial Activity	YTD Actual to Budget Variance
Operating Revenue	
<i>Contributions Reimbursements and Donations</i> – favourable year-to-date variance mainly due to reimbursements from workers compensation (\$37K), insurance reimbursements (\$51K), paid parental leave (\$15K), and legal fees (\$5K). Forecast adjustments have been entered and are included in the October 2023 Budget Review.	\$131,925 63%
Capital Expenses	
<p><i>Acquisition of Assets</i> – year-to-date variance due to the timing of capital expenditure. The capital projects are monitored monthly. Key project variances include:</p> <ul style="list-style-type: none"> PR-1543 Boulter's Heights Redevelopment - \$365K PR-5105 Renew foreshore marine walls 2023/24 - \$353K PR-4710 Replace corporate heavy plant- 2022/23 - \$301K PR-2403 Replace Forrest Park Pavilion - \$251K PR-4871 Renew, resleeve and improve drainage network 2023/24 - \$150K PR-5114 Beautifying Bunbury Streetscapes 23/24 - \$135K PR-4867 Renew community buildings 2023/24 - \$123K PR-1103 Realign and widen Ocean Drive - \$111K PR-4865 Asset Replacement – Personal Computers 2023/24 - \$98K PR-2293 Replace corporate heavy plant - \$90K PR-4859 Expand Path Network 2023/24 - \$84K PR-5089 Replace administration building air-conditioner chiller - \$70K 	\$2,850,350 37%

Analysis of Financial and Budget Implications

This Financial Management Report on the financial performance of the City is provided for Councillors information and does not have any financial or budget implications for the 2023/24 financial year. Any forecast adjustments noted have been included in the October 2023 Budget Review, which is included in this agenda.

Community Consultation

There is no requirement for community consultation on this report. A Monthly Community Financial Report (attached at Appendix 10.3.4-G) has been prepared to give the community an easy-to-understand summary of the City's financial performance. Once received by Council, this report will be made available on the City's website for community information.

Councillor/Officer Consultation

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

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

Outcome of Meeting 28 November 2023

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

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

Council Decision 243/23

The Financial Management Report for the period ending 31 October 2023 be received.

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

10.3.5 October 2023 Budget Review

File Ref:	COB/5556
Applicant/Proponent:	Internal Report
Responsible Officer:	David Ransom, Manager Finance
Responsible Manager:	David Ransom, Manager Finance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
Attachments:	Appendix 10.3.3-A: Statement of Comprehensive Income Appendix 10.3.3-B: Statement of Financial Activity Appendix 10.3.3-C: Statement of Net Current Assets Appendix 10.3.3-D: Statement of Financial Position Appendix 10.3.4-A: Budget Review October 2023

Summary

Council adopted the 2023/24 Budget on 25 July 2023 totalling \$102.6M, comprising \$36.6M of capital works, \$2.5M debt reduction and \$63.5M in operating expenditure (excluding depreciation).

A review of this budget has been conducted with the purpose of adjusting the budgeted opening surplus position as at 1 July 2023 to agree with the actual opening surplus position; to provide any adjustments to existing budgets and to recommend any additional projects.

The opening surplus position as at 1 July 2023 increased by \$416K following the preparation of the 2022/23 Annual Financial Statements for audit in October 2023. The changes to existing budget items and the new capital and operating projects are detailed in the Budget Review October 2023 report (refer Appendix 10.3.4-A) and has resulted in a decrease in the City's forecast closing surplus as at 30 June 2024.

The budget review resulted in an increase in the total 2023/24 budget from \$102.6M to \$105.4M, an increase of \$2.8M. The Operating Deficit will increase from \$11.6M to \$13.4M, an increase of \$1.8M, and Capital Expenditure will result in an increase of \$352K from \$39.19M to \$39.55M, these increases are inclusive of the City's contributions to the Bunbury Harvey Regional Council of \$1.35M as per Council Decision 177/23.

As a result of the above changes, the adopted budgeted closing surplus at 30 June 2024 will decrease by \$66K from a surplus of \$160K to a surplus of \$94K.

The following supporting documents are attached for the 2023/24 Revised Budget:

- Budget Review October 2023 (**attached** at Appendix 10.3.4-A)
- Statement of Comprehensive Income (**attached** at Appendix 10.3.3-A)
- Statement of Financial Activity (**attached** at Appendix 10.3.3-B)
- Statement of Net Current Assets (**attached** at Appendix 10.3.3-C)
- Statement of Financial Position (**attached** at Appendix 10.3.3-D)

Executive Recommendation

That Council adopt the October 2023 Budget Review with the following budget variations and amends the current budget accordingly:

Original Budget Surplus Closing Funds	\$160,187
Increase in Opening Funds (<i>to adjust budgeted position at 30 June 2023 to agree with the actual financial position</i>)	\$416,112
	<u>\$576,299</u>

October 2023 Budget Review Changes

Operating Revenue:	
- Increase Operating Grants and Subsidies	\$180,343
- Increase Fees and Charges	\$34,481
- Increase Contributions, Reimbursements and Donations	\$264,490
- Increase Interest Received	\$30,000
- Increase Other Revenue	\$816
	<u>\$510,130</u>
Operating Expenses:	
- Increase Employee Costs	(\$148,846)
- Increase Material and Contracts	(\$626,777)
- Increase Other Expense	(\$227,723)
	<u>(\$1,003,346)</u>
Capital Revenue:	
- Increase Grant/Contributions for Assets	\$195,555
- Increase Transfers from Reserves (Restricted Cash)	\$167,774
	<u>\$363,329</u>
Capital Expenditure:	
- Increase in Materials and Contracts	(\$352,291)
	<u>(\$352,291)</u>
Net Decrease in Closing Funding Surplus from Budget Review	<u>(\$482,178)</u>
Revised Budgeted Surplus Closing Funds at 30 June 2024	<u>\$94,121</u>

Voting Requirements: **Absolute Majority**

Strategic Relevance

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

Background

The Executive Leadership Team, Managers and Finance Staff have reviewed the 2023/24 Budget. Budget review items have been identified and supporting financial statements prepared incorporating budget forecasts to 30 June 2024.

The October 2023 Budget Review is presented to Council for consideration.

Council Policy Compliance

Not applicable.

Legislative Compliance

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

(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must –

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after Council has adopted the Budget Review, a copy of the review and Council's decision is to be provided to the Department of Local Government.

The October Budget Review is in addition to the above legislative requirements, which will be fulfilled with the February 2024 Budget Review.

Officer Comments

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

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

Analysis of Financial and Budget Implications

The opening surplus position as at 1 July 2023 will increase by \$416K. The changes to the existing budget items and the new capital and operating projects as detailed in the Budget Review October 2023 report (refer Appendix 10.3.4-A) will result in net cash decrease of \$482K.

The budget review resulted in an increase in the total 2023/24 budget from \$102.6M to \$105.4M, an increase of \$2.8M. The Operating Deficit will increase from \$11.6M to \$13.4M, an increase of \$1.8M, and Capital Expenditure will result in an increase of \$352K from \$39.19M to \$39.55M, these

increases are inclusive of the City's contributions to the Bunbury Harvey Regional Council of \$1.35M as per Council Decision 177/23.

As a result of the above changes, the adopted budgeted closing surplus at 30 June 2024 will decrease by \$66K from a surplus of \$160K to a surplus of \$94K.

The following summary shows the cash adjustments required to fund the decrease in the closing surplus.

1.	Decrease in Funds required from Budget Review Report (attached at Appendix 10.3.4-A)	(\$649,952)
2.	<u>Reserve Adjustments:</u>	
	<i>Less Reserve funds not required (increase in reserves):</i>	
	<i>Asset Management and Renewal</i>	(\$52,119)
	<i>Employee Entitlements and Insurance</i>	(\$37,000)
	<i>Refuse Collection and Waste Minimisation</i>	(\$68,327)
	<i>Add additional reserve funds required (decrease in reserve):</i>	
	<i>Airport</i>	\$143,311
	<i>Canal Management</i>	\$4,000
	<i>City Growth</i>	\$161,940
	<i>General Parking</i>	\$8,494
	<i>Town Planning Scheme</i>	\$7,475
	Total Reserve Adjustments	\$167,774
	Total Decrease in Closing Funds from October Budget Review	(\$482,178)

Details of the budget changes contained within this budget review are shown in the Budget Review October 2023 report **attached** at Appendix 10.3.4-A and the Financial Statements **attached** at Appendices 10.3.4-A to 10.3.4-D.

Community Consultation

There is no requirement for community consultation on this report.

Councillor/Officer Consultation

The Executive Leadership Team have reviewed the October 2023 Budget Review which has been presented to Council in a workshop on the 7th November 2023.

Outcome of Meeting 28 November 2023

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

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

Council Decision 244/23

That Council adopt the October 2023 Budget Review with the following budget variations and amends the current budget accordingly:

<i>Original Budget Surplus Closing Funds</i>	<i>\$160,187</i>
<i>Increase in Opening Funds (to adjust budgeted position at 30 June 2023 to agree with the actual financial position)</i>	<i>\$416,112</i>
	<i><u>\$576,299</u></i>

October 2023 Budget Review Changes

<i>Operating Revenue:</i>	
- <i>Increase Operating Grants and Subsidies</i>	<i>\$180,343</i>
- <i>Increase Fees and Charges</i>	<i>\$34,481</i>
- <i>Increase Contributions, Reimbursements and Donations</i>	<i>\$264,490</i>
- <i>Increase Interest Received</i>	<i>\$30,000</i>
- <i>Increase Other Revenue</i>	<i>\$816</i>
	<i>\$510,130</i>
<i>Operating Expenses:</i>	
- <i>Increase Employee Costs</i>	<i>(\$148,846)</i>
- <i>Increase Material and Contracts</i>	<i>(\$626,777)</i>
- <i>Increase Other Expense</i>	<i>(\$227,723)</i>
	<i>(\$1,003,346)</i>
<i>Capital Revenue:</i>	
- <i>Increase Grant/Contributions for Assets</i>	<i>\$195,555</i>
- <i>Increase Transfers from Reserves (Restricted Cash)</i>	<i>\$167,774</i>
	<i>\$363,329</i>
<i>Capital Expenditure:</i>	
- <i>Increase in Materials and Contracts</i>	<i>(\$352,291)</i>
	<i>(\$352,291)</i>
<i>Net Decrease in Closing Funding Surplus from Budget Review</i>	<i>(\$482,178)</i>
<i>Revised Budgeted Surplus Closing Funds at 30 June 2024</i>	<i><u>\$94,121</u></i>

11 votes “for” / Nil votes “against”

10.4.1 Tourism Working Group

File Ref:	COB/386
Applicant/Proponent:	Internal
Responsible Officer:	Felicity Anderson, Manager City Growth
Responsible Manager:	Felicity Anderson, Manager City Growth
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:	Confidential Appendix 10.4.1-A: Tourism Working Group Proposed Community and Industry Representatives Matrix (<i>under separate cover</i>)

Summary

This report seeks endorsement of community members and agency/industry representatives to the Tourism Working Group following the Council decision 220/23 on 17th October 2023.

Executive Recommendation

That Council:

1. Appoints the candidates as identified at Confidential Appendix 10.4.1-A as the Retail & Business sector; Bunbury Geographe Chamber of Commerce and Ratepayer/Community members on the Tourism Working Group.
2. Request the CEO to directly approach one representative for each of the vacant Food & Beverage (Hospitality) and Hotel & Accommodation sectors for appointment to the Tourism Working Group.

Voting Requirement: Simple Majority

Strategic Relevance

Pillar	Prosperity
Aspiration	A strong and diversified economy
Outcome	A unique and desirable destination within the South West region
Objective	Develop and promote a competitive tourism offer to attract more visitors

Regional Impact Statement

It is important that with the development of a Working Groups to help inform the development of a Tourism Plan, that previous work from the Bunbury Geographe Tourism Partnership is recognised and considered to inform any objectives and action areas. Taking a regional approach in the preparation of a tourism strategy allows the City to benefit from existing and upcoming regional opportunities.

Background

The matter to create a Tourism working group was determined at the Ordinary Council meeting 17 October 2023:

Council Decision 220/23

That Council:

1. *Endorse the establishment of a City of Bunbury Tourism Working Group:*
 - (a) *Endorse the Draft Terms of Reference for the City of Bunbury Tourism Working Group as attached at Appendix 10.4.3-C.*
 - (b) *Endorse the City going out to advertising for the Membership as outlined in the Terms of Reference.*
2. *Endorse the preparation of a Bunbury Tourism Plan in line with the recommendations of the Economic Development Action Plan.*
3. *Consider the allocation of \$40,000 through the 23/24 Budget Review Process to engage a Consultant to prepare the Bunbury Tourism Plan*

Council Policy Compliance

The City's Governance Framework makes provision for the establishment of Working/Advisory Groups as a mechanism for facilitating and improving broader participation in the City's decision-making process.

Legislative Compliance

Not applicable.

Officer Comments

As the Tourism Working Group is not an official Advisory Committee the adherence to *Local Government Act 1995* requirements regarding establishment are not applicable. In line with point 1 (b) advertising was undertaken allowing for interested stakeholders who are currently operating and/or have interests and experience within identified Tourism sectors to nominate.

Limited nominations were received.

Given that several sectors did not bring forth applicants, direct approaches by City Officers to sector representative is recommend to fill these vacancies, this may mean that there is a small delay to anticipated meeting timeframes.

Several interested businesses have indicated that the time of year was challenging, particularly for small local businesses given this is their peak holiday/summer season with significant demand on their resources and time. They indicated they would have nominated if this was outside their peak season.

It is important to acknowledge the need to have equity and balance of industry sector representation to ensure a variety of experiences and views are offered from the membership of the Tourism Working Group.

Analysis of Financial and Budget Implications

Financial implications are reflected in point 3 of Council Decision 220/23 being:

3. *Consider the allocation of \$40,000 through the 23/24 Budget Review Process to engage a Consultant to prepare the Bunbury Tourism Plan.*

Further financial implications will include staff resource time being redirected from other projects, potentially impacting time frames and delivery of other activities and operations to facilitate the TWG, given the TWG was not a planned activity for in the 2023/24 program.

Community Consultation

Nil

Councillor/Officer Consultation

Nil

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Membership will be advised following Councils decision.

Outcome of Meeting 28 November 2023

Cr Andrew left the meeting at 5:37pm as had declared a financial interest in this matter.

The recommendation (as written) was moved by Cr Steck and seconded by Cr Turner.

To allow questions relating to Confidential Appendix 10.4.1-A, a procedural motion pursuant to Standing Order 11.1(h) that the meeting be closed to the public was moved by Cr Steele and seconded by Cr Kozisek. The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 245/23

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

10.4.1 Tourism Working Group

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

The meeting was closed to the public at 5:38pm.

A procedural motion pursuant to Standing Order 11.1(h) that the meeting be reopened to the public was moved by Cr Steck and seconded by Cr Turner. The Mayor put the motion to the vote, and it was adopted to become the Council's decision on the matter.

Council Decision 246/23

That the meeting be reopened to the public.

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

The meeting was re-opened to the public at 5:41pm.

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

Council Decision 247/23

That Council:

- 1. Appoints the candidates as identified at Confidential Appendix 10.4.1-A as the Retail & Business sector; Bunbury Geographe Chamber of Commerce and Ratepayer/Community members on the Tourism Working Group.**
- 2. Request the CEO to directly approach one representative for each of the vacant Food & Beverage (Hospitality) and Hotel & Accommodation sectors for appointment to the Tourism Working Group.**

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

For transparency, the candidates appointed to the Tourism Working Group are Sam Morris, Julie Broad and Brian Rettinger.

Cr Andrew returned to the chamber at 5:42pm.

11. Applications for Leave of Absence

Nil

12. Motions on Notice

12.1 Councillor Ghasseb

Councillor Ghasseb advised that he will be deferring the motion he had provided notice of to the next ordinary meeting of the Council on 12 December 2023.

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

Nil

13.2 Questions from Members

Councillor Ghasseb asked the following question:

It has come to my attention that there is a City of Bunbury community forum on 13 December about Reconciliation. Can someone please expand on that?

The Mayor provided the following response:

The City's First Nation officer has been planning this with the Director Sustainable Communities. This date was originally set as a placeholder, is in the Councillor Diary and will be open to the public. Unfortunately the Officer has been away this week, so some information has not yet been circulated. More information will be coming out, however it will be a forum around a yarning session about the City's next steps. The 13 December is the date for anyone interested.

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

Nil

15. Meeting Closed to Public

15.1 Matters for which the Meeting may be Closed

Nil

15.2 Public Reading of Resolutions that may be made Public

Nil

16. Closure

The Mayor declared the meeting closed at 5:46pm.

Confirmed this day, 12 December 2023 to be a true and correct record of proceedings of the City of Bunbury Council Meeting held 28 November 2023.

Jaysen de San Miguel
Mayor