

Bunbury City Council

Notice of Special Meeting & Agenda 24 July 2013

The purpose of the meeting is to:

1. Clarify Councils position in relation to the Withers Action Plan and Urban Renewal Strategy; and
2. Consider the Draft Terms of Reference for the Withers Community Reference Group.



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Western Australia

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Bunbury City Council Notice of Special Meeting

TO: Council Members

A special meeting of the Bunbury City Council will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on **Wednesday, 24 July 2013** at 6.00 pm.



Andrew Brien
Chief Executive Officer
(Date of Issue: 24/07/2013)

Agenda 24 July 2013

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

Council Members:

His Worship the Mayor, Mr D Smith
Deputy Mayor - Councillor Stephen Craddock
Councillor Judy Jones
Councillor David Prosser
Councillor Alfred Leigh
Councillor Michelle Steck
Councillor Ross Slater
Councillor Karen Steele
Councillor Brendan Kelly
Councillor Neville McNeill
Councillor Murray Cook
Councillor Sam Morris

1. Declaration of Opening by the Presiding Member

2. Record of Attendance, Apologies and Leave of Absence

Apology: Councillor Ross Slater

3. Disclosures of Interest - Local Government Act 1995

Members should fill in <i>Disclosure of Interest</i> forms for items in which they have a financial, proximity or impartiality interest and forward these to the Mayor <u>before</u> the meeting commences.

4. Business of the Meeting

The purpose of the meeting is to:

1. Clarify Councils position in relation to the Withers Action Plan and Urban Renewal Strategy; and
2. Consider the Draft Terms of Reference for the Withers Community Reference Group.

4.1 POSITION ON WITHERS ACTION PLAN AND WITHERS URBAN RENEWAL PLAN

Applicant/Proponent:	Internal
Author:	Andrew Brien, Chief Executive Officer
Executive:	Andrew Brien, Chief Executive officer
Attachments:	Appendix 1 – Schedule 1

Summary

In recent years, the Council adopted a number of strategies and reports in relation to the Withers community.

Whilst the majority of reports, strategies and recommendations have been consistent there are a few areas of overlap where inconsistency is apparent and needs to be addressed by Council. In recent months, there has been increasing criticism surrounding the implementation of the Withers Action Plan, in particular the level of funding that has applied to the priority areas identified.

This report provides an outline of the 33 priority areas agreed to by the community, including the Withers Action Group in 2011, the current status of each and a proposed recommendation in relation to moving forward.

Executive Recommendation

That Council:

1. Note and accept the report;
2. Ensures the Withers Action Plan (WAP) priorities will be appropriately incorporated into the Withers Urban Renewal Strategy (WURS) accordingly superseding the WAP, in consultation with the Withers Community Reference Group
3. Adopt the recommendations as outlined in Schedule One to this report.

Alternative Executive Recommendation

That Council:

1. Note and accept the report;
 - 2 (a) Ensures the Withers Action Plan (WAP) priorities will be appropriately incorporated into the Withers Urban Renewal Strategy (WURS) accordingly superseding the WAP, in consultation with the Withers Community Reference Group
 - (b) Reiterates its commitment to fund the program to the level previously agreed (\$1.5M over 5 years) by means of “catch up” amounts in the 2013/14, 2014/15 and 2015/16 financial years.
 - (c) Note that the decision making on implementing the Strategy will be made by the Project Control Group, following input from the Withers Community Reference Group.
3. Adopt the recommendations as outlined in Schedule One to this report.

Background

In 2010/11 the Withers Action Group (WAG) commenced a process of identification of issues they felt needed to be addressed to combat anti-social behaviour and to improve the overall appearance of the suburb.

Council was asked to assist in the process of the development of the Withers Action Plan which was subsequently adopted by Council, as the way forward. To assist in the implementation of the Withers Action Plan (WAP) strategies Council resolved, as part of the 2011/12 budget, to commit \$300,000 per annum to commence work on the agreed priority areas. This funding was to be above and beyond what was planned for Withers over the five year implementation period.

The WAG, represented by Mr Willetts, lobbied the State Government to try and obtain additional funding to assist in the implementation of the WAP strategies. The State Government through the South West Development Commission (SWDC) identified an opportunity to take a whole of government approach to the project and in conjunction with the City of Bunbury engaged consultants to draft the Withers Urban Renewal Strategy (WURS).

The WURS was jointly funded by the SWDC and the City and costs were in the order of \$160,000 of which each party was to contribute up to \$80,000. Council endorsed the development of the WURS with a restriction on the funding that it was not to come out of the \$300,000 allocated to the implementation of the WAP. Funding was identified within the Planning and Development Services budget and the WURS process commenced.

Given the whole of government approach being undertaken it was considered appropriate to defer some of the research and design work in relation to the closure of laneways, and extensions of roads to ensure that there was no duplication of efforts or costs.

The following table provides an overview of the prioritised areas (as agreed by the Withers community in 2011).

Priority	Issue
1	Get rid of laneways
2	More pathways/repairs to pathways (pathways/walkway plan)
3	Des Ugle park Upgrade - public lock up toilets, install BBQ, shade sail over playground, accessible power for community groups, lighting, bollards to replace untidy post and rail fencing
4	Ease of access stop dead (connectivity)
5	Whole area needs improvement, currently run down. Make at least one park attractive to use for events
6	Lighting required in and near the park - Des Ugle
7	Redesign Hester Plan reserve
8	Skate park: Ideas include (develop Lions Park) near Lions Park (shaded). Playground, BBQ, Lighting, CCTV, hold functions, skate park at PCYC and a Maze, youth skate parks (monitored), get youth involved in design and skate park between PCYC and road - PCYC - Police to maintain and supervise
9	Traffic calming devices install in Jacaranda Crescent opposite Moriarty park
10	Mow and tidy verges and parks
11	More attention to maintenance - water more
12	Improve parks to make like Big Swamp - e.g CCTV, lighting etc
13	Crossing required at Hudson Road to shops and Knight Street to high school
14	Road speed design, assessment and signage
15	Appearance - underground power, develop parks, new housing to change culture
16	Senior citizens near library - Senior Citizens club
17	No stop signs and white lines on side roads to Parade Road (bad at night)
18	Beautify bushland - homeless living there (Knight St - Hudson Road)
19	Have more community /Council meetings - consultation
20	More after school "stuff "for kids
21	Do not want traffic lights at the intersection of Parade Road and Washington Avenue
22	Councillors - support outcomes of workshops
23	Cleaning up (rubbish) of Bunbury (not just Withers)
24	Councillors - Council requires ideas from the community. Acknowledgement of what Council does provide
25	Public Art Works on parade Road are dangerous and obstruct view
26	Firebreaks on reserves with houses nearby
27	Name change from Withers e.g to Maidens Reserve
28	Community Garden to be developed within a park
29	Replace unsuitable, culturally inappropriate art in Des Ugle park with new indigenous art works
30	Another meeting to be held to fully address ideas brought up in the workshops
31	Accident black spot on Ocean Drive - Ashmore - make Minnimup Rd out right through (2 houses) extend onto Ashmore Drive, traffic control measures
32	Maze installed (graffiti program)
33	Too many trees cut down.

It has been identified that several of the above priority areas overlap with each other. There are also a number of distinct variances between them. The subsequent development of the WURS has identified all of the same issues. Given the higher level emphasis of many of the projects it is considered appropriate that there ought to be only one strategy to progress. Whilst this may not be considered appropriate by some, in order to gain the most benefit in terms of leveraged funding, it is considered the better option. This does not mean that any of the projects are lost, in fact the opposite is true with many actually brought forward and the scope increased.

In order to progress this, there is a need for the Council to reconsider previous decisions in relation to both the WAP and the WURS to ensure that a clear direction is provided for all future decision making.

The table **attached** at Appendix 1 (titled Schedule 1) provides a high level overview of the proposed linkages between the two documents.

Officer Report

As has been identified in the background to the report, there has been a long history with the projects and associated outcomes contained within the Withers Action Plan. The various levels of involvement from community, staff and elected officials at various levels has meant that there is a different level of understanding of what was expected and the timeframes for the delivery.

This was further complicated through the development of the Withers Urban Renewal Strategy during which time it was identified that some projects contained in the Withers Action Plan would be deferred pending the outcomes. This decision came as a result of the first rounds of consultation with the community where it was identified that some of the projects contained in the WAP were not supported by all of the community.

It has always been the position that the Withers Action Plan would be considered as an **informing strategy** for the Withers Urban Renewal Strategy (where consistent) to assist in leveraging funding.

The issues that have been raised in recent times in relation to the expenditure of funds has been questioned and information has been provided previously in various forms and to whoever has requested it. The key issue in relation to this is, whether or not the full \$300,000 has been expended in each of the two years, and if not, has the funding been carried forward. The other issue is why the Withers Library was included in the funding when it had not been included as part of the Withers Action Plan.

The funding for the Withers Action Plan was intended to be money above and beyond what was already programed for the Withers area. As with all Council funding, there are two components that need to be considered. The first of these is operating and the second is capital. In relation to operational expenditure this is currently not recorded to a level that allows for specific capture to identify what is standard and what is additional. The Withers Action Plan identified the need for additional maintenance especially in relation to parks and reserves.

The Council resolved to utilise the services of Activ Maintenance to undertake some of this work and was done so on an initial trial in the Withers area. This has been the subject of previous Council reports and has been an ongoing activity since that time.

Other maintenance across the suburb has not been costed as additional or base (ie what is normally expected and undertaken). The second aspect relates to capital works. This is much easier to account for and has been reported previously.

What has caused some confusion is as to what constitutes normal work and what is additional. Of most controversy was the allocation of some of the funding to the expansion of the Withers Library. The Council had previously allocated funding for the upgrade of the Library to bring the toilets inside the building and a general upgrade. As a project identified in the Withers Action Plan was to develop a Senior Citizens Club and additional community meeting space on the site adjacent to the Library.

It was identified that this could not be funded by Council in the medium term and, as such as decision was made to investigate the additional expansion of the Library to cater for the short to medium term through the creation of additional community space and upgrading of the information technology at the Library to address some of the issues in the Withers Action Plan. This resulted in an approximate additional \$100,000 which was considered appropriate to allocate to the Withers Action Plan funding.

As has been stated, the question about what is in addition to normal projects needs to be answered. Every project that has been identified in the Withers Action Plan and the Withers Urban Renewal Strategy are almost all normal projects for the City. This includes footpath upgrades, new and upgraded roads, upgrades to parks and closure of laneways etc.

The overall effect of the Withers Action Plan and Withers Urban Renewal Strategy is that Council is prioritising projects in the Withers area and pushing out other projects across the City. Previously in the 5 year plan there were not specific allocations of funding into specific areas of the City with the exception of roads and drainage works. Some of the projects which have now been included in the Withers Action Plan for the next five years were previously not identified during that period, however, they have now come forward to continue to meet the intent of the Withers Urban Renewal Strategy. This has meant that some of the projects in other areas of the City have been deferred to future years and are shown in the draft long term finance plan.

Based on all of the above it is recommended that Council clearly define what their expectation is moving forward in relation to the future intent of the Withers Action Plan.

Risk Issues

There are a number of risks associated with the proposal and each of these is considered below:

Withers Community – The Withers community, including the Withers Action Group may see this decision as undermining what they set out to achieve and in particular the positive impact that they have had in gaining funding for the implementation of the WAP.

This needs to be addressed through the inclusion of the funding in both the budget and long term finance plan focused on the implementation of the projects defined in the WURS which were aligned to the WAP. The Community Reference Group will also need to be fully engaged in the quick wins through the Withers Place Manager.

Political – There is the potential that this decision could be seen as reneging on a previous decision in relation to the funding for the implementation of the WAP. In order to mitigate this there is a need to clearly show how the future projects and funding is aligned to the original WAP and associated projects/priorities. In addition there is a need for both localised and strategy reporting arrangements.

The localised reporting will be managed through the Community Reference Group which will incorporate members of the Withers Action Group. This will ensure accountability in terms of reporting at the local level. The higher level of reporting against the strategic outcomes will be effectively managed through the reporting to the Council and SWDC Board on outcomes. Given the increased level of focus from State representatives there is also a need to provide a briefing on the project and proposed way forward.

Operational – As with all projects there are a number of operational risks associated including delays to design and public consultation processes associated with the various components. Also, as many of the components are outside of the control of Council, the Council becomes only a small part of the overall process and timeframes then fall outside of the control of Council.

There has already been a significant amount of design work completed for road connectivity and quotes are being sought parks equipment and toilet blocks etc. In some cases these costs will exceed the tender thresholds and this also may cause additional delays, however wherever possible pre-qualified suppliers will be used to reduce the requirement to go to tender.

Financial – At present there is funding allocated in both the 2013/14 budget and also in the Long Term Finance Plan for works within Withers. Whilst some of this is not specifically allocated to projects within the Withers Action Plan or Withers Urban Renewal Strategy, it is work which is consistent with the general direction outlined in both. All projects which are considered consistent with both of the original documents have been included in the newly developed reporting framework for the Withers Projects Report.

Discussion points

In order to get the Withers project back on track from a community perspective there are a number of fundamental issues that need to be resolved by Council, these being:

1. Clear direction and understanding of:
 - a) The variances between the Withers Action Plan and the Withers Urban Renewal Strategy;
 - b) Which priority areas from the Withers Action Plan have been finalised or sufficiently addressed in the Withers Urban Renewal Strategy;
 - c) How any outstanding matters are to be addressed;
2. Agreement that the Withers Urban Renewal Strategy is the key document moving forward as there is funding attached to it from a State perspective and Council is able to leverage funding from this arrangement ;
3. An agreed position to take back to the Withers community in relation to all of the issues above.

4.2 WITHERS COMMUNITY REFERENCE GROUP TERMS OF REFERENCE

Applicant/Proponent:	Internal
Author:	Andrew Brien, Chief Executive Officer
Executive:	Andrew Brien, Chief Executive officer
Attachments:	Appendix 2 – Draft Terms of Reference

Summary

Council is required to adopt the Terms of Reference for the Withers Community Reference Group (CRG).

Executive Recommendation

Council adopts the Terms of Reference (subject to SWDC approval) for the Withers Community Reference Group as **attached** at Appendix 2.

Background

The creation of the Withers Community Reference Group (CRG) came about when Council, in 2012, and the South West Development Commission (SWDC) formed a partnership to collaboratively develop an urban renewal strategy to identify community, agency and business priorities in order to improve the quality of life for Withers residents and the general image, reputation and perception of the area.

The Withers CRG aims to provide a forum for the Withers community to:

1. Have input and feedback on proposed, current and previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS) based on their opinion as individuals and also as representatives of the broader Withers community
2. Receive information community regarding proposed, current and previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS) to be informally distributed to the broader Withers community

Once established the CRG may also be involved in developing and implementing community level projects and CRG members will also have the opportunity to participate in personal development and training. Ideally members should anticipate attending all meetings of the group and live within the Withers area.

A copy of the proposed Terms of Reference for the Wither Community Reference Group is **attached** at Appendix 2.

Officer Comments

The Community Reference Group is proposed to be established in accordance with the draft Terms of Reference.

These have been considered by the Project Control Group following a presentation by the Place Manager - Withers. This group will be supported by Council staff and will have up to 10 community members. Those community members will be selected following advertising to commence once Council and the SWDC have endorsed the Terms of Reference. It has already been agreed that there will be specific representation on the Community Reference Group by the Withers Action Group.

The Withers community, including the Withers Action Group may see this decision as undermining what they set out to achieve and in particular the positive impact that they have had in gaining funding for the implementation of the WAP.

This needs to be addressed through the inclusion of the funding in both the budget and long term finance plan focused on the implementation of the projects defined in the WURS which were aligned to the WAP. The Community Reference Group will also need to be fully engaged in the quick wins through the Withers Place Manager.

The localised reporting will be managed through the Community Reference Group which will incorporate members of the Withers Action Group. This will ensure accountability in terms of reporting at the local level. The higher level of reporting against the strategic outcomes will be effectively managed through the reporting to the Council and SWDC Board on outcomes. Given the increased level of focus from State representatives there is also a need to provide a briefing on the project and proposed way forward.

5. Close of Meeting

SCHEDULE 1

Priority	Issue	Status	Draft Recommendation	Primary linkages to WURS
1	Get rid of laneways	Planning	Council advise that the planning for the closure of laneways is being considered as part of the work being undertaken by Department of Housing to ensure that public access is not restricted and the entire community is effectively planned.	EC1.1 - Achieve key connectivity infrastructure upgrades
2	More pathways/repairs to pathways (pathways/walkway plan)	Underway	Council advise that specific funding has been identified for Withers in the Council budget and Long Term Finance Plan for this purpose. In conjunction with the Community Reference Group localised priorities will identified for consideration.	EC1.1 - Achieve key connectivity infrastructure upgrades
3	Des Ugle park Upgrade - public lock up toilets, install BBQ, shade sail over playground, accessible power for community groups, lighting, bollards to replace untidy post and rail fencing	Underway	Council advise that work on Des Ugle park has been included in 13/14 budget and also has been identified through the WURS funding from the SWDC. Priority works were identified by the community at the BBQ held on 13 July	CC1.2 - Implement a series of short term improvements to enhance the quality of public spaces and in particular public open space, including Des Ugle Park and other identified community planning areas identified in the Strategy
4	Ease of access stop dead (connectivity)	Planning	Council advise that the planning for the closure of laneways is being considered as part of the work being undertaken by Department of Housing to ensure that public access is not restricted and the entire community is effectively planned.	EC1.1 - Achieve key connectivity infrastructure upgrades
5	Whole area needs improvement, currently run down. Make at least one park attractive to use for events	Underway	Council advise that work on Des Ugle park has been included in 13/14 budget and also has been identified through the WURS funding from the SWDC. Priority works were identified by the community at the BBQ held on 13 July	PC1.4 - Launch initiatives to encourage greater care in presentation, maintenance and amenity of both public and private sector properties.

Priority	Issue	Status	Draft Recommendation	Primary linkages to WURS
6	Lighting required in and near the park - Des Ugle	Planning	Council endorse the concept for the inclusion of funding in both the budget and long term financial plan for CCTV, CPTED, Solar lighting and associated support projects specifically identified for Withers.	CC1.1 - Undertake a detailed Crime Prevention Through Environmental Design (CPTED) audit for Withers that identifies specific opportunities to build on existing safety initiatives, and ensures that safety principles are embodied in all aspects of the renewal process
7	Redesign Hester Place reserve	Planning	Council advise that the options for the redesign of Hester Place will be considered as part of the initial round of improvements to parks and reserves across Withers.	CC1.3 - identify a public open space network for Withers that considers location and intended purpose.
8	Skate park: Ideas include (develop Lions Park) near Lions Park (shaded). Playground, BBQ, Lighting, CCTV, hold functions, skate park at PCYC and a Maze, youth skate parks (monitored), get youth involved in design and skate park between PCYC and road - PCYC - Police to maintain and supervise	Planning	Council advise that the development of a skate park and associated infrastructure should be retained in the longer term planning for the City and following completion of the skate park at Glen Iris, the Council consider the development of a further skate park to be constructed in the Withers area.	CC1.3 - identify a public open space network for Withers that considers location and intended purpose.
9	Traffic calming devices install in Jacaranda Crescent opposite Moriarty park	Investigation	Council advise that any changes to road networks and traffic management will be subject of standard engineering reviews and where appropriate referral the Roadwise Committee.	EC1.2 - Modify traffic control measures to facilitate safe and efficient pedestrian and vehicle movement.
10	Mow and tidy verges and parks	Underway	Council continue with the additional level of maintenance as provided for in the draft budget and long term finance plan	CC1.2 - Implement a series of short term improvements to enhance the quality of public spaces and in particular public open space, including Des Ugle Park and other identified community planning areas identified in the Strategy
11	More attention to maintenance - water more	Underway	Council continue with the additional level of maintenance as provided for in the draft budget and long term finance plan	CC1.2 - Implement a series of short term improvements to enhance the quality of public spaces and in particular public open space, including Des Ugle Park and other identified community planning areas identified in the Strategy

Priority	Issue	Status	Draft Recommendation	Primary linkages to WURS
12	Improve parks to make like Big Swamp - e.g CCTV, lighting etc	Planning	Council endorse the concept for the inclusion of funding in both the budget and long term financial plan for CCTV, CPTED, Solar lighting and associated support projects specifically identified for Withers.	CC1.1 - Undertake a detailed Crime Prevention Through Environmental Design (CPTED) audit for Withers that identifies specific opportunities to build on existing safety initiatives, and ensures that safety principles are embodied in all aspects of the renewal process
13	Crossing required at Hudson Road to shops and Knight Street to high school	Investigation	Council advise that any changes to road networks and traffic management will be subject of standard engineering reviews and where appropriate referral the Roadwise Committee.	EC1.2 - Modify traffic control measures to facilitate safe and efficient pedestrian and vehicle movement.
14	Road speed design, assessment and signage	Investigation	Council advise that any changes to road networks and traffic management will be subject of standard engineering reviews and where appropriate referral the Roadwise Committee.	EC1.2 - Modify traffic control measures to facilitate safe and efficient pedestrian and vehicle movement.
15	Appearance - underground power, develop parks, new housing to change culture	Investigation	Council note the costs associated with the underground power for Withers. The Council agree to continue to lobby State Government to fund the underground power program and identify Withers as a priority area for future rounds of funding in accordance with funding program requirements.	RW1.5 - SWDC and the City to provide ongoing advocacy to support provision of underground power
16	Senior citizens near library - Senior Citizens club	Investigation	Council note the request for a Seniors Club for Withers and advise that at present time there is no funding in the long term financial plan for this facility. In the interim the extension of the refurbished Withers Library has catered for additional community meeting space and will continue to be available for use.	RW1.2 - Develop a new multipurpose community hub that consolidates key community services and facilities within the village heart.
17	No stop signs and white lines on side roads to Parade Road (bad at night)	No further action	Council advise that this matter has been investigated and based on current engineering standards there is no requirement for this to be undertaken.	EC1.2 - Modify traffic control measures to facilitate safe and efficient pedestrian and vehicle movement.

Priority	Issue	Status	Draft Recommendation	Primary linkages to WURS
18	Beautify bushland - homeless living there (Knight St - Hudson Road)	Underway	Council note that additional works were undertaken during 2011/12 and 12/13 to address this issue. Ongoing increased levels of maintained will continue in accordance with adopted budgets.	CC1.2 - Implement a series of short term improvements to enhance the quality of public spaces and in particular public open space, including Des Ugle Park and other identified community planning areas identified in the Strategy
19	Have more community /Council meetings - consultation	Underway	Council endorse the appointment of the Place Manager for Wither as an on-ground resource to assist in the ongoing monitoring of improvements in the Withers Area. In addition, Councillors are always available to meet with residents upon request.	P1.2 - Establish a dedicated Withers Place Manager (WPM) and implement Withers Place Management Team and resource appropriately
20	More after school "stuff "for kids	Investigation		CC1.6 - Undertake improvements that provide a greater range of activities and uptake of services by local youth
21	Do not want traffic lights at the intersection of Parade Road and Washington Avenue	No further action	Council advise that based on previous decisions this matter has been dealt with and the intersection upgrades have been completed and the traffic lights will not be removed.	EC1.2 - Modify traffic control measures to facilitate safe and efficient pedestrian and vehicle movement.
22	Councillors - support outcomes of workshops	Underway	Council advise that this is a simple statement and any outcomes from the workshops will be subject to Council resolution, direction and funding.	P1.2 - Establish a dedicated Withers Place Manager (WPM) and implement Withers Place Management Team and resource appropriately
23	Cleaning up (rubbish) of Bunbury (not just Withers)	Underway	Council advise that this is a general statement and efforts are ongoing to clean up illegal dumping as well as general beautification of areas of the City.	Not applicable
24	Councillors - Council requires ideas from the community. Acknowledgement of what Council does provide	Underway	Council endorse the appointment of the Place Manager for Wither as an on-ground resource to assist in the ongoing monitoring of improvements in the Withers Area. In addition, Councillors are always available to meet with residents upon request.	P1.2 - Establish a dedicated Withers Place Manager (WPM) and implement Withers Place Management Team and resource appropriately

Priority	Issue	Status	Draft Recommendation	Primary linkages to WURS
25	Public Art Works on parade Road are dangerous and obstruct view	Underway	Council advise that this matter has been investigated and additional maintenance has been undertaken to clear sight lines for traffic. Council will continue to monitor the regrowth and maintain accordingly.	
26	Firebreaks on reserves with houses nearby	Underway	Council advise that all firebreaks are inspected on an annual basis and appropriate action to clear/maintain are taken. In the event that further issues are identified they are to be reported to appropriate staff for action.	Not applicable
27	Name change from Withers e.g to Maidens Reserve	No further action	Council advise that this matter was further canvased as part of the development of the Withers Urban Renewal Strategy and the level of support does not warrant progressing this matter further.	Not applicable
28	Community Garden to be developed within a park	No further action	Council advise that as this matter no longer appeared to be a priority from the last community meeting that it not be further pursued.	Not applicable
29	Replace unsuitable, culturally inappropriate art in Des Ugle park with new indigenous art works	Investigation	Council advise that the issue of public art across the entire City is currently being considered and the views expressed through the Withers Action Plan have been incorporated into the review. In the event that further action is considered necessary it will be addressed through that process.	
30	Another meeting to be held to fully address ideas brought up in the workshops	Planning	Council advise that the Community Reference Group being established under the Withers Urban Renewal Strategy will enable this matter to be addressed and managed by the Withers Place Manager.	P1.2 - Establish a dedicated Withers Place Manager (WPM) and implement Withers Place Management Team and resource appropriately
31	Accident black spot on Ocean Drive - Ashmore - make Minnimup Rd out right through (2 houses) extend onto Ashmore Drive, traffic control measures	Investigation	Council advise that the accident statistics and engineering review do not support any changes to the intersection and no further action will be taken at this point in time.	EC1.2 - Modify traffic control measures to facilitate safe and efficient pedestrian and vehicle movement.

Priority	Issue	Status	Draft Recommendation	Primary linkages to WURS
32	Maze installed (graffiti program)	Investigation	Council advise that this matter has been referred to the Withers Place Manager and will be considered as part of the implementation of the Withers Urban Renewal Strategy.	CC1.6 - Undertake improvements that provide a greater range of activities and uptake of services by local youth
33	Too many trees cut down.	No further action	Council advise that there is no program for the removal of trees unless they are deemed to be unsafe or are required to be removed to allow for other works. There is no planned program for removal of trees and this issue therefore does not require further action.	Not applicable

WITHERS URBAN RENEWAL STRATEGY
(WURS) COMMUNITY REFERENCE
GROUP (CRG) TERMS OF REFERENCE

ON BEHALF OF THE WITHERS URBAN RENEWAL PARTNERSHIP

JULY 2013

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THE WURS COMMUNITY REFERENCE GROUP TERMS OF REFERENCE

The Community Reference Group (CRG) Terms of Reference (ToR) outline a range of guiding principles to support the operation of the Community Reference Group. The ToR is a working document to be reviewed/amended in consultation with the Group, as and when necessary. This document has been endorsed by the Project Working Group (PWG). Any changes will need to be endorsed by this group, prior to being adopted.

1.0 ROLE OF THE COMMUNITY REFERENCE GROUP

THE WITHERS COMMUNITY REFERENCE GROUP AIMS TO BE A
RECOGNISED, OBJECTIVE, REPRESENTATIVE FORUM FOR THE
WITHERS COMMUNITY

In order to achieve the aims established by the Community Reference Group, the group will:

- a. have input and feedback on proposed, current and previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS) based on their opinion as individuals and also as representatives of the broader Withers community;
- b. receive and informally distribute information to and from the community regarding proposed and current activities and provide feedback on previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS);
- c. monitor the effectiveness of the implementation of the WURS from a community perspective and provide feedback to the Place Manager - Withers on this. The CRG will also provide updated feedback on behalf of the community on priorities identified in the WURS, in keeping with the document; and
- d. assist practically in the implementation of the WURS through the development and implementation of local place making activities by identifying possible grass roots projects that achieve outcomes associated with the 6 key themes of the WURS:
 - a. Comfort and Community
 - b. Strengthening and Developing Partnerships
 - c. Positive Communication
 - d. Enhancing Connectedness
 - e. Fostering Employment Readiness
 - f. Renewing Withers

The CRG will provide reports to the PWG on previous, proposed, and current activities and projects for the Withers area pertaining to the WURS, however all decisions will be made by the PWG based

on recommendations from the Place Manager-Withers following community feedback/input, as well as, legislative, societal, technical, financial and diplomatic considerations.

The proposed model for communication and reporting for the CRG is as outlined below.



The Community Reference Group (CRG) has been established to assist in the overall delivery of the WURS. The CRG is the key representative group for the Withers Community and is an integral part of the overall process. Staff and elected officials will be able to attend any of the meetings that are held and a standing invitation will be issued, however, this group has to be driven by the community for the community.

2.0 COMPOSITION OF THE COMMUNITY REFERENCE GROUP

WITHERS CONSISTS OF A DEMOGRAPHICALLY DIVERSE AND VIBRANT COMMUNITY AND WITH THIS IN MIND THE WITHERS CRG WILL AIM TO BE REPRESENTATIVE OF THE ENTIRE COMMUNITY

In order to ensure that there appropriate representation across the entire Withers community membership will be drawn from:

- The indigenous community
- Families with young and school aged children
- Older people
- Children
- Young people
- Relevant interest groups

In addition to calling for individuals interested in joining the CRG the following groups will be informed of the formation of the group in case they are aware of any interested/suitable people that might be willing to nominate:

- The Goomburrup Aboriginal Corporation Manager and Board
- The Withers Action Group
- Bunbury Police and Citizens Youth Club (PCYC)
- Bunbury Seniors Computing Group
- Bunbury Community Radio
- Newton Moore Senior High School Board member & students + Clontarf academy
- Maidens Park Primary School Principal & students
- Saint Josephs Catholic Primary School Principal & students
- Hudson Road Family Centre
- Friends of Des Ugle Park
- Neighbourhood Watch
- Choose Respect Initiative Bunbury
- Bunbury Multicultural Services Centre

The CRG will consist of up to 10 voting members, including the Place Manager - Withers, who has been appointed for their experience and expertise in community development. No major sector can have an absolute majority on the CRG.

The suggested CRG composition is:

- a) Community representatives
- b) Aboriginal community representatives
- c) Relevant service providers
- d) *Other invited specialists who may provide specific information, as ex-officio (non-voting) members.***

2.2 Following the acceptance and assessment of nominations, recommendations regarding membership of the CRG will be forwarded to the chief executive officers of both the City of Bunbury and South West Development Commission, for consideration and endorsement. Once endorsed, the successful nominees will be invited to become members of the CRG by the two agency partners.

2.3 The term of office is two years. Reappointment to the CRG will be considered ***by the chief executive officers of the two agency partners on recommendation by the Place Manager-Withers through the PWG.***

2.4 The chairperson of the CRG will be the Place Manager- Withers and their role will be to manage the business of the Group and the implementation of the WURS.

2.5 The CRG may invite ex-officio members to attend meetings to provide assistance as appropriate.

2.6 On occasion, and as required, senior representatives and elected members (***Ex officio***) from the South West Development Commission, the City of Bunbury or other relevant stakeholder agencies will attend CRG meetings ***to provide advice*** and support.

2.7 CRG members (other than the Place-Manager) will not be given remuneration for attending meetings.

3.0 SUB WORKING GROUPS OF THE CRG

TO ASSIST IN THE IMPLEMENTATION AND ACHIEVEMENT OF THE AIMS AND OBJECTIVES OF THE COMMUNITY REFERENCE GROUP, SUB-GROUPS WILL BE ESTABLISHED AS REQUIRED.

3.1 The CRG may appoint a Sub Working Group(s) to assist with the implementation of the WURS through the development and implementation of local pace making activities. The CRG can then:

- a) abolish or change any sub-group it has appointed;
- b) include people who are not members of the CRG but must include at least one member of the CRG;
- c) delegate to a committee any of the CRG's functions other than the power of delegation; and
- d) decide its own procedures which will be consistent with any directions of the CRG.

4.0 OPERATION OF THE CRG

4.1 Vacation of membership

Membership becomes vacant, if:

- a) a member resigns by written notice addressed to the SWDC and CoB;
- b) a member becomes an undischarged bankrupt or a person whose property is subject to an arrangement under the laws relating to bankruptcy;
- c) a member is convicted of an indictable offence; and
- d) a member's actions places the Withers Urban Renewal Strategy and Project, the CRG and/or CRG members in a position that compromises the functionality and/or reputation of the Group**

4.2 The chief executive officers of the SWDC and CoB may at his or her discretion terminate the appointment of a member, at any time, in consultation with the CRG Chairperson. In the event that this clause is exercised, advice is to be provided on the rationale for termination (in writing) to the CRG Chairperson.

4.3 The CRG will make recommendations to the Place Manager- Withers on appointments of replacement members as and when required. Discussion will be minuted.

5.0 ATTENDANCE

5.1 Members should attend all CRG meetings wherever possible during their term. Where attendance is not possible, an apology should be submitted;

5.2 If the absence is likely to extend for several consecutive meetings, leave of absence should be obtained from the CRG;

5.3 Failure to attend two consecutive meetings without submitting an apology may result in withdrawal of membership of the CRG; and

5.4 ***The presence of a member at a meeting need not be in person. It might be by telephone or other means of electronic communication (in consultation with the Place Manager - Withers).***

6.0 MEETINGS AND DECISION MAKING

6.1 ***There will be at least 4 quarterly meetings (“Regular Meetings”) each year;***

6.2 Matters will be decided on the basis of a simple majority ***through*** consensus decision making. Where a consensus cannot be reached, voting will be by show of hands requiring a simple majority;

6.3 The Place Manager - Withers is responsible for running meetings at which he/she is present, however the CRG will elect a Deputy Chair who will be responsible for running meetings when the Place Manager - Withers is unavailable or unable to vote due to a declaration of interest or other reason;

6.4 ***At least half of the number of members plus one must be present to form a quorum for decision making (i.e. where there are 12 voting members, a quorum is 6 + 1 = 7 voting members);***

6.5 ***Where the Group cannot form a quorum then the meeting will be continued and any recommendations made will be endorsed by the CRG by way of email and/or at the next meeting depending on the timeframes required for actioning;***

6.6 ***Where a matter is split equally across voting members, the Place Manager - Withers will have the deciding vote in that instance.***

6.7 ***The CRG will provide reports to the PCG*** on proposed, current and previous activities and projects for the Withers area pertaining to the WURS, however all decisions will be made by the PCG based on recommendations from the Place Manager -Withers based on community feedback/input as well as legislative, societal, technical, financial and diplomatic considerations.

7.0 CONFLICT OF INTEREST

7.1 There may be conflicts between the role of a CRG member and the member's job and/or personal interests.

7.2 Examples of possible conflicts are:

- Situations where the member or any organisation the member is involved with or work for stands to make a financial or other gain from a CRG decision;
- Where a family member or a close associate of a CRG member could directly benefit from a CRG decision;
- Where a community representative role overlaps with or appears to be influenced by the member's job or employer; and
- Where acceptance of a gift or reward may be perceived to influence the member's representative role.

N.B.: Also be aware that conflicts of interest can be about what others perceive rather than whether there is a 'real' conflict of interest.

7.3 Members should openly declare at meetings any matters that may be a conflict or be perceived to be in conflict with their role as a CRG member using the following format: (See flow chart - Appendix 3).

Conflict of interest declarations must be completed by all participating members at each meeting.

Members should consider conflict of interest in discussions and declare any interest. Conflict of interest identification is minuted.

All members will maintain opportunity to participate actively in discussions but those members who have declared conflict of interest cannot propose motions nor can they vote on matters where they have declared interest.

Voting is to be undertaken by way of silent vote.

Members votes are handed to the Place Manager - Withers who compiles voting outcomes and reports back final decisions.

7.4 With reference to items that require confidentiality, parties presenting confidential information must advise the Place Manager - Withers of confidentiality as detailed below:

- ***In the case of written information it is to be marked confidential.***
- ***Information disclosed verbally must be advised as being confidential verbally at the time of disclosure.***

Details related to confidentiality must be minuted as directed by the Place Manager -Withers.

8.0 MEDIA AND PUBLIC COMMUNICATIONS

8.1 Where agreed to by its members, individual members of the CRG may be called on to explain or provide information to the media, community interest groups or the general public about CRG related activities. The following protocol need to be adhered to when members are representing the CRG:

8.2 Media Comment:

Members should refer any requests for comment to the Place Manager - Withers. The relevant partner agencies (South West Development Commission and the City of Bunbury) will assist in formulating a statement and other information in liaison with the members concerned.

Other comment may only be made on provision of endorsement by the media liaison officer of the relevant partner agencies (South West Development Commission and the City of Bunbury).

8.3 Community interest groups/general public comment:

- Be factual and only provide explanation or background material pertinent to the question at hand;
- Avoid making any comment which could undermine public confidence in the CRG and the WURS
- Avoid speculating about future policy or political directions;
- Follow the reporting back to the CRG guidelines (see Suggested meeting protocols *Being accountable*); and
- Refer any requests for written communication to the Place Manager - Withers

8.4 Correspondence:

- The Place Manager - Withers is the only member authorised to correspond on behalf of the CRG and any correspondence will only be sent on the explicit authorisation of the CRG;
- The Place Manager - Withers may delegate authority to the Deputy Chair for signing of correspondence; and
- All correspondence sent will be tabled at the CRG meeting immediately following the date the correspondence was sent.

8.5 Annual Report of CRG

The Place Manager - Withers, on or before 30 April in each year, will prepare a report on the operations of the CRG in the previous financial year. The CRG will endorse the report which will be presented to the PCG.

APPENDIX 1.

Suggested meeting protocols

Working well together

- CRG members should be respectful and conduct themselves in a way that will not bring the CRG or their fellow peers into disrepute.

Respect confidentiality

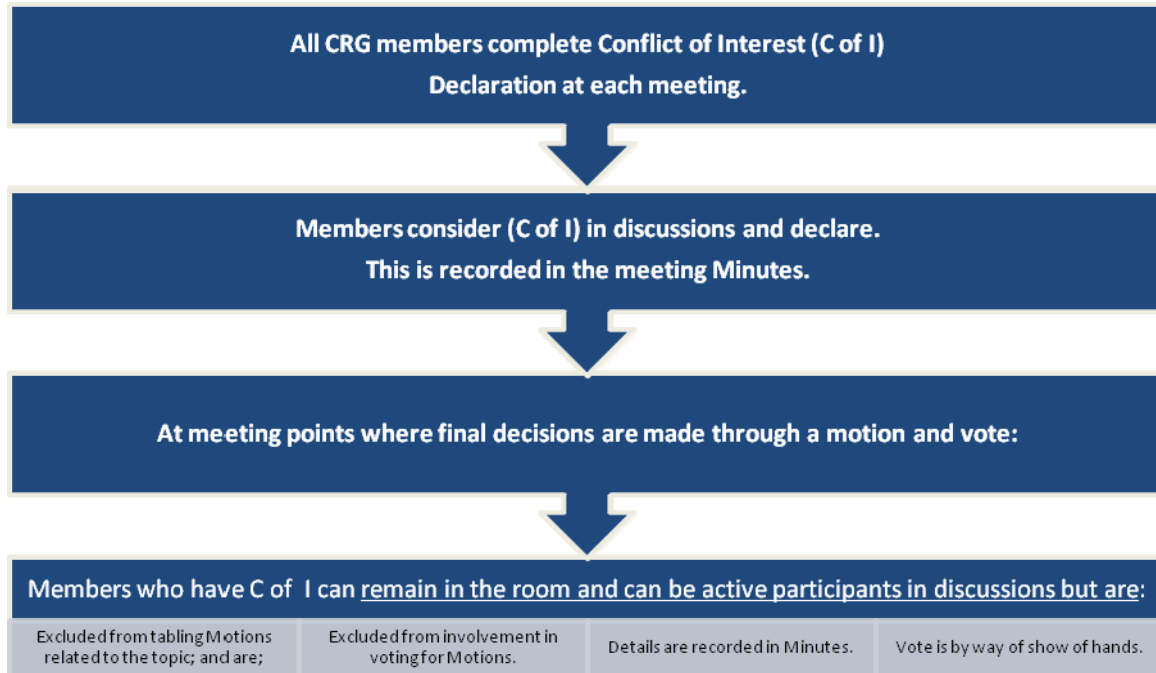
- Ensure confidential information under your control, in both paper and electronic form, under your control is kept in a secure manner.
- Respect confidential information and observe any restrictions agreed to by the CRG. Maintain confidentiality and do not divulge information considered confidential or sensitive.
- Do not use information obtained in the course of CRG duties for personal gain, or to do harm to other people.
- Respect the privacy of individuals.
- Seek direction from the Chairperson if you are uncertain about whether information is confidential.

Being accountable

- Report back to communities about issues discussed and decided at CRG meetings.
- Make sure you are reporting faithfully and responsibly and not talking about matters that are confidential or private.
- Use formal documents to support your reports.
- Tell the CRG Chair if you know of actions, comments, or decisions that have or may harm the CRG or any member of the CRG.
- Use resources provided for your attendance at meetings only for the purposes they are provided for.
- Don't use your position as a CRG member - or allow perceptions to arise that you are using your position - for personal gain or reward.

APPENDIX 2 CRG CONFLICT OF INTEREST GUIDELINE

Where CRG members are discussing larger projects and funding matters:



APPENDIX 3 APPLICATION FORM

Withers Community Reference Group

Member Application Form

About the Withers Community Reference Group

The Withers CRG aims to represent the Withers community and provide a forum for the community. In order to achieve the aims established for the Community Reference Group, the group will:

- a. Have input and feedback on proposed, current and previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS) based on their opinion as individuals and also as representatives of the broader Withers community;
- b. Receive and informally distribute information to and from the community regarding proposed and current activities and provide feedback on previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS);
- c. Monitor the effectiveness of the implementation of the WURS from a community perspective and provide feedback to the Place Manager- Withers on this. The CRG will also provide updated feedback on behalf of the community on priorities identified in the WURS, in keeping with the document
- d. Assist practically in the implementation of the WURS through the development and implementation of Local Place Making activities by identifying possible grass roots projects that achieve outcomes associated with the 6 key themes of the WURS
 - a. Comfort and Community
 - b. Strengthening and Developing Partnerships
 - c. Positive Communication
 - d. Enhancing Connectedness
 - e. Fostering Employment Readiness, and
 - f. Renewing Withers

It is important to note that the CRG will provide reports to the PcG on proposed and current activities and previous activities and projects for the Withers area pertaining to the WURS however all decisions will be made by the PcG based on recommendations from the Place Manager-Withers based on community feedback/input as well as legislative, societal, technical, financial and diplomatic considerations.

Personal Details

Name and connection to Withers (for example, resident, member of a community group etc)

.....
.....
.....

Please indicate which key theme of the Withers Urban Renewal Strategy you are most interested in

- Comfort and Community
- Strengthening and Developing Partnerships
- Positive Communication
- Enhancing Connectedness
- Fostering Employment Readiness, and
- Renewing Withers

Please detail which sector/interest group/demographic of the Withers community do you believe you are able to represent

- Young people
- Children
- Families
- Older people
- The local Aboriginal community
- Sporting/recreation
- The environment
- Arts and Culture
- Education and Employment
- Other

Please detail.....

.....

Is your representation of this group of people/interest are/sector endorsed by the relevant organization/group/individuals?

- Yes
- No

Please detail.....

.....

Any additional information, for example civic involvement in community groups or as a volunteer

.....

.....

Contact details

Home Address:

.....

Telephone Number

(H).....(M).....

Email Address:

.....

APPENDIX 4 MATRIX OF REPRESENTATION

Withers Community Reference Group Matrix of Representation

The Withers CRG aims to represent the Withers community and provide a forum for the community to

- a. Have input and feedback on proposed, current and previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS) based on their opinion as individuals and also as representatives of the broader Withers community
- b. Receive and informally distribute information to the community regarding proposed, current and previous activities and projects for the Withers area pertaining to the Withers Urban Renewal Strategy (WURS) to be informally distributed to the broader Withers community
- c. Monitor the effectiveness of the implementation of the WURS from a community perspective and provide feedback to the Place Manager- Withers on this. The CRG will also provide updated feedback on behalf of the community on priorities identified in the WURS, in keeping with the document
- d. Assist practically in the implementation of the WURS through the development and implementation of Local Place Making activities by identifying possible grass roots projects that achieve outcomes associated with the 6 key themes of the WURS

Applicants Name	WURS Key Theme	Area of representation	Comments

APPENDIX 5 PROJECT PLANNING TEMPLATE

Withers Community Reference Group Project Planning Template

Project Name/Working Title

.....

.....

What WURS Key Theme does this project address?

- Comfort and Community
- Strengthening and Developing Partnerships
- Positive Communication
- Enhancing Connectedness
- Fostering Employment Readiness, and
- Renewing Withers

What evidence of community support for this project do we have?

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Timeline

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Project Outcomes

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Stakeholders

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.....

.....

Brief Outline of Project Activities

.....

.....

.....

.....

What are the financial implications of this project (budget)?

.....

.....

.....

How will we know if the project has been effective and/or successful?

.....

.....

**APPENDIX 6 COMMUNITY REFERENCE GROUP BUDGET INCLUDING
LOCAL PLACE MAKING ACTIVITIES**

<i>Project</i>	<i>Amount budgeted</i>
Establishment of Withers Community Reference Group (CRG) including catering, administration and training for members	\$1,000.00
Local Champion Training for CRG members	\$4,000.00
Place Making projects focusing on priority themes through CRG (\$5000 x 4 projects + \$5000 for capacity building in area of project planning and management)	\$25,000.00
Total	\$30,000.00

APPENDIX 7 INTERNATIONAL ASSOCIATION OF PUBLIC PARTICIPATION (IAP2) SPECTRUM OF PUBLIC PARTICIPATION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advise and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated decisions

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