Appendices

Council Meeting
12 May 2015

Appendix MTBN-1  Policy Review and Development Committee Minutes 16 April 2015
Appendix MTBN-2  Community Access Committee Meeting Minutes 10 April 2015
Appendix RAC-1  Council Policy Closed Circuit Television System
Appendix RAC-2  Council Policy Equal Opportunity
Appendix RAC-3  Council Policy Recognition of Long Serving Employees
Appendix RAC-4  Council Policy Recognition of Employee Service upon Retirement or Resignation
Appendix RAC-5  Council Policy Use of Banner Masts Located in Victoria Street
Appendix RAC-6  Council Policy Use of car parking bays for outdoor eating areas in the CBD
Appendix RAC-7  Appendix A as amended by Policy Review and Development Committee
Appendix CEO-1  Location Plan – Lot 60 and 61 South Western Highway
Appendix CEO-2  Location Plan Koombana Bay Beach Kiosk
Appendix CEO-3  Location Plan – Deed of Lease – Bunbury Tennis Club
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Appendix CEO-6  Major Projects Report
Appendix DCCS-1  SLWA Framework Agreement
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Appendix DWS-1  Consultation Letter (Bolton/Fielder/Joseph Buswell)
Appendix DWS-2  Consultation Area (Bolton/Fielder/Joseph Buswell)
Appendix DWS-3  Summary of Submission Responses (Bolton/Fielder/Joseph Buswell)
Policy Review and Development Committee

Minutes
16 April 2015

Committee Terms of Reference

1. To review all existing Bunbur City Council policies within a two year period, in line with the local government election cycle and facilitate the development of new policies for consideration by Council on an ongoing basis.

2. To make recommendations to Council on matters of policy, policy review and policy development.

3. To explore opportunities that promote policy development in all areas that are within Council’s jurisdiction.

4. To allow any draft policy developed and fully considered by another Advisory Committee of Council to be referred directly to Council for consideration.

5. To provide Bunbury City Councillors with assistance and support to develop new Council policies.
Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

1. Declaration of Opening

The Deputy Mayor declared the meeting open at 10.02 am

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendance

Committee Members:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Gary Brennan</td>
<td>City of Bunbury</td>
</tr>
<tr>
<td>Deputy Mayor Brendan Kelly (Presiding Member)</td>
<td>City of Bunbury</td>
</tr>
<tr>
<td>Cr Murray Cook</td>
<td>City of Bunbury</td>
</tr>
<tr>
<td>Cr Michelle Steck (from 10.10am)</td>
<td>City of Bunbury</td>
</tr>
</tbody>
</table>

Ex-officio Members:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Representing</th>
</tr>
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<tbody>
<tr>
<td>Mr Andrew Brien</td>
<td>Chief Executive Officer</td>
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</tbody>
</table>

Support Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Greg Golinski (Minute Taker)</td>
<td>Manager Governance</td>
</tr>
<tr>
<td>Mrs Leanne French</td>
<td>Senior Governance and Risk Officer</td>
</tr>
<tr>
<td>Mr Phil Harris</td>
<td>Director Works and Services</td>
</tr>
<tr>
<td>Mr Bob Karaszkewych</td>
<td>Director Planning and Development Services</td>
</tr>
<tr>
<td>Ms Aileen Clemens</td>
<td>Manager Organisational Development and HR</td>
</tr>
</tbody>
</table>
4.1 Apologies

Councillor Steele was an apology.

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

Nil

6. Public Question Time

Not applicable

7. Confirmation of Minutes

Committee Decision: Moved: Cr Cook Seconded: Mayor Brennan

The minutes of the Policy Review and Development Committee Meeting held on 19 February 2015 are confirmed as a true and accurate record.  

CARRIED

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

9. Method of Dealing with Agenda Business

Items were dealt with in the order they appear.
10. Reports

10.1 Revision of Council Policy – Closed Circuit Television System

<table>
<thead>
<tr>
<th>Applicant/Proponent:</th>
<th>Internal Report</th>
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<tbody>
<tr>
<td>Author:</td>
<td>John Kowal, Manager Community Law, Safety and Emergency Management</td>
</tr>
<tr>
<td>Executive:</td>
<td>Bob Karaszkewych, Director Planning &amp; Development Services</td>
</tr>
</tbody>
</table>

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Policy relating to the Closed Circuit Television System.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the Council Policy entitled Closed Circuit Television System as presented at appendix 1.

Strategic Relevance

City of Bunbury Strategic Community Plan

KPA 5 Corporate

Objective 5.2 Maintain a high standard of corporate governance and improve access to information

Background

Council introduced a Closed Circuit Television (CCTV) surveillance system in 1998. Due to the ongoing growth of the CCTV system and the wider use of CCTV by the Police Service and City departments, a policy was adopted on 13 February 2001 (Council Decision 33/01).

The Closed Circuit Television System assists by way of:

- deterring offences against person or property;
- facilitating a rapid response by City staff, WA Police Officers or other emergency service personnel to incidents of concern; and
- improving the safety of city traders, retailers, workers visitors and City of Bunbury staff.

Council Policy Compliance

This report proposes the revision of an existing Council Policy.

Legislative Compliance

Content within the Policy refers to and is in accordance with the Criminal Code Act Compilation Act 1913 and Criminal Procedure Act 2004.

Officer Comments
Officers have undertaken a review of the CCTV Council Policy, in accordance with the City’s Policy review schedule.

The intent of the Policy remains the same, however proposed minor changes within the document are summarised below:

- title changes to positions throughout the Policy;
- minor wording changes throughout the Policy however nothing of any impact or consequence;
- update of section 2 - Definitions;
- addition of point d in section 3 - Ownership and Control of the CCTV System;
- deletion of point b in section 5 – Access to CCTV;
- addition to point a in section 7.4 – Release of copy of recorded footage or still photographs
- deletion of point b in section 9 – Record Keeping.

The Memorandum of Understanding (MoU) between Western Australia Police and City of Bunbury was recently reviewed and as a result a new MoU came into effect on 30 October 2014.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendation of this report, as the intent of the Policy has not been altered.

Councillor/Officer Consultation

The Policy has been reviewed internally by the community law, safety and emergency management department.

Outcome Policy Review and Development Committee Meeting – 16 April 2015

General discussion took place, with the Committee seeking clarification of clause 7.1 (i), being the length of time original recordings and still photographs are kept. The Committee were advised that the time requirement was compliant with Australian standards and that recordings are kept for longer periods as required, (ie. when requested by Police to assess specific incidents etc).

The following motion was moved by Cr Cook and seconded by the Mayor and was carried unanimously:

Committee Decision:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Closed Circuit Television System as presented.

10.10am Councillor Steck arrived.
10.2 Revision of Council Policy – Equal Opportunity (HR-2)

<table>
<thead>
<tr>
<th>Applicant/Proponent:</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Aileen Clemens, Manager Organisational Development and HR</td>
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<tr>
<td>Executive:</td>
<td>Andrew Brien, Chief Executive Officer</td>
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Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Council Policy relating to equal opportunity, as applicable to the City of Bunbury.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy entitled *Equal Opportunity* as presented at appendix 2.

Strategic Relevance

*City of Bunbury Strategic Community Plan*

KPA 5 Corporate

Objective 5.2 Maintain a high standard of corporate governance and improve access to information

Background

At the meeting held on 16 February 2015, the Committee deferred consideration of this item and requested officers to further review the Policy, to remove any duplication with legislation.

Initially a work procedure, the Equal Opportunity Policy was adopted by Council on 22 June 1999 and last reviewed in June 2010. The purpose of the Policy is to ensure the fair and equitable treatment of persons accessing the City of Bunbury’s services/facilities (members of the public) and/or in the course of employment with the City of Bunbury.

Council Policy Compliance

This report proposes the revision of a Council Policy – *Equal Opportunity*.

Legislative Compliance

- Local Government Act 1995
- Equal Opportunity Act 1984
- Fair Work Act 2009 (Cth)
- Age Discrimination Act 2004 (Cth)
- Workplace Gender Equality Act 2012 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
Officer Comments

Officers have undertaken an initial and further subsequent review of the Council Policy Equal Opportunity.

The Policy has been amended accordingly to maintain consistency with legislative requirements.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report. Any possible future surveillance activities will be funded using current year budgeted funds.

Councillor/Officer Consultation

The proposed policy has been endorsed by the Executive Leadership Team.

Outcome Policy Review and Development Committee Meeting – 16 April 2015

The Manager Governance advised that under the direction of the Committee at the previous meeting, the Equal Opportunity Policy had been further reviewed by officers and the content reduced to reference the relevant legislation.

The following motion was moved by Cr Cook and seconded by Cr Steck and was carried unanimously:

Committee Decision:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Equal Opportunity as presented.
10.3 Revision of Council Policy – Recognition of long serving employees

<table>
<thead>
<tr>
<th>Applicant/Proponent:</th>
<th>Internal</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Aileen Clemens, Manager Organisational Development</td>
</tr>
<tr>
<td>Executive:</td>
<td>Andrew Brien, Chief Executive Officer</td>
</tr>
</tbody>
</table>

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Council Policy relating to Recognition of Long Serving Employees, as applicable to the City of Bunbury.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy entitled Recognition of Long Serving Employees as presented at appendix 3.

Strategic Relevance

City of Bunbury Strategic Community Plan
KPA 5 Corporate
Objective 5.2 Maintain a high standard of corporate governance and improve access to information

Background

The Recognition of Long Serving Employees Policy was reinstated as a policy by Council on 22 June 1999 and last reviewed in June 2010. The purpose of the Policy is to ensure that Council satisfies the requirements of section 5.50 of the Local Government Act 1995.

Council Policy Compliance

This report proposes the revision of a Council Policy – Recognition of Long Serving Employees.

Legislative Compliance

- Local Government Act 1995

Officer Comments

Officers have undertaken a review of the Council Policy Recognition of Long Serving Employees in accordance with the policies review schedule

The Policy has been amended accordingly to maintain consistency with policy and legislative requirements.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications, funding is sourced from existing budget lines.
Councillor/Officer Consultation

The proposed policy has been endorsed by the Executive Leadership Team.

Outcome Policy Review and Development Committee Meeting – 16 April 2015

The following motion was moved by Mayor Brennan and seconded by Cr Steck and was carried unanimously:

Committee Decision:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy entitled Recognition of Long Serving Employees as presented.
10.4 Revision of Council Policy – Recognition of employee service upon retirement or resignation

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<tr>
<th>Applicant/Proponent:</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Aileen Clemens, Manager Organisational Development</td>
</tr>
<tr>
<td>Executive:</td>
<td>Andrew Brien, Chief Executive Officer</td>
</tr>
</tbody>
</table>

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Council Policy relating to Recognition of Employee Service upon Retirement or Resignation, as applicable to the City of Bunbury.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy entitled Recognition of Employee Service upon Retirement or Resignation as presented at appendix 4.

Strategic Relevance

City of Bunbury Strategic Community Plan
KPA 5 Corporate
Objective 5.2 Maintain a high standard of corporate governance and improve access to information

Background

The Recognition of Employee Service upon Retirement or Resignation Policy was adopted by Council on 22 June 1999 and last reviewed in June 2010. The purpose of the Policy is to ensure that Council satisfies the requirements of section 5.50 (1) & (2) of the Local Government Act 1995.

Council Policy Compliance

This report proposes the revision of a Council Policy – Recognition of Employee Service upon Retirement or Resignation.

Legislative Compliance

- Local Government Act 1995

Officer Comments

Officers have undertaken a review of the Council Policy Recognition of Employee Service upon Retirement or Resignation in accordance with the policy review schedule.

The Policy has been amended accordingly to maintain consistency with policy and legislative requirements.
Analysis of Financial and Budget Implications

There are no financial or budgetary implications, funding is sourced from existing budget lines.

Councillor/Officer Consultation

The proposed policy has been endorsed by the Executive Leadership Team.

Outcome Policy Review and Development Committee Meeting – 16 April 2015

The Manager Organisational Development and HR advised the Committee that officers had conducted a general review of the Policy and the changes proposed simplified content and acknowledged the requirements of applicable legislation.

The following motion was moved by Cr Cook and seconded by the Mayor and was carried unanimously:

Committee Decision:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Recognition of employee service upon retirement or resignation as presented.
10.5 Revision of Council Policy – Use of banner masts located in the Victoria Street cappuccino strip (DWS-8)

<table>
<thead>
<tr>
<th>Applicant/Proponent:</th>
<th>Internal</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Melinda Whiteley, Acting Executive Assistant Works and Services</td>
</tr>
<tr>
<td>Executive:</td>
<td>Phil Harris, Director Works and Services</td>
</tr>
</tbody>
</table>

Summary

The purpose of this report is for the Policy Review and Development Committee to consider a revised Policy relating to the use of banner masts located in Victoria Street Cappuccino Strip.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy *Use of Banner Masts Located in Victoria Street Cappuccino Strip* as presented at Appendix 5.

Strategic Relevance

*City of Bunbury Strategic Community Plan*
KPA 5 Corporate
Objective 5.2 Maintain a high standard of corporate governance and improve access to information

Background

On 31 October 2006, Council adopted a new policy which outlined an identified process and governed fees and usage of suspended advertising banners of the Victoria Street Cappuccino Strip (refer Council Decision 199/06). The Policy provides community/Not-for-Profit groups with the opportunity of hanging advertising banners in the Victoria Street cappuccino strip, to promote community activities or upcoming events to passing vehicular and pedestrian traffic.

Council Policy Compliance

This report proposes a revision of an existing Council Policy.

Legislative Compliance

Installation and removal of the banners is to comply with relevant Codes of Practice approved by Worksafe WA and appropriate regulations relating to the Occupational Safety and Health Act 1984.

Officer Comments

Officers have undertaken a review of the Council Policy *Use of Banner Masts Located in Victoria Street Cappuccino Strip*.

The Policy has been amended to reflect adjustments of responsibilities within the organisation. The Events Booking Officer now coordinates the applications with the installations being managed by the Building and Trade Department.
Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report, as the intent of the existing Policy has not been altered.

Councillor/Officer Consultation

The Director Works and Services, staff within the Community Services and Building and Trades departments have been consulted in the review of this Policy.

Outcome Policy Review and Development Committee Meeting – 16 April 2015

Cr Steck queried the lack of a reference to charges for the leasing of advertising space for commercial entities. Following discussion by the Committee it was proposed to consider the inclusion of commercial leasing provisions for suspended advertising banners when the Hiring of City of Bunbury Billboards Policy is next reviewed.

The following amendment was proposed and supported as part of the Committee Recommendation:

- amend the policy title to incorporate the word “Community”, and
- delete the words “Cappuccino Strip” from the Policy.

The following motion was moved by Cr Steck and seconded by Cr Cook and was carried unanimously:

Committee Decision:

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Community Use of Banner Masts Located in Victoria Street as amended and presented.
10.6 New Council Policy – Use of Car Parking Bays for Outdoor Eating Areas in the CBD

**Applicant/Proponent:** Internal  
**Author:** Phil Harris, Director Works & Services  
**Executive:** Andrew Brien, Chief Executive Officer

**Summary**

The purpose of this report is for the Policy Review and Development Committee to consider a new Council Policy relating to the use of car parking bays for outdoor eating areas in the CBD, as applicable to the City of Bunbury.

**Executive Recommendation**

That the Policy Review and Development Committee recommend that Council adopt the new Council Policy entitled *Use of Car Parking Bays for Outdoor Eating Areas in the CBD* as presented at appendix 6.

**Strategic Relevance**

*City of Bunbury Strategic Community Plan*  
KPA 5 Corporate  
Objective 5.2 Maintain a high standard of corporate governance and improve access to information

**Background**

The draft policy, *Use of Car Parking Bays for Outdoor Eating Areas in the CBD*, as presented at appendix 6 makes provision for the implementation of the use of car parking bays for outdoor eating areas in the CBD.

**Council Policy Compliance**

This report proposes the adoption of a new Council Policy – Use of Car Parking Bays for Outdoor Eating Areas in the CBD.

**Legislative Compliance**

Not applicable

**Officer Comments**

In 2014, Officers commenced negotiation with 6 different cafe owners who were interested in establishing alfresco dining opportunities on car parking bays immediately in front of their place of business. With no formalised guidelines or policy in place, a cross directorate working group was formed to ensure that any potential risks were addressed and every effort made to accommodate the willingness of business to invest in the CBD.
Generally most of the applicants have been cooperative during this process, however there was a clear lack of policy or guidelines associated with the use of car parking bays for outdoor eating areas.

Analysis of Financial and Budget Implications

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

Councillor/Officer Consultation

The proposed policy has been endorsed by the Executive Leadership Team. The draft policy was provided to the Chief Executive Officer of the BCCI for circulation and comments from members. Four comments / questions were received which sought clarification with response provided to the BCCI.

Outcome Policy Review and Development Committee Meeting – 16 April 2015

The Director Works and Services advised that feedback had been sought and received from the Bunbury Chamber Commerce and Industry in this regard.

Cr Steck queried the possibility of temporary use of parking bays as outdoor eating area for restaurants in Victoria Street. The CEO advised this option will be trialled during Summer 2015/16 as part of a trial to make the CBD more pedestrian friendly, and suggested waiting for feedback following the trial before introducing a policy.

The following motion was moved by Cr Steck and seconded by Cr Cook and was carried unanimously:

Committee Decision:

That the Policy Review and Development Committee recommend that Council adopt the new Council Policy Use of Car Parking Bays for Outdoor Eating Areas in the CBD as presented.
10.7 Amendment to Code of Conduct – Gifts and Benefits

<table>
<thead>
<tr>
<th>Applicant/Proponent:</th>
<th>Internal</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Greg Golinski, Manager Governance</td>
</tr>
<tr>
<td>Executive:</td>
<td>Andrew Brien, Chief Executive Officer</td>
</tr>
</tbody>
</table>

Summary

The purpose of this report is for the Policy Review and Development Committee to consider some minor amendments to the City’s Code of Conduct.

Executive Recommendation

That the Policy Review and Development Committee recommend that Council endorse the amendments to the Gifts and Benefits section of the 2014 Code of Conduct as presented at Appendix A.

Strategic Relevance

City of Bunbury Strategic Community Plan
KPA 5 Corporate
Objective 5.2 Maintain a high standard of corporate governance and improve access to information

Background

The City’s Code of Conduct was last reviewed by Council in late 2014, with a revised version adopted on 11 November 2014 (refer decision 418/14).

Council Policy Compliance

N/A

Legislative Compliance

Section 5.103 of the Local Government Act 1995 requires local governments to have in place a Code of Conduct.

Officer Comments

A number of individual Councillors have requested the Policy Review and Development Committee develop some guidelines around the transferability of gifts and benefits received by Councillors.

It is suggested that rather than developing a policy in this regard, a more appropriate course of action is to amend the current Code of Conduct (the Code) which already provides guidance on how to deal with Gifts and Benefits received by, or offered to, Councillors and/or Officers. Pages 15–18 of the Code contain the relevant text in relation to Gifts and Benefits.

Appendix A contains an extract of the Gifts and Benefits section of the Code, and details proposed additions which address the clarifications sought by Councillors.
Under the heading Acceptance of Gifts, it is proposed to add an additional subclause “b”, which clarifies the process for accepting gifts where existing sponsorship or commercial arrangements may exist.

Under the same heading, it is also proposed to add an additional clause “e”, which clarifies the process for transferability of gifts or benefits.

**Analysis of Financial and Budget Implications**

There are no financial implications arising from the recommendations contained within this report.

**Councillor/Officer Consultation**

The proposed amendments to the Code of Conduct are presented to the Policy Review and Development Committee for consideration following a request from individual Councillors, to clarify provisions relating to the transferability of gifts/benefits.

**Outcome Policy Review and Development Committee Meeting – 16 April 2015**

General discussion took place regarding the proposed amendments to the Gifts and Benefits section of the Code of Conduct, and the Committee was supportive of the proposed clause to clarify the issue of transferability of gifts/benefits.

The Committee agreed that it did not generally support Elected Members, Committee Members or employees receiving tickets to attend events as part of any commercial/contractual arrangement. The CEO advised that certain commercial marketing/sponsorship packages (ie. Showcase Conference) often included complimentary tickets to the sponsored event/conference. These tickets are provided to all sponsors as part of the package, rather than being used as an incentive to solicit sponsorship.

In this instance, the Committee requested that a suitable clause be drafted for consideration to clarify circumstances arising regarding the acceptance of complimentary tickets for sponsored events. It was agreed that the proposed clause shall be provided, via email, to committee members for potential discussion and endorsement, and subsequently be included in the final report presented to Council on this matter on 5/12 May 2015.

The following motion was moved by Mayor Brennan and seconded by Cr Steck and was carried unanimously:

**Committee Decision:**

That the Policy Review and Development Committee recommend that Council endorse the amendments to the Gifts and Benefits section of the 2014 Code of Conduct as amended and presented.
11. **Applications for Leave of Absence**

   Not applicable to this committee.

12. **Questions from Members**

   12.1 **Response to Previous Questions from Members taken on Notice**

       Nil

   12.2 **Questions from Members**

       Nil

13. **Urgent Business**

    Nil

14. **Date of Next Meeting**

    10am, 18 June 2015

15. **Close of Meeting**

    The Presiding Member closed the meeting at 10.45am.
Community Access Committee

Minutes
10 April 2015

Committee Terms of Reference

The City of Bunbury Community Access Committee exists to guide the Bunbury City Council towards attaining best practice on matters of access and inclusion. The Community Access Committee is to make recommendations to Council based on the following Terms of Reference:

1. To develop proposals and make recommendations to Council on matters of access and inclusion relating to City of Bunbury buildings, facilities, services and information.
2. To seek funding opportunities that improve access and inclusion within the City of Bunbury.
3. To provide advice and information to City of Bunbury Officers and Councillors on decisions of best practice on matters of access and inclusion relating to Council buildings, facilities, services or information throughout Bunbury, and
4. To provide information to the private sector in relation to access and inclusion to assist in development and redevelopment of buildings and facilities.
5. To monitor the implementation of the Disability Access and Inclusion Plan for City of Bunbury buildings, facilities, services and information.
Minutes of an ordinary meeting of the Community Access Committee held in the Ocean Room of the City of Bunbury Administration Centre, 4 Stephen Street, Bunbury, on Friday 10 April 2015.

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

1. Declaration of Opening

The meeting was declared open by the Presiding Member at 1:05pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

Present:

<table>
<thead>
<tr>
<th>Committee Members:</th>
<th>Deputy Mayor Brendan Kelly</th>
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<tbody>
<tr>
<td>Presiding Member</td>
<td>Councillor Murray Cook</td>
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<tr>
<td></td>
<td>Andrew McClean</td>
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<td>Kathryn Hewitt</td>
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<td>Margaret Holden</td>
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<td>Peter Sears</td>
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<td>Rhonda Alman</td>
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<td>Thomas Blair</td>
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<td>Tracey Slattery</td>
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Support Staff:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Team Leader Community Development</td>
<td>Deanna Sullivan</td>
</tr>
<tr>
<td>Community Development Officer</td>
<td>Elle Dixon</td>
</tr>
<tr>
<td>Community Development Officer</td>
<td>Michele Grimston</td>
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</tbody>
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Public:

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<th>Name</th>
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<tbody>
<tr>
<td>Amy (Peter Sears carer)</td>
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<tr>
<td>Rob Alman</td>
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<tr>
<td>Donna Stewart</td>
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<tr>
<td>Carol Szabo</td>
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</tbody>
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4.1 Apologies

Stephanie Addison-Brown (Ex-Officio Member), Adam Johnson, Jenny Wood, Shelley Leech, Anthony Bertone.

4.2 Approved Leave of Absence

Isabell Evans.

5. Declaration of Interest

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

Nil.

6. Public Question Time

Nil.

7. Confirmation of Minutes

The minutes of the Community Access Committee meeting held on Friday 6 February 2015, are confirmed as a true and accurate record.

Moved: Andrew McClean    Seconded: Kathryn Hewitt
CARRIED
9 votes “for”/ nil votes “against”

8. Presentations
Nil.

8.1 Petitions
Nil.

8.2 Presentations

8.2.1 Deanna & James Shepherd – Big Swamp Precinct Concept Development Plan. James was unable to attend this meeting and the presentation has been moved forward to the next Community Access Committee meeting on Friday 5th June 2015.

8.3 Deputations

9. Method of Dealing with Agenda Business

Actions arisen from previous meetings are discussed in a permanent item in 10.3: Any other General Business.

In the absence of any 10.2: Members Reports, a roundtable update will take place following the discussion of all 10.3: General Business items.

10. Reports

10.1 Officer Reports
Nil.

10.2 Members Reports
Nil; see item 10.3.6

10.3 Any other General Business

10.3.1 Deputy Mayor Brendan Kelly: MARCIA updates –
1. **Letter’s sent by Deputy Mayor Kelly:** Deputy Mayor Kelly read out the letter’s he had sent to - Peter McLean (National CEO) for Keep Australia Beautiful, Bruce Langoulant (Chairman) DSC and Honourable Helen Morton MLC (Minister for Mental Health, Disability Services, Child Protection.

2. **PhD Scholarship:** Deputy Mayor Kelly reported that Council has agreed to contribute $13K for 3 years in partnership with Edith Cowan University Professor Kathy Boxall (which would be the duration of the scholarship). The student will sit on CAC in a research capacity and believes the final report will give City of Bunbury and MARCIA strength.

3. **MARCIA brochure:** Everyone was given a MARCIA brochure. Deputy Mayor Kelly personally thanked everyone who was involved in the designing and making of the brochure.

4. **Visit from Peter Sproul (Executive Director of Community Living Kingston and District, Ontario Canada):** Deputy Mayor Kelly reported that Peter Sproul had responded very positively to everything CAC is doing and was very interested and impressed with the MARCIA concept and wanted to know more and hopes to be able to continue discussions with Bunbury.

5. **APM High Tea:** Deputy Mayor Kelly reported that it was a successful High Tea, there was some great networking and also received a very positive response on his presentation for MARCIA. There was also discussion at the CAC meeting around issues with staff at the venue not knowing how to use their accessible equipment (ie: issue with lift and Pete’s wheelchair). The discussion then went on to say there is an issue with schools not being aware of how to support a person who has vision impairment.

   **Action:** Deputy Mayor Kelly will write to Education Department to ask for a brief education at schools on vision impaired. 

   Tracey also suggested Pete may wish to write to the venue Lighthouse Resort.

6. **10.3.2 Deputy Mayor Brendan Kelly: Rodney Tolley visit and Walkability and Cycling –**

   Deputy Mayor Kelly reported that the presentation by Rodney Tolley had been very interesting. He raised discussion around accessibility is good for business which included Walkability and Cycling. Deputy Mayor Kelly has discussed this with Mayor Gary Brennan and advised the Mayor has requested a resolution. After much discussion the CAC agreed to the following resolution:

   1. Community Access Committee supports the creation of pedestrian-friendly areas for shopping areas in the City of Bunbury.
2. Community Access Committee supports allocating resources to achieve appropriately designed and constructed pedestrian infrastructure in the City of Bunbury.

**Action:** Staff to work closely with the Planning Department and Engineers.

**Moved:** Margaret Holden  
**Seconded:** Andrew McClean

CARRIED

9 votes “for”/ nil votes “against”

10.3.3 Directional Signage to marine facilities: Deputy Mayor Kelly reported that he and Monique Warnock are currently looking at accessibility at the new Marina at Koombana Bay. Deputy Mayor Kelly also asked the question – how do we get appropriate directional signage? There was much discussion around Braille and Tactile not being appropriate and it was suggested that maybe ‘audio’ directional signage would be. The CAC agreed to the following resolution:

The Community Access Committee supports an accessibility audit of the Bunbury Marine facilities design prior to development approval.

**Action:** Deputy Mayor Kelly will write to the Marine Alliance chairperson John Castrilli.

**Moved:** Thomas Blair  
**Seconded:** Andrew McClean

CARRIED

9 votes “for”/ nil votes “against”

10.3.4 Update of actions from last meeting (see attached minutes) –  
All updates are actioned.

10.3.5 Member round table update

**Rhonda Alman** – gave positive feedback on how very accessible all the walk ways at Marlston (in particular) around the Dome café area.

Expressed concerns over no out of hour’s service available for people who need assistance with their essential equipment such as hoist etc and explained how Pete was unable to contact any organisations to come and assist him when his hoist broke down recently.
Action: City of Bunbury staff to follow up.

Kathryn Hewitt – 1. Would like taxis to have their contact details clearly visible on the front dashboard for people who are vision impaired (maybe on black background with white lettering or in braille).
Action: Deputy Mayor Kelly requested if Kathryn could provide him with best practise guidelines from New Zealand.

2. Suggested having audio announcements on buses for people like her who are vision impaired.
Action: Margaret Holden advised she will pass this request on to the Short on Sight Committee.

Thomas Blair – offered anyone who may be interested he would be happy to give a training session on visibility.

Councillor Murray Cook – 1. Advised he has been looking at accessibility and walkability around Bunbury.

2. Advised the Park Centre is currently working on the issue of making access parking and taxi drop off/pick-ups moved to a more accessible location.

Andrew McClean – raised the issue of taxi rank at the Bunbury Forum is currently at the back of the centre.

Carol Szabo – thanked everyone for inviting her and really enjoyed the meeting.

Donna Stewart – gave positive feedback on the committee and everything that is being done.

11. Applications for Leave of Absence

12. Motions of Which Previous Notice has been given

13. Questions from Members

13.1  Response to Previous Questions from Members taken on Notice

13.2  Questions from Members

14. Urgent Business

15. Date of Next Meeting
   Friday 5 June 2015; 1pm – 3pm; City of Bunbury Administration Centre, 4 Stephen Street, Bunbury.
16. **Close of Meeting**

The meeting was closed by the Presiding Member at 2:50pm.

<table>
<thead>
<tr>
<th>Actions Required after Meeting</th>
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<tbody>
<tr>
<td>1. Minutes of meeting to be sent to Council for noting;</td>
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<tr>
<td>2. Items to be raised for Council following requests/recommendations/motions by committee;</td>
</tr>
<tr>
<td>3. Any other actions required.</td>
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</tbody>
</table>
COUNCIL POLICY: Close Circuit Television System

POLICY OWNER: Manager Community Law, Safety and Emergency Management

POLICY STATEMENT: The City of Bunbury provides a CCTV system to the district in order to assist:
- deter offences against person or property;
- facilitate a rapid response by City staff, WA Police Officers or other emergency service personnel to incidents of concern; and
- improve the safety of city traders, retailers, workers, visitors and City of Bunbury staff.

POLICY OVERVIEW:
This policy will apply to all persons who are authorised to manage or use the CCTV system within the City of Bunbury.

POLICY DETAILS:
1. Role and Purpose of CCTV System
The City of Bunbury provides a CCTV system to the district in order to:
- deter offences against person or property;
- facilitate a rapid response by City staff, WAPOL or other emergency service personnel to incidents of concern; and
- enhance the safety of city traders, retailers, workers, visitors and City of Bunbury staff.

2. Definitions
“Situation of Concern” means a situation which may lead to a breach of statute law, a situation where it appears that a person may be in physical distress or a situation likely to cause a public nuisance or disturbance.

“Authorised Person” means a person appointed by the Chief Executive Officer (CEO) of the City of Bunbury, to manage, maintain, view and have access to the City’s CCTV system.

“CEO” means the Chief Executive Officer of the City of Bunbury.

“CCTV” means Closed Circuit Television System.

“MOU” means the CCTV Memorandum of Understanding established between the City of Bunbury and WAPOL.

“WAPOL” means the Western Australia Police and where the context requires any person duly sworn as a member of the WA Police.

3. Ownership and Control of the CCTV System
- a. The CCTV system is owned by and is the sole property of the City of Bunbury.
- b. The City of Bunbury Manager Community Law, Safety and Emergency Management (CLSEM) shall manage the system at all times.
c. A member of the WAPOL is permitted to operate the CCTV system in accordance with this Policy and in accordance with the MOU (Appendix 1).
d. A member of the WAPOL may not direct the City of Bunbury authorised person to undertake any task relating to the CCTV system unless in accordance with this Policy or the MOU.

4. CCTV Staff
   a. All staff having any duties pertaining to the CCTV system must be duly authorised by the CEO.
   b. All staff shall have a police clearance certificate.
   c. All staff shall follow this Policy and any procedures pertaining to the CCTV at all times.

5. Access to CCTV
   a. Only persons authorised by the CEO are permitted access to the CCTV System.
   b. Public may have access to certain CCTV cameras at the discretion of Council only for the purpose of gaining a panoramic view of the City and its tourist destinations. The camera shall be so installed to ensure that the public does not have access to view private properties or individuals and/or groups going about their normal and lawful daily business.

6. Surveillance
   a. Authorised Persons including the CLSEM shall scan and monitor all cameras routinely.
   b. Surveillance of an individual or groups shall only take place if the Authorised Person has a reasonable belief that a situation of concern either is taking or is likely to take place.
   c. Members of the public going about their normal and lawful business shall not be the subject of undue or illegal surveillance.

7. CCTV System Control
   7.1 Recording of Images and Still Photographs
      a. Images and still photographs may only be recorded by an Authorised Person.
      b. Copying images or still photographs shall only occur if the City of Bunbury Authorised Person is of the opinion that a situation of concern is being or is likely to be committed.
      c. At no time shall copying of images or still photographs be undertaken of the public going about their lawful business.
      d. At no time shall the CCTV system be used to provide surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well-founded belief that an offence against statute law is likely to or is taking place.
      e. All information recorded, collected and collated by means of the CCTV system shall remain the sole property of the City of Bunbury.
      f. Any incident recorded or still photograph taken shall be recorded in a register kept for that purpose including date, time and category of incident.
      g. The date, time and incident details shall be noted on the rear of any still photograph taken.
      h. All recordings and still photographs taken shall be recorded in a register kept for that purpose including date, time and category of incident.
i. All original recordings shall be erased and still photographs shredded after twenty eight (28) days after the date of the recording unless a request is made in writing for it to be held.

j. All written requests for access to original recordings shall be filed at the City of Bunbury.

k. Authorised Persons may view any recording on a random basis.

7.2 **Viewing of Recorded Footage**

a. WAPOL, Lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident may request to view the footage of that incident.

b. Such a request must specify the subject, date, time and location of the incident, which the person wants to view.

c. Requests by lawyers and individuals shall be made in writing and lodged with the CEO.

7.3 **Copying of Recorded Footage and Still Photographs**

a. The CEO, Director Planning and Development or CLSEM may authorise the copying of original recorded footage where a recorded incident is the subject of legal proceedings.

b. Copying of original recorded footage is to be made only by the City of Bunbury or an Authorised Person.

c. Any copy of recorded footage is to be marked “copy” and certified as such.

d. Where the City of Bunbury provides a copy of recorded footage or still photograph or any other material, it shall be done in accordance with Section 570B of the Criminal Code.

e. Certified copies will only be released to the parties named above when written permission to do so has been received from an Authorised Person and on the completion of the appropriate documentation.

7.4 **Release of Copy of Recorded Footage or Still Photographs**

a. A copy of recorded footage and still photographs shall not be released to any person or organisation unless requested under s.711 of the WA Criminal Code Act Compilation Act 1913, by court summons or by other legal instrument.

> Nothing in this section prohibits the provision of a copy of recorded footage or still photographs by an Authorised Person or WAPOL if required in accordance with the disclosure of evidence provisions under the Criminal Procedures Act 2004.

b. At no time shall original or copied recordings or still photographs be released to any media organisation, journalist or other individual or group without the written approval of the CEO.

8. **Joint Operations with WA Police**

a. Members of WAPOL may request the cooperation of the City of Bunbury for the purpose of covert surveillance of WAPOL operations.

b. Such requests shall be made in writing by WAPOL to the CEO.

c. The request shall detail the times and general purpose for which surveillance support is requested.

d. The City of Bunbury may decline to provide cooperation.
9. Record Keeping
   a. Community Law, Safety and Emergency Management shall be responsible for the
      keeping of records relating to the CCTV system including recorded footage and still
      photographs.

LEGISLATION AND OTHER REFERENCES:
- Local Government Act 1995
- WA Criminal Code Act Compilation Act 1913
- Criminal Procedures Act 2004
- Memorandum of Understanding – Western Australia Policy and City of Bunbury – 30/10/2014
- State Records Act 2000

Authority: Director of Planning and Development
Accepted by Council: Res 33/01 13 February 2001
Last Review:
29 June 2010 Reviewed
July 2007 Reviewed
22 February 2005 Reviewed
18 November 2003 Reviewed
05 February 2002 Amended
04 September 2001 Amended
MEMORANDUM OF UNDERSTANDING

WESTERN AUSTRALIA POLICE

and

CITY OF BUNBURY

*Protocols in relation to the CCTV system*
THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made the 30th day of October 2014.

BETWEEN

Western Australia Police ("WA Police")

AND

City of Bunbury ("Council")

BACKGROUND

1. The mission statement of WA Police is:
   "To enhance the quality of life and wellbeing of all people in Western Australia, by contributing to making our State a safe and secure place."

2. The mission statement of City of Bunbury is:
   "We will engage with the community to ensure we provide services and facilities that improve the quality of life of our residents and visitors."

3. This MOU forms the basis of an understanding between WA Police and the City of Bunbury with respect to access, maintenance and use of the CCTV system.

4. This document is a statement of the Parties' intentions at the date of this MOU and is not intended to create a contractual relationship between the Parties or be legally binding.

5. Nothing in this MOU:
   (i) alters the existing legal rights and obligations of either Party in relation to the protection and disclosure of information;
   (ii) restricts the exercise of the legislative or the operational responsibilities of the Parties; or
   (iii) affects the exercise of either Parties' discretion as to whether or what matters the agency investigates within their jurisdictions.
OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this MOU, unless the context otherwise requires:

- **CCTV** means Closed Circuit Television.
- **Parties** means WA Police and the City of Bunbury and **Party** is a reference to either of them.

1.2 Interpretation

In this MOU:
- (a) headings have been included for ease of reference only and are not to be used to construe or interpret any part of this MOU;
- (b) a reference to a clause is a reference to a clause of this MOU;
- (c) the singular includes the plural and the plural includes the singular;
- (d) a reference to a thing is a reference to the whole or any part of it;
- (e) a reference to the word “including” is deemed to be followed by the words, “but not limited to”;
- (f) a reference to a Party includes a reference to that Party’s executors, administrators, successors, permitted assigns, officers, employees, servants and agents and any other persons claiming under or through the Party.

OPERATIVE PROVISIONS

2.1 Purpose of MOU

The Council has developed a CCTV system to the Bunbury District in order to:

- a) Deter and prevent offences against persons or property;
- b) Facilitate rapid response by the City staff, WA Police Officers and other emergency service personnel to incidents of concern, and
- c) Improve the safety of city residents, traders, retailers, workers, visitors and City of Bunbury staff.

The CCTV system consists of a number of CCTV cameras strategically located within the City of Bunbury.

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Changes to this document can only be made by the document owner. The electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled and should be verified as current version.
The Council has monitoring and recording facilities controlled from their premises in Stephen Street, Bunbury. Historically, access to these facilities has been available to WA Police to assist with investigations involving the detection of criminal offences and identification of offenders/witnesses.

To maximise the benefit of the CCTV system, the Council provides and maintains CCTV infrastructure and equipment to the WA Police, South West Police Complex.

2.2 **WA Police agrees to:**

- Ensure adherence to the Council Policy pertaining to the CCTV system.
- Maintain the necessary CCTV equipment that is within the South West Police Complex including optic cabling, conduit, monitors, keyboard, and modems including the connection to the Council's CCTV optic cabling and conduits.
- Provide necessary maintenance of equipment that is within the South West Police Complex and provided by WA Police to ensure the ongoing operation of the CCTV system;
- Ensure that all necessary liaison, assistance and cooperation is provided to Council monitoring staff to facilitate the successful monitoring of the CCTV system;
- Ensure a response to communication is maintained at all relevant times between WA Police staff and Council monitoring staff;
- Ensure a response is provided to matters reported by Council Monitoring staff in accordance with SOP's;
- Use of a City of Bunbury asset, namely, mobile telephone, so council staff can provide police with direct and current information, which will assist with observations and investigations whilst monitoring CCTV systems.

2.3 **WA Police will not be responsible for the employment, management or assignment of staff for the purpose of monitoring of the CCTV system however WA Police in consultation with Council may monitor the CCTV system if or when required. Such monitoring is not to interfere with the activities of the Council monitoring staff.**
2.4 Council agrees to:

- Ensure adherence to the Council Policy pertaining to the CCTV system;
- Liaise with the WA Police prior to amending the Council policy document;
- Liaise with the WA Police prior to upgrading or altering the CCTV system in any way that may impair the compatibility of facilities installed in the South West Police Complex;
- Provide necessary maintenance to ensure the ongoing effective operation of the CCTV system;
- Allow WA Police to use digital images that are compliant with legislation and used for investigation purposes.
- Permit WA Police to record images for the use in judicial proceedings in accordance with Council Policy;
- Provide and maintain the necessary CCTV infrastructure to the WA Police South West Police complex so as to allow suitable connection to be made to the CCTV system;
- Ensure that all necessary liaison, assistance and cooperation is provided to WA Police to facilitate the successful monitoring of the CCTV system;
- Employ staff to monitor the CCTV system during mutually agreed peak times or other mutually agreed times;
- Ensure employed staff are adequately trained, and have the necessary security clearances to monitor the CCTV system;
- Maintain and submit CCTV reports to Council and if necessary to WA Police if and when required;
- Ensure a response is provided to matters reported by WA Police to Council Monitoring staff in accordance with Standard Operating Procedures;
- Ensure a response to communication is maintained at all relevant times between Council monitoring staff and WA Police.
2.5 Security of Information

The Parties will at all times take adequate measures to secure and store the information and agree to:

a) ensure appropriate security measures are in place to protect any information provided by the other Party from unauthorised use, access, modification or disclosure;

b) ensure that any of their personnel who are authorised to access information provided by the other Party, will not record, disclose or communicate such information except in the performance of official duties or as otherwise agreed between the Parties;

c) ensure the use, access, protection, handling and storage of information will survive the termination of this MOU.

2.6 Privacy

a) Nothing in this MOU will prevent the disclosure of information which is required to be disclosed pursuant to any legislation, law or regulation having the force of the law.

b) Nothing in this MOU authorises the exchange of information that is limited to or prohibited under legislation or legal principles.

c) The Parties to the MOU agree to share information in compliance with the National Privacy Principles.

2.7 Third Party Access to Information

Records will not be transferred to a third party without prior written application to the signatory of this MOU.

2.8 Destruction of Information

Information subject to this MOU is to be destroyed/disposed of in accordance with the agencies' respective records and disposal schedule.

2.9 Liaison Officers

The following positions will be contact points for the responsibilities the parties have agreed to undertake in this MOU:

WA Police
Officer in Charge
Bunbury Police Station
South West District
97222 100

City of Bunbury
Manager
Community Law and Safety
City of Bunbury
97927105
GENERAL PROVISIONS

3.1 Term

This MOU takes effect on the date of execution and remains in force unless it is terminated by either party pursuant to clause 3.3.

3.2 Review

This MOU is to be reviewed within a period of two (2) years from the date of the MOU coming into effect.

3.3 Termination

Either party may terminate this MOU by notifying the other party in writing.

3.4 Default and dispute resolution

a) Any dispute or issue that arises between the Parties in relation to the content or operation of this MOU will be referred to the Parties’ Liaison Officers for resolution. The Liaison Officers will attempt to resolve the issue.

b) Where the Liaison Officers jointly agree that they are unable to resolve the issue, the OIC/Manager may attempt to resolve the issue.

3.5 Honour Clause

This MOU is an expression of the intention of the Parties which is binding in honour only. There is no intention that this MOU give rise to any legal relationship, rights, duties or consequences or be the subject of litigation.

3.6 Freedom of Information

The Freedom of Information Act 1992 gives the public the right to apply for access to documents held by State Public Sector agencies. Agencies are required to assist the public to ensure that personal information held is accurate, complete, up-to-date and not misleading.

If it comes to the notice of the receiving Party that any information provided under this MOU appears to be the subject of any Freedom of Information application, the providing Party of that information is to be advised immediately by the receiving Party of that fact.
EXECUTION

SIGNED FOR AND ON BEHALF OF WESTERN AUSTRALIA POLICE:

DISTRICT SUPERINTENDENT SOUTH WEST DISTRICT

DATE: 4/2 2015

SIGNED FOR AND ON BEHALF OF CITY OF BUNBURY

Andrew Brien
CHIEF EXECUTIVE OFFICER CITY OF BUNBURY

DATE: 10/11/2014
COUNCIL POLICY: Equal Opportunity

POLICY OWNER: Manager Organisational Development

POLICY STATEMENT: To ensure the fair and equitable treatment of persons accessing the City of Bunbury's services / facilities (members of the public) and/or in the course of employment (employees) with the City of Bunbury

POLICY CONTENT:

The City of Bunbury has a commitment to Equal Opportunity (EO) under the obligations of the *Equal Opportunity Act 1984*. This commitment is reflected by the integration of the principles of EO into the City’s Strategic Community Plan Code of Conduct, Equal Opportunity Corporate Guideline and work practices.

The City’s Equal Opportunity Corporate Guideline will inform the direction, actions and training required under legislation for all City staff.

LEGISLATION AND OTHER REFERENCES:

- Local Government Act 1995
- Equal Opportunity Act 1984
- Fair Work Act 2009 (Cth)
- Age Discrimination Act 2004 (Cth)
- Workplace Gender Equality Act 2012 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- City of Bunbury City Strategic Community Plan
- City of Bunbury Code of Conduct
- City of Bunbury Equal Opportunity Corporate Guideline
- City of Bunbury Workplace Grievance Resolution Corporate Guideline
- City of Bunbury Equal Opportunity Management Plan

Authority: Manager Organisational Development
Adopted by Council: Res 332/99 22 June 1999
Last Review: Res 121/10 29 June 2010 Reviewed
COUNCIL POLICY: Recognition of Long Serving Employees

POLICY OWNER: Manager Organisational Development

POLICY STATEMENT: The City of Bunbury will recognise long serving employees with more than 10 years of continuous service, and satisfy the provisions of section 5.50 of the Local Government Act 1995.

POLICY OVERVIEW
To show appreciation to employees with extended periods of service and to promote positive workplace relations between the City of Bunbury, Council and employees.

POLICY DETAILS:
All staff who reaches milestone service achievements will be officially recognised and presented with the following:

• 5 Years – Certificate
• 10 Years – Certificate and gift or voucher to the value of $100
• 15 Years – Certificate and gift or voucher to the value of $150
• 20 Years – Certificate and gift or voucher to the value of $200
• 25 Years – Certificate and gift or voucher to the value of $250
• 30 Years – Certificate and gift or voucher to the value of $300
• 35 Years – Certificate, and gift or voucher to the value of $350
• 40 Years – Certificate and gift or voucher to the value of $400
• 45 Years – Certificate and gift or voucher to the value of $450
• 50 Years - Certificate and gift or voucher to the value of $500

LEGISLATION AND OTHER REFERENCES:
- Local Government Act 1995

Authority: Chief Executive Officer
Adopted by Council: Res (27) (b) 17 September 1990
Adopted as a work procedure: November 1997
Last Review: Res 121/10 29 June 2010 Reviewed
COUNCIL POLICY: Recognition of Employee Service upon Retirement or Resignation

POLICY OWNER: Manager Organisational Development

POLICY STATEMENT: This policy establishes guidelines and outlines the circumstances in which, employees may be formally recognised and Gratuity Payments made, in accordance with Section 5.50 of the Local Government Act 1995 (the Act).

POLICY OVERVIEW:
A Gratuity Payment, when made, is in addition to any amount that the employee is entitled to under a Contract of Employment, Enterprise Agreement or Award. This Policy shall not be considered as a contractual entitlement under the employment relationship.

The City of Bunbury recognises the service provided:
- By employees with 20 or more years continuous service, or
- By other employees who in the judgement of the CEO, have made a significant and valuable contribution to the organisation over a period less than 20 years continuously.

To show appreciation and give formal recognition to employees who have made extended or otherwise valuable contribution to the community, the Council and to promote positive workplace relations.

POLICY DETAILS:
The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with Council finishes after 1 January 2010 will be made in accordance with Regulation 19A of the Act and is not to exceed in total:

(a) The value of a person’s final remuneration, if the person:
   - Accepts voluntary severance by resigning as an employee; and
   - Is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39

Or

(b) In all other cases, $5000.00

Special Circumstances
If special circumstances warrant, Council may at any time give consideration for a gratuity that is additional to that set out in this policy. In this instance public notice will be given of the additional gratuity.
LEGISLATION AND OTHER REFERENCES:
- Local Government Act 1995
- Local Government (Administration) Regulations 1996

Authority: Chief Executive officer
Adopted by Council: Res 332/99 22 June 1999
Last Review: Res 121/10 29 June 2010 Reviewed
COUNCIL POLICY: Use of Banner Masts Located in the Victoria Street Cappuccino Strip

POLICY OWNER: Director Works and Services

POLICY STATEMENT: To provide community / Not-for-Profit groups with the opportunity of hanging advertising banners in the Victoria Street cappuccino strip, to promote community activities or upcoming events to passing vehicular and pedestrian traffic.

POLICY OVERVIEW:
That advertising banners suspended from the two (2) banner masts located along Victoria Street should:

- contain text and images suitable for public display (e.g. not offensive, sexist, racist or anti-religious etc, but may contain sponsorship details / logos from commercial groups) as defined in the Use of Banner Masts Located in the Victoria Street Cappuccino Strip;
- promote events, products or services of particular significance to the local community or visitors to Bunbury;
- be designed so as not to detract from the visual streetscape of the Victoria Street Cappuccino Strip; and
- be of sufficient dimension and design to suit the design and load capacity of the banner masts.

The cost of installation and removal of the banner is costed as per current City of Bunbury Schedule of Fees and Charges. Any additional works required will be charged to the applicant (at cost) if required.

LEGISLATION AND OTHER REFERENCES:
- Local Government Act 1995
- Codes of Practice, Worksafe WA
- City of Bunbury Occupational Safety and Health procedures
- City of Bunbury adopted Schedule of Fees and Charges
- Corporate Guideline: Use of Banner Masts Located in the Victoria Street Cappuccino Strip

Authority: Director Works and Services
Adopted by Council: Res 199/06 – 31 October 2006
Last Review: Res 121/29 June 2010 Reviewed
COUNCIL POLICY: Use of Car Parking Bays for Outdoor Eating Areas in the CBD

POLICY OWNER: Manager Assets and Projects

POLICY STATEMENT: To promote vibrancy in the CBD by providing alternative uses to the City’s car parking bays through the provision of clear procedural guidelines for the assessment and approval of Outdoor Eating Area (OEA) licences in the CBD.

POLICY OVERVIEW:
The cost of design, construction and maintenance of each Outdoor Eating Area (OEA) is generally paid for and maintained by the sponsoring business (‘the applicant’).

The consumption of alcohol may be permitted subject to the granting of a licence from the Department of Racing, Gaming & Liquor whilst smoking is not permitted under any circumstance.

Seating is normally open to the general public, a café may provide table service at an OEA, however patrons using the café are able to order and pay for food inside the premises and bring it outside to the OEA.

An OEA usually takes up one (1) or two (2) vehicle parking spaces (excluding footpath areas) and may also include such amenities as bicycle racks, planter boxes, benches/other seating and temporary landscaping.

This policy will be applied to all:
- new licenses; and
- existing licenses;

POLICY DETAILS:
Proposals for OEA’s must satisfy all of the following mandatory requirements. Where the proposal does not meet the following guidelines the application may be recommended for refusal.

1. The proposed installation shall be located on a road identified within the Suitable Locations section of the Application Guidelines.

2. The proposed installation will not result in a loss of space that serves as a valuable public purpose such as a space for the taxis, public transport, service vehicles or people with disabilities. Council may consider a variation to this requirement where the applicant demonstrates that suitable alternative arrangements can be made to compensate for such a loss in space.

3. The location and design of the OEA will not impede or negatively impact upon pedestrian or vehicular movement or sightlines at road intersections and vehicle access crossovers, or impede emergency vehicle movements.

4. Where the proposed installation makes use of a car parking bay it must ensure the maintenance of a two (2) metre clearance for the public footpath at all times. In instances
where the OEA licence is provided on an existing footpath the maintenance of a one and a half (1.5) metre clearance is required at all times.

5. The proposal must demonstrate that it will be constructed in such a manner that it is capable of being removed and the road reserve reinstated, to the same condition as it was previously to the proposed installation, within a maximum period of 72 hours.

6. The proposed installation should not interfere with the functioning, or result in the damage or permanent removal of existing infrastructure, such as kerbing, crossovers, stormwater drainage, verge trees, lighting, underground services and/or any other services.

7. An applicant may request changes to infrastructure (as outlined in 6 above); approval of which requires approval by the City’s Engineering Department and a Council resolution. In all cases the costs to change and reinstate any infrastructure shall be met wholly by the applicant.

Proposals for OEA’s that satisfy the above requirements will be considered for approval having regard to the following criteria:

1. The design shall:
   • be interesting, creative and demonstrate an improvement in the quality of public space;
   • be compatible with the established improvement in the quality of public open space;
   • be compatible with the established streetscape character;
   • encourage interactions;
   • provide adequate disability and universal access; and
   • maintain or improve public safety in the street.

2. The location and design shall not negatively impact upon the amenity of occupiers of buildings in close proximity to the proposed installation.

3. The proposed installation shall contribute to a diversity of uses in the CBD.

4. The loss of public parking space(s) shall not be significantly detrimental to the parking needs of the immediate locality.

5. The maximum number of on road car parking bays that may be replaced shall not exceed two (2) spaces and only the spaces directly in front of the business premises of the applicant may be proposed for replacement.

6. The location of the proposed installation is in an area where the existing footpath width is too narrow to adequately accommodate vibrant street activities, such as alfresco dining, as well as pedestrian movements where the minimum footpath requirements identified in Policy Detail 4 above cannot be met.

7. The proposed installation shall comprise of easily removable components and be located in an area with adequate lighting.

8. The City reserves the right to determine the number of installations in the CBD to maintain adequate parking amenities.

LEGISLATION AND OTHER REFERENCES:
- Local Government Act 1995
- City of Bunbury Health Local Laws 2001
- Local Planning Policy: Signage and Advertisements
- City of Bunbury Local Government and Public Property Local Law 2003
### City of Bunbury Corporate Guideline – Outdoor Eating Areas – Conditions of Licence

<table>
<thead>
<tr>
<th>Authority:</th>
<th>Director Works and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Review:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Gifts and Benefits

Definitions

For the purpose of the Code, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996:

“activity involving a local government discretion” means an activity -
(a) that cannot be undertaken without an authorisation from the local government; or
(b) by way of a commercial dealing with the local government;

“gift” has the meaning given to that term in S 5.82(4) of the Act except that it does not include -
(a) a gift from a relative as defined in S 5.74(1) of the Act; or
(b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or
(c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

“hospitality gift” has the meaning given to that term in the applicable section of this Code.

“notifiable gift”, in relation to a person who is an employee, means -
(a) a gift worth between $50 and $300; or
(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between $50 and $300;

“prohibited gift”, in relation to a person who is an employee, means -
(a) a gift worth $300 or more; or
(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth $300 or more.

Gifts and benefits

Elected Members, Committee Members and employees must not:
(a) seek or accept a bribe or other improper inducement; and
(b) by virtue of their position acquire a personal profit or advantage which has a monetary value, other than one of the notifiable or hospitality gift.

Elected Members, Committee Members and employees must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence them to:
(a) act in a particular way (including making a particular decision);
(b) fail to act in a particular circumstance; or
(c) otherwise deviate from the proper exercise of their official duties.

Elected Members, Committee Members and employees may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on their part. An exception to this Code is where an Elected Member, Committee Member or employee is invited to attend a function in their role of representing Council or the community unless acceptance may reflect adversely on Council or be seen as potentially affecting any matter then before Council or likely to come before it.

Acceptance of gifts

(a) Elected Members, Committee Members and employees shall not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward, donation, inducement or benefit for
themselves or for any other person or body, relating to their status with the City, or their performance of any duties or work which touches or concerns the City.

(b) Elected Members, Committee Members and employees may accept acts of moderate hospitality for community related events or events related to the performance of their duties for the City. If applicable, the acceptance of these acts of hospitality must be promptly recorded in the relevant Gifts Register, kept by the City.

(c) This section does not prevent the acceptance of a gift/benefit:
   i. on behalf of the City of Bunbury in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Gifts Register and used or retained exclusively for the benefit of the City of Bunbury; or
   ii. by an Elected Member, Committee Member or employee where the gift/benefit is provided to the City of Bunbury as part of a broader sponsorship package, where such benefit would be provided to any other organisation that undertakes similar sponsorship of the event and the gift/benefit is included as part of that package.

(d) Where a gift(s) is of a civic nature exceeds $300 is received from a visiting dignitary as part of civic/ceremonial protocols and/or customs, they can only be accepted on behalf of the City of Bunbury and shall become the property of the City.

(e) It is not permissible to transfer or pass on an accepted gift (ie concert tickets, function invitation). However, in instances where for example, two or more gifts or benefits are issued (ie tickets), it is permissible for an elected member or employee to be accompanied by a spouse/partner/or other individual.

Gifts of value
   (a) Elected Members, Committee Members and employees must never accept an offer of money, regardless of the amount.

   (b) Elected Members, Committee Members and employees must avoid situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from them or the City.

   (c) Elected Members, Committee Members and employees must also take all reasonable steps to ensure that their immediate family members do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.

Prohibited gifts
A person who is an Elected Member, Committee Member or employee must not accept a prohibited gift from a person:-

   (a) who is undertaking or seeking to undertake; or

   (b) who it is reasonable to believe is intending to undertake;

an activity involving a local government discretion.

Notifiable gifts
A person who is an employee and who accepts a notifiable gift from a person -

   (a) who is undertaking or seeking to undertake; or

   (b) who it is reasonable to believe is intending to undertake;

an activity involving a local government discretion must within 10 days of accepting the gift, notify the Chief Executive Officer, in accordance with the following procedure.
The notification of the acceptance of a notifiable gift must be in writing and include -

(a) the name of the person who gave the gift;
(b) the date on which the gift was accepted;
(c) a description, and the estimated value, of the gift;
(d) the nature of the relationship between the person who is an Elected Member, Committee Member or employee and the person who gave the gift; and
(e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
   i. a description; and
   ii. the estimated value; and
   iii. the date of acceptance,

of each other gift accepted within the 6 month period.

The Chief Executive Officer is to maintain a register of notifiable gifts in which details of notices received are recorded.

Hospitality gifts

A “hospitality gift” is a gift (or a combination of gifts in any one annual return period) with a value of less than $50 and these are not required to be recorded in the City’s Gifts Register. These gifts are not limited to, but may include items such as;

(a) trinket gifts of an insignificant nature;
(b) minor items of apparel (eg ties, scarves, cuff-links, tie pins);
(c) minor items of a promotional nature (eg coasters, diaries, mouse pads, mugs, pens, pencils);
(d) provision of flowers, food, beverages, liquor (gifts of single bottles of reasonably priced alcohol) and refreshments of small amounts;
(e) free or subsidised meals, of a modest nature, and/or beverages that have been arranged primarily for, or in connection with, the discussion of official business;
(f) free meals, of a modest nature, and/or beverages provided to persons who formally represent the City of Bunbury at work related events such as training, education sessions, workshops;
(g) refreshments, of a modest nature, provided at conferences where you are a speaker/presenter; or
(h) invitations to appropriate out of hours “cocktail parties” or social functions organised by groups, such as, City Committees and community organisations.

Where an Elected Member, Committee Member or employee’s partner is invited to attend an official function that is related to the City, with the Elected Member, Committee Member or employee, the partner may accept “notifiable gifts” or moderate acts of hospitality.

The acceptance of “notifiable gifts” and/or moderate acts of hospitality by a particular Elected Member, Committee Member or employee from a person(s) or organisation on a frequent basis shall not be permitted.

No company, organisation or individual with a proprietary or beneficial interest may pay or contribute to any expenses associated with the inspection, evaluation or trial of any goods or services which the City may or may not wish to acquire, provided however that the City may require the payment of those expenses as a standard condition applicable to all parties with an interest in providing the required goods or services to the City.

This section does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act 1995) or an electoral gift (to which other disclosure provisions apply).

Disclosure of gifts in annual returns
Elected Members, Committee Members and ‘designated employees’, as defined in section 5.74 of the Local Government Act 1995, should also remember to disclose gifts, in an annual return, received and valued at over $200, that are not covered by the Local Government (Rules of Conduct) Regulations 2007 (for Elected Members) or this Code (for employees).

Disclosure of election campaign contributions

All electoral candidates must comply with the Local Government Act 1995 and the Local Government (Elections) Regulations 1997 in disclosing electoral donations or ‘gifts’. A candidate must disclose to the Chief Executive Officer information about any electoral or related gift with a value of $200 or more that is promised or received within six months before the relevant election day.

Requirements relating to the disclosure of electoral gifts are set out in the Local Government (Elections) Regulations 1997, particularly Part 5A.
Location Plan

Total Road Closure: 913sqm
Koombana Bay Beach Kiosk, Koombana Drive, Bunbury
To: City of Bunbury

From: Bunbury Tennis Club Inc.

RE: PROPOSED LEASE FEE INCREASE

We have recently received advice from the City of Bunbury that consideration is being given to increasing our annual lease fee from approximately $1750 per annum to $9120 per annum.

This is despite the fact that the Club spent a considerable amount of time and effort in negotiating a figure for this year of $3040 with the City of Bunbury – an amount which represented a significant increase on the previous year, but one which the Club could accommodate within its sphere of operations.

The proposed figure of $9120 represents an increase of more than 400% on the existing lease fee – an increase which can only be described as exorbitant. If implemented, the lease fee would represent the single biggest expense in the Club’s budget.

The Club is run almost exclusively by volunteers – without whom we would not exist. The wages bill for two groundsmen alone would be in the vicinity of $100,000. It is becoming increasingly difficult to find people to fill these volunteer positions as everyone seems to have less time at their disposal.

As with many sporting Clubs in the region, our revenue base is under pressure as membership numbers continue to decline.

We believe we have been excellent custodians of the City’s facility – the Club has undertaken improvements to the value in excess of $250,000 over the past six years including:–

- Building of Childrens Playground
- Replace entire perimeter and internal fencing
- Resurfacing of hardcourts
- Refurbishment of Bar
- Installation of Outdoor Decking and Bi-Fold doors

In summary, the BTC believes that the proposed increase would impact significantly on the financial viability of the Club at a time when it is already a struggle to balance the books.

Yours faithfully

PHIL WRIGHT
BTC VICE-PRESIDENT
<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM</th>
<th>VALUE</th>
<th>FUNDING SOURCE</th>
<th>BTC</th>
<th>DSR</th>
<th>Tennis Australia</th>
<th>COB</th>
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<tbody>
<tr>
<td>2008</td>
<td>OFFICE/VERANDAH SCREENS</td>
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<td>BTC</td>
<td>$ 1,408.00</td>
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<td>PLAYGROUND</td>
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<td>BTC</td>
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<td>CARPETS</td>
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<td>BTC</td>
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<td>2011</td>
<td>RE-FENCING</td>
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<td>$ 23,696.33</td>
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<td>2011</td>
<td>HARDCOURT RESURFACING</td>
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<td>1/3 BTC, 1/3 DSR, 1/3 TENNIS AUSTRALIA</td>
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<td>2011</td>
<td>LIGHTS</td>
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<td>2012</td>
<td>REPLACE ROOF</td>
<td>$19,480</td>
<td>1/2 BTC, 1/2 CITY OF BUNBURY</td>
<td>$ 9,740.00</td>
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<td>$ 9,740.00</td>
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<td>2013</td>
<td>BAR UPGRADE</td>
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<td>BTC</td>
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<td>2014</td>
<td>BIFOLD DOORS/DECKING</td>
<td>$35,182</td>
<td>BTC</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>$254,789</td>
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<td>$ 148,729.66</td>
<td>$ 48,159.66</td>
<td>$ 48,159.66</td>
<td>$ 9,740.00</td>
</tr>
</tbody>
</table>
Project Performance

July 2014 to March 2015

Major Projects - 2014/15

Thursday, 30 April, 2015
Project Performance

July to March

- Total Number of Projects: 42
- Projects without Targets: 0
- Projects less than 70% of Target: 10
- Projects between 70% and 90% of Target: 2
- Projects greater than 90% of Target: 30
### Bunbury Regional Entertainment Centre

**PR-1035 Design and construct extension - Bunbury Regional Entertainment Centre (BREC)**

**Director Works and Services - Phil Harris**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>COB Cash - Unrestricted</td>
<td>01/07/2011</td>
<td>30/06/2015</td>
<td>In Progress</td>
<td>99</td>
<td>100</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Current</th>
<th>End of Year</th>
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</thead>
<tbody>
<tr>
<td>COB Cash Restricted - Unspent Grant</td>
<td>$8,241,895</td>
<td>$55,855</td>
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<tr>
<td>COB Loan Borrowing</td>
<td>$4,107,250</td>
<td>$55,855</td>
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<tr>
<td>COB Cash Restricted - Unspent Loans</td>
<td>$55,855</td>
<td>$55,855</td>
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<tr>
<td>Contribution - External Organisation</td>
<td>$9,556</td>
<td>$55,855</td>
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<tr>
<td>Interest on Capital grants</td>
<td>$50,379</td>
<td>$55,855</td>
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#### Income

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<tr>
<th>Committed</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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<tr>
<td>-$1,180</td>
<td>$55,855</td>
<td>$55,855</td>
<td>$23,795</td>
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#### Expenditure

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<tr>
<th>Committed</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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<tbody>
<tr>
<td>$32,060</td>
<td>$30,880</td>
<td>$55,855</td>
<td>$24,975</td>
<td>$55,855</td>
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**Comments**

18/12/14
Facility is fully operational, with Unconditional Occupancy Certificate granted 1 September 2014. Final R4R project acquittal submitted on 12 December 2014. Minor adjustments are being made to the first floor evacuation flows to improve safety.

Additional interest received and contributions have allowed expenditure to be increased by the same amount.

Extension complete contractor working on upgrade to original BREC. 3 week EoT approved.

Stage 1 extension scheduled for 12 month defects inspection on 6 March 2015

Still some issues with fire doors with anticipated resolution May 15

**Last Update: Tuesday, 28 April, 2015**
### Bunbury Regional Entertainment Centre

**PR-3607 Provide additional operating support to the Bunbury Regional Entertainment Centre (BREC) 2014/15**

**Manager Community, Arts and Culture - Julian Bowron**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$60,000</th>
<th>Start Date</th>
<th>01/07/2014</th>
<th>End Date</th>
<th>30/06/2015</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tbody>
<tr>
<td>Source of Funds</td>
<td>COB Cash - Unrestricted</td>
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<td>✔️</td>
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**Comments**

Three quarterly payments have been made (& gst)

**Last Update:** Tuesday, 28 April, 2015
### Bunbury Regional Entertainment Centre

#### PR-3517 Replace Fly System at the Bunbury Regional Entertainment Centre (BREC)

Manager Building and Trades - Stephen Stirton

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$95,000</th>
<th>Start Date</th>
<th>01/07/2014</th>
<th>End Date</th>
<th>30/06/2015</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>COB Cash - Unrestricted</td>
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<td>In Progress</td>
<td>10</td>
<td>90</td>
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</table>

**Comments**

- Works being scheduled to minimise disruptions to BREC operations, quotes are currently being sought.
- Work scheduling to be confirmed with BREC staff 5/1/15
- Quotation's for works have closed and currently being assessed. 3/3/15
- Additional required funding has been transferred from PR-3012 following Budget review. Tender assessment complete. Award pending 17/4/15

**Last Update:** Friday, 17 April, 2015
**Bunbury Regional Entertainment Centre**

**PR-3012 Support Bunbury Regional Entertainment Centre (BREC) through the purchase of equipment 2014/15**

Manager Community, Arts and Culture - Julian Bowron

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tbody>
<tr>
<td>Source of Funds</td>
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<table>
<thead>
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<th>Committed</th>
<th>Year to Date</th>
<th>Current</th>
<th>End of Year</th>
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<td>$52,500</td>
<td>$70,000</td>
<td>$70,000</td>
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<tr>
<td>$0</td>
<td>$0</td>
<td>$52,500</td>
<td>-$52,500</td>
<td>$0</td>
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</table>

**Comments**

Equipment renewal deferred during upgrade is resulting in failures which this project is intended to address. So far this project has not been accessed but is likely to be called upon during the second half of the year. To date this project still has not been accessed but the possibility of sudden equipment failure remains.

**Last Update:** Thursday, 30 April, 2015
Major Projects - 2014/15

Bunbury Regional Entertainment Centre

PR-3518 Replacement of fridges and upgrade of bars at the Bunbury Regional Entertainment Centre (BREC)

Manager Building and Trades - Stephen Stirton

<table>
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<tr>
<th>Total Expenditure</th>
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<tbody>
<tr>
<td>Source of Funds</td>
<td>COB Cash - Unrestricted</td>
</tr>
<tr>
<td>Start Date</td>
<td>01/07/2014</td>
</tr>
<tr>
<td>End Date</td>
<td>30/06/2015</td>
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<tr>
<td>Status</td>
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<td>% Complete</td>
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<td>March Target %</td>
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<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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<td>$0</td>
<td>$45,000</td>
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</table>

Comments

Portion of funding to be utilised to cover cost of Lighting deck in old section of BREC system which has recently failed. To be covered in October Budget review

Priority replacement to be determined to maximise remaining funding. 7/1/15

This project may need to be deferred to allow funding to cover other urgent repair works which exceed available funding. 3/3/15

12/4/15 This project will not proceed as other repair projects are of a higher priority. Funds to be transferred to Fly Tower and Lighting GL's

Last Update: Sunday, 12 April, 2015
Project Performance for July 2014 to March 2015

Major Projects - 2014/15

Bunbury Timber Jetty

PR-1018 Deconstruct Bunbury Timber Jetty and construct heritage interpretation, Koombana Bay

Manager Engineering - Vacant Position

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<td>Grant - State Government</td>
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<td>Reserve - Depot Construction</td>
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</tr>
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</table>

Comments:


The forecast State Government Grant Income has now been reduced by $178,312 to $557,366.

The City is able to recoup 50% of expenditure on the deconstruction of the Bunbury Timber under an agreement with the State Government. In calculating the amount recoupable, officers mistakenly used the budgeted expenditure in 2011/12 instead of actual expenditure. This error has overstated grant income budgeted to be received in 2013/14 by $178,312. The forecast State Government Grant Income has now been reduced by $178,312 to $557,366.

The concept plans demonstrating the key elements of the form of the Jetty Heritage Interpretation have been provided to stakeholders for comment, with responses due mid Nov. Once the initial responses have been received further work into the detail and content of the interpretation will be undertaken and report presented to council for consideration.

Report to Council first round 2015

Project on hold pending outcomes of potential marina development by DoT 3/3/15

Remaining funds to be carried forward for Fishing Platform then interpretation project.

Grant applications for fishing platform are currently with Recfish West and Lottery West. Both applications have progressed to the second stage of endorsement.

Last Update: Wednesday, 29 April, 2015
## Major Projects - 2014/15

<table>
<thead>
<tr>
<th>Total</th>
<th>Bunbury Timber Jetty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$8,923</td>
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<tr>
<td></td>
<td>$12,441</td>
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<td></td>
<td>$154,799</td>
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<tr>
<td></td>
<td>-$142,358</td>
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<tr>
<td></td>
<td>$154,799</td>
</tr>
<tr>
<td></td>
<td>$154,799</td>
</tr>
</tbody>
</table>

- **At least 90% of action target achieved**
- **Between 70% and 90% of action target achieved**
- **Less than 70% of action target achieved**
## College Grove Joint Venture

**PR-3582 Investigate options for development and disposal of Lots 298 and 938 amended College Grove joint venture**

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$60,000</th>
<th>Start Date</th>
<th>01/04/2014</th>
<th>End Date</th>
<th>31/12/2017</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>Reserve - College Grove Subdivision</td>
<td>$60,000</td>
<td>In Progress</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Committed</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,105</td>
<td>$30,686</td>
<td>$30,686</td>
<td>$4,105</td>
<td>$0</td>
<td>$60,000</td>
<td>$60,000</td>
</tr>
</tbody>
</table>

**Comments**

The College Grove Joint Venture Working Group continue to explore design options for the development of the Lots.

The Department of Lands and members of the Executive meet on a quarterly basis to progress the new Joint Venture.

Liaison with relevant state and federal departments regarding ecological survey requirements has commenced. The fauna and dieback investigation reports have been completed.

Environmental approvals phase will commence following completion of ecological survey phase.

Next Project Meeting is planned for 6 May.

**Last Update:** Thursday, 30 April, 2015
### Project Performance for July 2014 to March 2015

#### Major Projects - 2014/15

#### College Grove Joint Venture

**PR-3595 Prepare Lot 70 Winthrop Ave, College Grove Joint Venture (Amended) for disposal**

**Team Leader Sustainability - Ben Deeley**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$140,000</td>
<td>Reserve - College Grove Subdivision</td>
<td>01/05/2014</td>
<td>30/06/2015</td>
<td>In Progress</td>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

**Status and Progress**

- **% Complete:** 50%
- **March Target %:** 50%

**Expenditure and Budget Variance**

<table>
<thead>
<tr>
<th>Total</th>
<th>Committed</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,659</td>
<td>$6,554</td>
<td>$85,039</td>
<td>$113,629</td>
<td>$-28,590</td>
<td>$138,629</td>
<td>$138,629</td>
</tr>
</tbody>
</table>

**Comments**

**Ecological Survey Phase**

Liaison with relevant state and federal departments regarding ecological survey requirements has commenced. The fauna and dieback investigation reports have been completed and we are currently waiting for final flora report.

**Site Contamination Issues**

The City's consultant has updated the detailed contaminated site report based on the auditor's comments. The final draft report has been sent to the auditor for confirmation. The report outlines the consultants/auditors recommended next steps in resolving the issue.

$50,000 originally carried forward for Structure Plan and additional $28,629 carried forward for contaminated site works from 2013/14 to 2014/15.

Council approved a further $60,000 to be transferred from the College Grove Subdivision Amended Joint Venture Reserve in Council Decision 364/14 to further contaminated site investigations at Lot 70 Winthrop Avenue.

**Last Update:** Thursday, 30 April, 2015

---

At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
**PR-1021 Construct Hay Park South Multi-sport Pavilion**

**Team Leader Building and Structure - Mark Robson**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000,000</td>
<td>COB Cash - Unrestricted</td>
<td>01/07/2012</td>
<td>30/06/2016</td>
<td>In Progress</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>COB Cash Restricted - Unspent Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>COB Loan Borrowing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant - State Government Royalties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

**In Progress**

**% Complete**

<table>
<thead>
<tr>
<th>0%</th>
<th>25%</th>
<th>50%</th>
<th>75%</th>
<th>100%</th>
</tr>
</thead>
</table>

**Income**

- $2,413,657

**Expenditure**

- $319,350
- $1,836,415
- $1,822,758

**Committed**

<table>
<thead>
<tr>
<th>Current</th>
<th>End of Year</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$177,324</td>
<td>$1,822,758</td>
<td>$1,836,415</td>
<td>-1,517,065</td>
<td></td>
<td>$4,236,415</td>
<td>$4,236,415</td>
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</tbody>
</table>

**Comments**

MR 28/11/2014 Works and Design is Progressing.
A Reticulation plan has been developed for Parks & Garden to progress with relocation of the existing reticulation system.
Western Power's design & offer for the new Transformer has been approved and a Purchase order raised.
New time plan developed, looking to advertise the Construction Tender 1st week in March 2015.
Consultation and team meetings is continuing on a regular basis.
No increase in the Percent Complete until award of Contract.
SS 19/12/14 Western Power Design Works Completed, Jandco Electrics appointed to carry out works.
Prices received for Water and waste connections, works yet to be let.
Plans and detail design are continuing.
Council approved design and progression to tender advertising mid March 3/3/15
Tenders Closed 14/4/2015 currently in assessment phase 17/4/15
Tender assessment complete. Agenda item being prepared 28/4/15

**Last Update:** Tuesday, 28 April, 2015
### Highway Corner Intersection

**PR-2624 Upgrade Intersection at Spencer Street / Forrest Avenue / Beach Road (RRG Funded) 1.01 - 1.02 SLK (21109043)**

**Manager Engineering - Vacant Position**

**Total Expenditure**

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COB Cash - Unrestricted</td>
<td>$232,757</td>
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<tr>
<td>COB Loan Borrowing</td>
<td>$100,000</td>
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<tr>
<td>Grant - State Government</td>
<td>$603,333</td>
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</table>

**Start Date** 01/07/2013  **End Date** 30/06/2015

<table>
<thead>
<tr>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>85</td>
<td>95</td>
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</table>

**Committed Actual Budget Variance**

<table>
<thead>
<tr>
<th>Year to Date</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committed</td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>Income</td>
<td>-$160,000</td>
<td>-$160,000</td>
</tr>
<tr>
<td>Expenditure</td>
<td>$300,000</td>
<td>$365,200</td>
</tr>
</tbody>
</table>

| Total        | $140,000       | $205,200             | -$65,200  | $155,201     | $155,201             |

**Comments**

- Underground power works completed in Sept. 2014.
- Drainage works completed in Oct 2014.
- TCS completed in Dec 2014.
- Path works mostly complete in Dec 2014.
- Civil works mostly complete (including reseal and reconfiguration of Plaza Shopping Centre car park)
- Final finishing’s in February and March 2015.
- Project grant reconciliation’s in April 2015.
- Previous budget comment: Sought confirmation from Main Roads to reallocate Regional Road Group funding. Once approval received (expected February) budget will amended and funds reallocated. Approved by RRG February 15.
- Asphalt works scheduled for 2/5/15.
- Consultation occurred with property owners regarding proposal to install painted bike lanes. Due to opposition received proposed bike lanes will not be installed.

**Last Update:** Thursday, 30 April, 2015
## Major Projects - 2014/15

### Jaycee Park

**PR-3075 Develop and implement environmental projects 2014/15**

Team Leader Sustainability - Ben Deeley

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>COB Cash - Unrestricted</td>
<td>$60,000</td>
<td>01/07/2014</td>
<td>30/09/2015</td>
<td>In Progress</td>
<td>25</td>
<td>25</td>
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<tr>
<td>Reserve - Environmental</td>
<td>$100,000</td>
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<td></td>
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<td></td>
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</table>

### Total Expenditure

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Budget</th>
<th>Year to Date</th>
<th>End of Year</th>
<th>Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Committed</td>
<td>Actual</td>
<td>Budget</td>
<td>Variance</td>
<td>Current Budget</td>
</tr>
<tr>
<td>Expenditure</td>
<td>$74,969</td>
<td>$9,578</td>
<td>$130,000</td>
<td>-$120,422</td>
<td>$160,000</td>
</tr>
</tbody>
</table>

**Comments**

Consultant appointed to undertake detailed contaminated site investigation (DSI). Auditor appointed to oversee process. At the time of the DSI RFQ, some uncertainty existed regarding the required scope of works. This has now been resolved upon the advice of the auditor and has resulted in an increase in the DSI cost from $59,950 to $74,630. The additional expense can be met by the existing project budget. Site sampling works to commence in May 2015. Anticipate receipt of final report (i.e. post-auditor review and amendment) by mid-September 2015.

In regards to Jaycee Park land transfer, advice from DoL as at 29 April was that both the Jaycee Park and Stirling Street Arts Centre sites are currently having their "Deed of Release" drafted for the City to sign prior to Titles being issued. The expected completion date for this is the 30 June 2015.

**Last Update:** Thursday, 30 April, 2015
### Project Performance for July 2014 to March 2015

**Major Projects - 2014/15**

#### PR-3382 Dispose of Lot 210 Holywell Street

**Manager Major Projects - Felicity Anderson**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>COB Cash - Unrestricted $2,109</th>
<th>COB Proceeds from Disposal of Asset $15,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>01/07/2013</td>
<td><strong>End Date</strong> 30/06/2018</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>In Progress</td>
<td><strong>% Complete</strong> 20</td>
</tr>
<tr>
<td><strong>March Target %</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td>$17,109</td>
<td><strong>Budget Variance</strong></td>
</tr>
<tr>
<td><strong>Year to Date</strong></td>
<td>Committed $1,256</td>
<td><strong>Variance</strong> -$1,256</td>
</tr>
<tr>
<td><strong>Actual</strong></td>
<td>$0</td>
<td><strong>End of Year Budget</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Forecast</strong> $3,139</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>End of Year</strong> $0</td>
</tr>
</tbody>
</table>

**Comments**

The Infrastructure and Assets Department is working towards fulfilling the conditions as provided by Thompson Surveying Consultants in order to have the deposited plan endorsed by the Western Australian Planning Commission.

A request for clearance of conditions has been lodged with WAPC re associated sub-division for pump station. New Title expected to be forwarded shortly thereafter.

Met with selling Agent in March for an update as to any market interest in various City of Bunbury lots. The Agent indicated there had been no recent interest in this property.

**Last Update:** Thursday, 30 April, 2015

---

**At least 90% of action target achieved**

**Between 70% and 90% of action target achieved**

**Less than 70% of action target achieved**
Land Rationalisation

PR-3397 Lease of Lots 1, 31 and 32 Prosser Street and Lot 8 Spencer Street, Bunbury

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$5,000</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>COB Cash - Unrestricted</td>
<td>01/07/2013</td>
<td>30/06/2015</td>
<td>In Progress</td>
<td>70</td>
<td>60</td>
</tr>
</tbody>
</table>

% Complete: 70% In Progress

Income: $0
Expenditure: $0
Expenditure: $5,000

Comments

At the Council meeting 28 April 2015 Council in order to progress negotiations for a proposed lease over these lots agreed to:

1. Approve the preparation of a Deed of Lease between the Bunbury City Plaza Shopping Centre and the City over Lot 1 and Lot 166 Prosser Street, Lot 8, Lot 100, Lot 31 and Lot 32 Spencer Street, South Bunbury for a term of Twenty (20) years with a further option of 5 + 5 + 5 + 5 to align with the terms of the private commercial lease for the of the Plaza Shopping Centre.

2. The Chief Executive Officer be authorised to negotiate the commercial terms and amount of the lease prior to public advertising in accordance with the options outlined in the confidential report.

Last Update: Thursday, 30 April, 2015
**PR-3383 Dispose of Lot 211 Holywell Street**

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,109</td>
<td>COB Cash - Unrestricted</td>
<td>01/07/2013</td>
<td>30/06/2018</td>
<td>In Progress</td>
<td>20</td>
<td>10</td>
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<tr>
<td></td>
<td>COB Proceeds from Disposal of Asset</td>
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<td></td>
<td>$2,109</td>
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<tr>
<td></td>
<td>$28,000</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Comments**

The marketing agents' advice is that based on the recent offer submitted, a possible 'counter offer' for Lots 210 and 211 was suggested (a sum of approx $1,800,000) and this amount has been utilised as an estimated sale price. Based on the square metreage of Lot 211, the sale price is estimated at $1,134,000. ELT Meeting 15/12/14 – Project moved from 2015/16 to 2017/18.

Met with selling Agent to discuss market interest in various City of Bunbury lots. The agent indicated there had been no recent interest in relation to this lot.

**Last Update:** Thursday, 30 April, 2015
Land Rationalisation

PR-3381 Dispose of Lot 66 Ocean Drive
Manager Major Projects - Felicity Anderson

Total Expenditure $55,907
Source of Funds
- COB Cash - Unrestricted $5,907
- COB Proceeds from Disposal of Asset $50,000

Start Date 01/07/2013
End Date 30/06/2016
Status In Progress
% Complete 25
March Target % 10

Comments
There has been approval for Scheme Amendment 66.

Whilst contract conditions have been met, there have been extensions of dates relating to the first few clauses of the contract due to the waiting for approval from WAPC, but the overall contract time frames have not been extended.

The CEO and Mayor have recently met with purchasers to discuss development concepts.

At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
PR-3616 Acquisition, subdivision and disposal of Lot 1028 Latreille Rd South Bunbury

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>COB Cash - Unrestricted</td>
<td>$36,600</td>
<td>10/03/2014</td>
<td>30/06/2016</td>
<td>In Progress</td>
<td>70</td>
<td>75</td>
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<tr>
<td>Reserve - Land Subdivision and Devel</td>
<td>$20,000</td>
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</table>

**Income**

<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,460</td>
<td>$63</td>
<td>$30,309</td>
<td>$30,309</td>
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**Expenditure**

<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,460</td>
<td>$63</td>
<td>$30,309</td>
<td>$30,309</td>
</tr>
</tbody>
</table>

**Committed**

- Thompson Surveying have recently been engaged to fulfil the WAPC conditions to finalise sub-division.

**Status**

- After some delays with initial contractor, completion is now expected to be in early to mid May, with the aim for the project to be completed by end of June as expected.

**Comments**

- At least 90% of action target achieved
- Between 70% and 90% of action target achieved
- Less than 70% of action target achieved

**Last Update:** Tuesday, 28 April, 2015
Land Rationalisation

PR-3617 Acquisition and disposal of Lot 361 Geographe Way Withers

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$6,987</th>
<th>Start Date</th>
<th>10/03/2014</th>
<th>End Date</th>
<th>30/06/2015</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>COB Cash - Unrestricted</td>
<td>$6,987</td>
<td>In Progress</td>
<td>50</td>
<td>80</td>
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<td></td>
</tr>
</tbody>
</table>

% Complete:

- 0% 25% 50% 75% 100%

Committed Year to Date Actual Budget Variance Current Budget End of Year Forecast

Income $1,036 $5,376 $-4,340 $6,720 $6,720
Expenditure $0 $1,036 $5,376 $-4,340 $-163,280 $-163,280

Comments

An offer to purchase the lot for the full budgeted selling price has been received and is subject to due diligence and finance. Settlement expected in August if the sale progresses.

We are currently waiting advice subject to due diligence.

Last Update: Tuesday, 28 April, 2015
## Major Projects - 2014/15

### Land Rationalisation

**PR-3392 Investigate options to acquire Lot 497 Ocean Drive**

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>$5,000</td>
<td>03/03/2014</td>
<td>30/06/2015</td>
<td>In Progress</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>$5,000</td>
<td></td>
<td></td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

**Comments**

Confirmation has been received from the Department of Lands that approval has been given for the transfer of the lot to the City unencumbered.

Transfer documents have been signed and returned to DoL. We are currently waiting for Title to be issued.

**Last Update:** Tuesday, 28 April, 2015
### Land Rationalisation

**PR-3387 Dispose of Lot 24 Fielder Street**

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,268</td>
<td>10/03/2014</td>
<td>30/06/2016</td>
<td>In Progress</td>
<td>40</td>
<td>70</td>
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</table>

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>COB Cash - Unrestricted</td>
<td>$10,100</td>
<td>$2,268</td>
</tr>
<tr>
<td>COB Proceeds from Disposal of Asset</td>
<td>-</td>
<td>$2,268</td>
</tr>
</tbody>
</table>

**Comments**

Further correspondence has been received from the lawyer on 24 February 2015, advising that the surveyor at Landgate has approved the plan description, and that Complex Dealings are now examining the application, and will prepare a report to the Commissioner of Titles, with a recommendation either for or against issue of the Torrens Title. Ultimately it is the Commissioner's decision as to whether or not the application is approved. At this point no objections have been received to the application. The report to the Commissioner will be ready within the next two to three weeks, but there is no guarantee as to how long it may take for the Commissioner to consider the report and make the decision. The lawyer will contact Complex Dealings within the next four to six weeks to see where the application is at.

Advice as at 28 April is that the Lawyer is still in dealings with Landgate.

**Last Update: Tuesday, 28 April, 2015**
## PR-3658 Disposal of portions of lots 8 and 256 Tuart Street South Bunbury

**Manager Major Projects - Felicity Anderson**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000</td>
<td>COB Proceeds from Disposal of Asset</td>
<td>01/07/2014</td>
<td>30/06/2016</td>
<td>In Progress</td>
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<td>70</td>
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### Income

<table>
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<th>Year to Date Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Comments**

This matter was resolved at the Council meeting 3rd March and the sale is proceeding as per Council decision.

The contract for sale and transfer of land has been signed with Water Corporation in late April as per Council decision.

We are currently arranging payment as agreed.

**Last Update:** Tuesday, 28 April, 2015
Land Rationalisation

PR-3581 Investigate proposed amalgamation and subsequent disposal of Lots 492, 5002 and a portion of Lot 50 Withers Crescent

Manager Major Projects - Felicity Anderson

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$8,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
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</tr>
<tr>
<td>End Date</td>
<td>30/06/2015</td>
</tr>
<tr>
<td>Status</td>
<td>In Progress</td>
</tr>
<tr>
<td>% Complete</td>
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</tr>
<tr>
<td>March Target %</td>
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Source of Funds COB Cash - Unrestricted

Total Expenditure $8,000

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<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
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<th>End of Year Forecast</th>
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<tbody>
<tr>
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<td>$800</td>
<td>$8,000</td>
<td>-$800</td>
<td>$8,000</td>
<td>$8,000</td>
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Expenditure $800 -$800 $8,000 $8,000

Comments

Pursuant to Council Decision 156/14, the Chief Executive Officer is authorised to negotiate and effect transfer of a portion of Lot 5002 Withers Crescent from the State; and the selling agency, SDEA Nominees will be engaged to market and sell the amalgamated and subdivided portions of Lots 492, 5002, and a portion of Lot 50. The Chief Executive Officer will agree to a marketing and sales plan for the properties, and quotation's will be sought to attend to the subdivision and amalgamation from the City's Surveying Panel, and a Surveyor will be appointed to attend to the subdivision and amalgamation. Estimated costs are in the region of $7,500 exclusive of GST.

Officers have progressed discussion to resolve issues with Department of Lands to address matters requiring attention prior to proceeding with amalgamation and transfer. It is anticipated this matter is expected to be resolved with in the next six months.

As at February 12 advice was that the Manager Surveying at DoL is progressing works as required.

We were advised by DoL in March that the next contact to progress matters relating to this item is scheduled for May.

Last Update: Tuesday, 28 April, 2015
Leschenault Inlet Master Plan

**PR-2578 Prepare detailed concept design to improve the Leschenault Inlet (Precinct 2 - Koombana South)**

**Director Works and Services - Phil Harris**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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</thead>
<tbody>
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**Source of Funds**
- COB Cash - Unrestricted

**Expenditure**

<table>
<thead>
<tr>
<th>Committed</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
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<tr>
<td>$8,608</td>
<td>$907</td>
<td>$140,000</td>
<td>-$139,093</td>
<td>$219,779</td>
<td>$30,100</td>
</tr>
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</table>

| Expenditure | $8,608 | $907 | $140,000 | -$139,093 | $219,779 | $30,100 |

**Comments**

The Council adopted Leschenault Inlet Master Plan (LIMP) contains concept illustration's of both landscape improvements and structures.

The WAPC required detail concept designs of structures that may form part of an implementation plan and budget consideration.

Place Laboratories who prepared the LIMP provided detail design drawings for various structures to satisfy a requirement of the WAPC.

The City had submitted a Development Application together with those detail concept drawings of structures to the WAPC, seeking approval.

WAPC conditional approval has been received. Conditions are currently being appraised.

The precinct has water management issues which are currently being investigated.

The commencement of landscape works is intended to be implemented within the current budget allocation.

Transfer of funds ($80,584) from project PR-2580 Prepare detailed design to improve the Leschenault Inlet Precinct 4 - Queens Garden.

Stakeholder consultation on proposed designs has commenced with feedback scheduled to close on 10 October.

EOI due for release by 14 November for concepts and prelim. Costing

RFO for concept design closes mid January 2015 6/1/15

Consultant appointed. Meeting with key stakeholders scheduled for 10/3/15. 3/3/15

Stakeholder meeting held with consultants due to provide final concepts in early May 18/4/15

Draft Water Playground - Landscape Concept Report and greater landscape concept plan prepared in April 2015 for review.

**Last Update:** Wednesday, 29 April, 2015

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At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
Leschenault Inlet Master Plan

PR-2380 Rehabilitate foreshore marine walls 2013/14 - Leschenault Inlet

Manager Engineering - Vacant Position

<table>
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<tr>
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<td>End Date</td>
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<td>Status</td>
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<tr>
<td>March Target %</td>
<td>90</td>
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</table>

**Comments**

Southwest Retaining have complete works stabilising the footing to the limestone wall in front of the Bunbury Rowing Club.

King Limestone Walls has been commissioned to rebuild a section of seawall near the jetty in Queens Gardens, this will be completed when we have suitable tides.

Yarnell Contracting are to rebuild 90m section of badly degraded natural stone seawall at Stirling St boat ramp, works are expected to begin in September/October 2013.


The contractor requested additional costs due to modification in scope. Alternate methods of delivery are being progressed.

Exploring Vinyl sheet piling and cap system instead of masonry wall. Cost to be determined.

Contract terminated 22/5/14. Works to be re-tendered.

Briefing for Council Scheduled 15 July 2014 to discuss future direction

Tender for works scheduled for advertising 18/9/14. Preferred tenderer to be decided by Council.

Project partially carried forward to 2014/15.

Tender award pending Council decision at meeting of 12 November 14

Balance of funds transferred from PR-2380 to PR-2381 to consolidate budgets into a single project to accommodate construction contract. PR-2380 is therefore complete.

Wall constructed.

**Last Update:** Thursday, 30 April, 2015
Local (Bunbury) Museum

PR-1798 Rehabilitate Paisley Centre to heritage and engineering standards 2013/14

Manager Building and Trades - Stephen Stirton

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tbody>
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<td>$86,068</td>
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</tbody>
</table>

Comments

$110,000 transferred from project PR-3199 Undertake initial works for Paisley centre heritage building modification's and museum exhibition fitout.

25/5 All under floor works complete. Works on toilets has commenced.
Floor Boards have been laid - two weeks of laying to acclimatise prior to fixing. Painting and partition walls remaining 11/07/14
Flooring laid and nailed, withholding sanding until completion of works.
Timber partition walls for toilets commenced, quotes received for solid compact laminate partitions received.
Tube work for plumbing commenced in toilets.
Walls repaired and undercoat applied, awaiting Heritage Council approval to apply finish coats

7/11/14 Floor laid, skirting in place. Toilet and partition walls complete and gyprock almost complete. Plumbing complete, some fixtures in place. Electrical and Data cable runs complete and terminated. Order for air-conditioning let, Heritage approval complete

SS 18/12/14 All Partitions and gyprock complete, work benches installed and water and waste connected, electrical 80% complete, Plumbing in toilets complete. Air-conditioning complete, fire detection installation complete.
Internal painting underway. Lighting quotation's received 3/3/15
Sanding and sealing of floors complete 16/4/15

Last Update: Tuesday, 28 April, 2015

At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
### Local (Bunbury) Museum

**PR-2723 Acquire Bunbury Museum and Heritage Centre collection items**

**Manager Community, Arts and Culture - Julian Bowron**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$15,000</th>
<th>Start Date</th>
<th>01/07/2013</th>
<th>End Date</th>
<th>30/06/2015</th>
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<th>March Target %</th>
<th>50</th>
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</thead>
<tbody>
<tr>
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</table>

**Comments**

Acquisitions for the Museum Collection continue to be relatively minor. It is likely more opportunities will arise as the museum opening gets closer.

Last Update:  Friday, 10 April, 2015

<table>
<thead>
<tr>
<th>Year to Date</th>
<th>Expenditure</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
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<td>Actual</td>
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<tr>
<td>Variance</td>
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</tr>
</tbody>
</table>

### At least 90% of action target achieved

### Between 70% and 90% of action target achieved

### Less than 70% of action target achieved
## Local (Bunbury) Museum

**PR-2717 Develop and deliver Bunbury Museum and Heritage Centre activities for schools and community events**

Manager Community, Arts and Culture - Julian Bowron

<table>
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<th>$4,000</th>
<th>Start Date</th>
<th>30/06/2014</th>
<th>End Date</th>
<th>30/06/2015</th>
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<th>Not Started</th>
<th>% Complete</th>
<th>March Target %</th>
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<th>100</th>
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<tbody>
<tr>
<td>Source of Funds</td>
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<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Committed</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
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<th>End of Year Forecast</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
<th>It is unlikely that there will be time in this financial year to develop education materials.</th>
</tr>
</thead>
</table>

**Last Update:** Friday, 10 April, 2015
### Local (Bunbury) Museum

**PR-2720 Develop and implement museum regional cultural heritage support program 14/15**

Manager Community, Arts and Culture - Julian Bowron

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tbody>
<tr>
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<td>30/06/2015</td>
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<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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</tr>
</tbody>
</table>

**Comments**

Being reallocated to PR-1816 for materials to support WW1 exhibition and museum display

**Last Update:** Monday, 13 April, 2015

At least 90% of action target achieved

Between 70% and 90% of action target achieved

Less than 70% of action target achieved
### Local (Bunbury) Museum

#### PR-1684 Rehabilitate Paisley Centre to Heritage and engineering standards 2014/15

**Manager Building and Trades - Stephen Stirton**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$52,400</th>
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<th>COB Cash - Unrestricted</th>
<th><strong>Start Date</strong></th>
<th>01/07/2014</th>
<th><strong>End Date</strong></th>
<th>30/06/2015</th>
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</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>In Progress</td>
<td><strong>% Complete</strong></td>
<td>95</td>
<td><strong>March Target %</strong></td>
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</table>

#### Committed Actual Budget Variance

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<th></th>
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<th>End of Year</th>
<th>Forecast</th>
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</thead>
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<td>$11,520</td>
<td>$26,365</td>
<td>$52,400</td>
<td>$52,400</td>
</tr>
</tbody>
</table>

#### Comments

- Works have been identified and are progressing along with restoration works
- 7/11/14 Painting contract agenda item for council prepared ready for approval
- SS 18/12/2014 Painting has commenced and all low level areas 80% complete
- Painting Ongoing 3/3/15
- Floor sanding and sealing complete 16/4/15

#### Last Update:

Saturday, 18 April, 2015
**PR-3614 Prepare concepts and construct a new Lotteries House**

**Manager Major Projects - Felicity Anderson**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tbody>
<tr>
<td></td>
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<td>30/06/2018</td>
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<td>30</td>
<td>30</td>
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<tr>
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<td>Total Expenditure</td>
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<th>End Date</th>
<th>Status</th>
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<td>Grant - State Government</td>
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<td>$12,198,100</td>
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</table>

**Comments**

The Mayor and CEO met with Lotterywest CEO and representatives early in April. The City in partnership with Lotterywest are currently investing a new option not previously available. Subject to initial investigations, direction will be known in the next few weeks if this option is likely to proceed or not.

**Last Update:** Tuesday, 28 April, 2015

---

At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
Major Projects - 2014/15

Ocean to Preston River Regional Park

At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
Ocean to Preston River Regional Park

PR-3452 Implement joint onground works with SWCC in proposed Preston River to Ocean Regional Park

Team Leader Sustainability - Ben Deeley

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<th>Budget</th>
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Comments

The City’s 2013/14 and 2014/15 contributions to the project have been paid to SWCC.

Project achievements to date include:
- Four technical reference group meetings
- Installation of two phyto-fighter dieback boot-cleaning stations in Manea Park
- Four community workshops on dieback and weed control and native bird identification
- Weed control at Loughton, Manea, and Hay Parks and Maidens Reserve
- Completion of first year of dune restoration works at Maidens Reserve
- Completion of first year of revegetation activities at Tuart Brook
- Appointment of a contractor to undertake monitoring of feral animals across the site in order to inform future management
- Produced and distributed brochure to raise community awareness about project
- Engagement of local Aboriginal community to support implementation of project.

Pest animal monitoring within the park was completed during February 2015. A final report on the monitoring is expected shortly.

SWCC is currently in the process of appointing a contractor to undertake fence installations and repairs across the site e.g. at Tuart Brook.

Correspondence issued to Hon. John Castrilli on 29/04/2015 seeking his support and assistance in facilitating the provision of an update from the state government on the joint Cabinet minute’s current status and probable timeframe for its tabling at Cabinet.

The planning and establishment of the proposed park has been underway for many years and is administered by the Department of Planning and an establishment plan for it was officially launched by the Premier in April 2011. The City understands that some progress has been made with the matter since this time, including the preparation of a basic plan of works by the Department of Parks and Wildlife (DPaW), the resolution of compensation for City of Bunbury freehold lands and the drafting of a joint Cabinet minute seeking the proposed park’s establishment. The City also understands that the joint Cabinet minute has made little progress since February 2013 for a range of reasons, including the State Government election.
Major Projects - 2014/15

Ocean to Preston River Regional Park

PR-3452 Implement joint onground works with SWCC in proposed Preston River to Ocean Regional Park

The City also continues to actively manage the majority of the landholdings in the proposed park, expending several hundred thousand dollars on this task each year. However, despite the City’s efforts, several key management issues such as dieback and weeds continue to be a problem, principally due to the City’s limited resources. In view of this and its recognised environmental and social values, the City considers the proposed park’s establishment to be an urgent priority.

Last Update: Wednesday, 29 April, 2015

<table>
<thead>
<tr>
<th>Project</th>
<th>Committed</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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</thead>
<tbody>
<tr>
<td>Ocean to Preston River Regional Park</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
Major Projects - 2014/15

Regional Animal Shelter

PR-2123 Construct animal care facility to replace existing pound facility (Design PR-2368)

Manager Community Law, Safety and Emergency Management - John Kowal

<table>
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<tr>
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<td>COB Cash Restricted - Unspent Grant</td>
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<td>End Date</td>
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<tr>
<td>Status</td>
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<tr>
<td>% Complete</td>
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<tr>
<td>March Target %</td>
<td>50</td>
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</table>

Current Budget | $456,312 | End of Year Forecast | $456,312

<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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<tbody>
<tr>
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<td>Expenditure</td>
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<td>$256,312</td>
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</table>

Comments

4/9/2014 detailed building design nearing completion. Septic system design near completion ready for submission to Dept of Health. Power & water connection to site in progress. Still awaiting confirmation from DER regarding status of alleged contaminated site restrictions imposed on the site.


04/03/2015 - Structure plan endorsed by Council and submitted to WAPC for their approval. Construction drawings and specification finalised and DRAFT tender documents being finalised with tender for construction of facility planned to be advertised week commencing 9th March 2015. Presentation provided to SW Local Government Rangers and a copy of plans provided for their information. Bunbury Wellington Group of Councils also provided with project progress and update.

20/04/15 - Four tenders were received and further negotiations are being conducted as all tenders were over the budget allocated. Based on the review of the specification by City staff, tenderers have been requested to submit revised tenders for the facility by 20th April.

30/04/15 - Three revised tenders were received and a meeting has been arranged for Monday 4th May for relevant staff to short list tenders. Costs for fitout of kennels etc have been received with the costs being over the allowable budget. Negotiations have been undertaken with a local contractor for the construction of kennels.

Last Update: Thursday, 30 April, 2015
**Regional Waste Facility**

**PR-2492 Develop a Regional Waste Management Plan (Bunbury - Wellington Group of councils)**

Manager Waste - Tony Battersby

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tbody>
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</table>

**Source of Funds**

- COB Cash Restricted - Unspent Grant: $69,576
- Contribution - External Organisation: $10,000
- Grant - State Government: $103,924

**Status**

- In Progress

**% Complete**

- 98%

**March Target %**

- 0%

**Start Date**

- 01/07/2011

**End Date**

- 30/06/2015

**Comments**

At the Bunbury Wellington Group of Councils Meeting held 23 May 2014; the group resolved:

1. Based on the information available to the Bunbury Wellington Group of Council (BWGoC) members on 23 May 2014 (Shire of Dardanup to sell Banksia Road land by public tender), not proceed with the submitting of an Expression of Interest to the Shire of Dardanup for the purchase of Lot 1, 3003 Banksia Road Dardanup, being 85.8ha;

2. Advise the Department of Regional Development of the decision of the Shire of Dardanup to sell the Banksia Road land by public tender;

3. Request the Department of Regional Development to allow the BWGoC to retain the R4R Country Local Government Regional funding allocation of $4.2 million to consider long term regional waste solutions, including alternative ‘Waste to Energy’ technology; and 4. Work with the Department of Environment and Regulation to investigate long term solutions for the disposal of waste in the region including investigation of alternative sites and ‘Waste to Energy’ technology.

The project has now been expanded to cater for Waste Management for the South West rather than just the Bunbury Wellington Group. CEOs of Bunbury, Capel and Busselton have formed the working group on behalf of all the Councils in the South West to undertake the assessment process and have engaged Talis Consulting to prepare the initial study reports as the lead in work for presentation to the Department of Regional Development in an effort to secure the funding from the Royalties for the Region program. A report is due from Talis by the end of January 2015.

Report from Talis delayed due to request for additional information from other councils. Report now due early March

Still waiting for report 16/4/15 Report due week commencing 27 April 2015

**Last Update:** Tuesday, 28 April, 2015

---

**Committed Year to Date Expenditure**

<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Budget</th>
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<td>$20</td>
<td>$12,265</td>
<td>$12,265</td>
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---

**At least 90% of action target achieved**

**Between 70% and 90% of action target achieved**

**Less than 70% of action target achieved**
### Regional Projects - 2014/15

#### PR-2366 Contribute to purchase a regional waste site

Manager Waste - Tony Battersby

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tbody>
<tr>
<td>$700,000</td>
<td>Grant - State Government Royalties for Regional Waste Facility</td>
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<td>Not Started</td>
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</table>

**Source of Funds**
- Grant - State Government Royalties for Regional Waste Facility

**Committed Year to Date Current Budget End of Year Budget**
- Income: $-700,000
- Expenditure: $700,000

**Comments**

The decision by the Shire of Dardanup to sell the site to an alternative tenderer has resulted in a review of this project. Project 2492 provides the basis for the research work to be undertaken as part of the identification of an alternative waste site (landfill, waste to energy, transfer stations or combination). Further consultation will occur with the Department of Regional Development and surrounding local government to look at options for the reallocation of the CLGF already approved for the purchase of a waste site.

At the Bunbury Wellington Group of Councils CEO Meeting held on December 8, the group discussed the plan moving forward following the Shire of Dardanup resolving to negotiate the sale of the site with another purchaser. The following positions were agreed to:

- **Formally advise the Department of Regional Development of the Shire of Dardanup decision.**
- **Request an extension of time in relation to the funding agreement to allow the report for the SW Waste Review to be completed (due late January 2015).**
- **Endorsed the appointment of consultants to undertake the SW Waste Review to investigate waste to energy for the SW (Bunbury Wellington, Augusta Margaret River, Busselton, Warren-Blackwood regions).**
- **Request approval to reallocate the funding to the establishment of regional waste transfer stations as well as upgrades to existing landfill sites (in accordance with consultant’s report per point 2 above)**

It has been requested that the funding be reallocated and the expansion of the scope to incorporate the entire SW may assist in this argument. In the event that there is support to reallocate for other waste projects it is envisaged that the funding could all be spent by 30 June 2016. Relevant letters were sent to DRD prior to Christmas to outline the proposal and seek support to reallocate the funding.

Letter received from Ministers Office acknowledging request for funds to be reallocated 26/2/15 3/3/15

Waiting for TALIS report on regional Waste 17/4/15

Report due week commencing 27 April 2015

**Last Update:** Tuesday, 28 April, 2015

At least 90% of action target achieved

Between 70% and 90% of action target achieved

Less than 70% of action target achieved
### Regional Waste Facility

**PR-2366 Contribute to purchase a regional waste site**

<table>
<thead>
<tr>
<th></th>
<th>Committed</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
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<td>$12,265</td>
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- **At least 90% of action target achieved**
- **Between 70% and 90% of action target achieved**
- **Less than 70% of action target achieved**
**Major Projects - 2014/15**

**South West Sports Centre Master Plan**

**PR-1025 Prepare South West Sports Centre Master Plan**

Manager Sports and Recreation - Garry Stokes

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<thead>
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<tbody>
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<th>$0</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
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**Comments**

The CEO of basketball WA had scheduled a meeting to discuss the plan and the broader facility plan that Basketball WA had undertaken in conjunction with Netball WA. This meeting has been postponed at the CEO of Basketball WA has resigned.

Cost estimations on alternative options for the stadium are expected within a month.

**Last Update:** Thursday, 30 April, 2015
### State Emergency Services (SES) Coordination Centre

#### PR-3612 Design and construct Bunbury SES headquarters and incident control centre

**Manager Community Law, Safety and Emergency Management - John Kowal**

<table>
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<th>Total Expenditure</th>
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<th>End Date</th>
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<table>
<thead>
<tr>
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<th>Year to Date Variance</th>
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<td>Expenditure</td>
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<td>$1,100,000</td>
<td>$1,100,000</td>
<td>$0</td>
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</tbody>
</table>

**Comments**

Awaiting results of public appeal period for Council to seek self-supporting loan for the construction of the facility.

Also awaiting the completion of the process with Dept of Environmental Regulation, for the extinguishment of the contaminated sites status.

04/03/2015 - After correspondence from the City, DER advised that they will reconsider contaminated site status upon receipt of relevant information relating to the previous use of the site. DFES has advised that funding has been made available and Council has agreed to a self supporting loan for the project. Plans for the facility are being sourced from the Architect who designed the Margaret River Incident Coordination Centre and SES Headquarters.

09/04/2015 - Investigating options for design and construction of facility. Liaising with City's Contracts and Procurement staff to ascertain most efficient process for the tender of project and contacting other Councils who have plans for similar facilities to ascertain facility design and construction plans and specification.

20/04/15 - Formally contacted DFES Lower SW staff and AMR Shire staff to discuss their process for the construction of the Margret River SES facility. Still waiting for information regarding design, construct specifications from DFES Lower SW and AMR. Contacted DER in relation to contaminated site register to ascertain the formal process required to remove site from register. Require statements from relevant City staff in relation to the previous use of the site.

30/04/2015 - Tender documents received from DFES and submitted to City Constract and Procurement staff to be used for the drafting of tender and specifications. Contacted Architect who designed the SES facilities for AMR, Kalgoorlie and Geraldton to inform them that we are unable to accept their quotation for the design of the Bunbury SES facility and that we are undertaking further investigations in compliance with the City's Purchasing Policies.

**Last Update:** Thursday, 30 April, 2015
### Major Projects - 2014/15

#### Committed Actual Budget Variance

<table>
<thead>
<tr>
<th></th>
<th>Year to Date</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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</thead>
<tbody>
<tr>
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<td>$0</td>
</tr>
<tr>
<td><strong>State Emergency Services (SES) Coordination Centre</strong></td>
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</table>

**Description of Colors**
- **Green**: At least 90% of action target achieved
- **Yellow**: Between 70% and 90% of action target achieved
- **Red**: Less than 70% of action target achieved
## Stirling Street Arts Centre

**Manager Community, Arts and Culture - Julian Bowron**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
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<th>01/07/2014</th>
<th>End Date</th>
<th>30/06/2015</th>
<th>Status</th>
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### Expenditure

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<th>Budget</th>
<th>Variance</th>
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<th>End of Year Forecast</th>
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<td>$10,220</td>
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<td>$10,220</td>
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### Comments

- **06/09/2014**
  The notification of funding was sent to the SSAC in August.

- **03/11/2014**
  A further request has been made to the SSAC to send through the invoice for payment.

- Heritage issues have delayed installation.

- Works Complete

**Last Update:** Wednesday, 29 April, 2015
### Major Projects - 2014/15

**Stirling Street Arts Centre**

**PR-3554 Replace doors to Stirling Street Arts Centre (SSAC)**

**Manager Building and Trades - Stephen Stirton**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
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<th>Start Date</th>
<th>End Date</th>
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<th>% Complete</th>
<th>March Target %</th>
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<tbody>
<tr>
<td>Source of Funds</td>
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<td>30/06/2015</td>
<td>In Progress</td>
<td>26</td>
<td>70</td>
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</tbody>
</table>

**Comments**

- On-site meeting to discuss heritage issues held.
- Development Application approved.
- Works yet to commence

7/11/14 All Heritage and Development approvals completed. Existing doors to be modified to comply with BCA.

Quote due from Doorma early March with works complete April 15 3/3/15

Works due for completion in May using CoB staff and contractor 17/4/15

**Last Update:** Wednesday, 29 April, 2015
### Stirling Street Arts Centre

**PR-3555 Renovate office Stirling Street Arts Centre**

Manager Building and Trades - Stephen Stirton

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Source of Funds: COB Cash - Unrestricted

#### Expenditure Table

<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date Budget</th>
<th>Variance</th>
<th>Current Budget</th>
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<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
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</table>

#### Comments

- Plans completed
- Development Application approved
- Submission to Heritage council complete and awaiting approval to commence.
- Works scheduled to commence in May and be completed by the end of the FY 17/4/15

**Last Update:** Wednesday, 29 April, 2015

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### Total Performance

**Stirling Street Arts Centre**

<table>
<thead>
<tr>
<th>Committed</th>
<th>Year to Date Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
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<tbody>
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<td></td>
<td>$31,720</td>
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</table>

- **At least 90% of action target achieved**
- **Between 70% and 90% of action target achieved**
- **Less than 70% of action target achieved**
PR-3435 Close 10 public access ways in Withers - Withers Action Plan

Manager Engineering - Vacant Position

Total Expenditure $67,124
Source of Funds Reserve - Withers

Start Date 01/07/2013  End Date 30/06/2015

Status Completed  % Complete 100  March Target % 100

<table>
<thead>
<tr>
<th>% Complete</th>
<th>Current Expenditure</th>
<th>Year to Date</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>25%</td>
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<td>$33,045</td>
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<tr>
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<td>75%</td>
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<td>100%</td>
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<td>$33,045</td>
<td>$33,091</td>
</tr>
</tbody>
</table>

Comments

5 closed waiting for service relocation and land dealings where required
13/14 complete additional funding required 14/15 once WAC confirms allocation. Allocation confirmed at 14.09.14 meeting.
Littlefair to Whatman & Reynolds to Armstrong scheduled for 14/15. Staff have commenced liaising with stakeholders

Three closures in progress - Crews Crt; Reynolds / Armstrong; Whatman / Littlefair.

Complete 3/3/15
Reynolds / Armstrong was closed and fenced 29.10.14
MOU with Department of Housing has been obtained for Crews Crt and Whatman / Littlefair


Closures complete. Full closure process required

Last Update: Tuesday, 28 April, 2015
PR-3618 Install CCTV network in Withers

Director Works and Services - Phil Harris

Total Expenditure $253,958

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>% Complete</th>
<th>March Target %</th>
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<tr>
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<tr>
<td>Reserve - Withers</td>
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</tbody>
</table>

Committed: $3,390
Actual: $251,908
Budget: $255,400
Variance: -$3,492
End of Year Budget: $255,400
End of Year Forecast: $252,358

Comments

Preliminary concepts prepared and submitted to WAC. Agenda Item to progress the installation of CCTV at Withers was deferred by WAC on 14/2/14.
Consultation undertaken with Police and business owners of Minininup Forum
$40,000 funding identified in WAP funding with potential for another $60,000 from deferred projects
RQF for supply and installation of CCTV system finalised and project awarded. Meeting with respective contractor to negotiate system requirements and final costs. Required funding carried forward to 14/15.
Contract awarded and works due for completion at the 4 October 2014.
Minor defects to be completed 5/1/15

complete 3/3/15

New project for the installation CCTV network in Withers. Project to be funded from Withers Reserve. Preliminary concepts prepared and submitted to WAC. Agenda Item to progress the installation of CCTV at Withers was deferred by WAC on 14/2/14. Consultation undertaken with Police and business owners of Minininup Forum.

Tender awarded - all funds carried forward.

Cameras to be completed week ending 14 November. Minor defects to be addressed prior to final payment being processed 6/1/15
Project complete but reopened due to vandalism damage 17/4/15

Last Update: Saturday, 18 April, 2015

At least 90% of action target achieved
Between 70% and 90% of action target achieved
Less than 70% of action target achieved
### Withers Action Plan

**PR-3706 Construct Footpath in Sweeting Way (Rendell Elbow to Lockwood Cres) WAP 14/15**

**Director Works and Services - Phil Harris**

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$46,928</th>
<th>Source of Funds</th>
<th>Reserve - Withers</th>
</tr>
</thead>
</table>

**Start Date** 15/09/2014  
**End Date** 30/06/2015

**Status** Completed  
**% Complete** 100  
**March Target %** 100

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Year to Date</th>
<th>March Target %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committed</td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>$46,928</td>
<td>$84,000</td>
<td>$84,000</td>
</tr>
</tbody>
</table>

**Comments**

Scope of works provided to staff with PR number 15/9/14. Design to be complete then quotes to be obtained and Purchase Orders raised.

Design complete with preliminary cost estimate (6/11/14). Design had to be modified to change side of road to address resident concerns.

Works are in progress and are expected to be competed by March 2015.

Project complete 3/3/15

**Last Update:** Wednesday, 8 April, 2015
**PR-3704 Construct Rendell Elbow Footpath (WAP) 2014/15**

Manager Engineering - Vacant Position

<table>
<thead>
<tr>
<th>Total Expenditure</th>
<th>$20,177</th>
<th>Start Date</th>
<th>15/09/2014</th>
<th>End Date</th>
<th>30/06/2015</th>
<th>Status</th>
<th>Completed</th>
<th>% Complete</th>
<th>100</th>
<th>March Target %</th>
<th>100</th>
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</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>Reserve - Withers</td>
<td>Expenditure</td>
<td>$20,177</td>
<td>$20,177</td>
<td>$0</td>
<td>$20,177</td>
<td>$20,177</td>
<td>$20,177</td>
<td>$20,177</td>
<td>$20,177</td>
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</table>

**Comments**

Scope of works provided to staff with PR number 15/9/14. Design to be completed the quotes to be obtained and Purchase Orders raised.

Design complete with preliminary cost estimate (6/11/14).

Works are scheduled to commence January 2015; anticipated completion by February 2015

Complete

**Last Update:** Tuesday, 14 April, 2015
<table>
<thead>
<tr>
<th>Report Total</th>
<th>Committed</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Variance</th>
<th>Current Budget</th>
<th>End of Year Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$419,550</td>
<td>$1,416,297</td>
<td>$4,389,098</td>
<td>-$2,972,801</td>
<td>$4,253,050</td>
<td>$3,996,521</td>
</tr>
</tbody>
</table>

42 Projects

D:\CammsApps\Hosted Applications\CAMMS_Applications\Interplan\CustomReports\COB Executive Performance Major Projects - Sycle.rpt

- At least 90% of action target achieved
- Between 70% and 90% of action target achieved
- Less than 70% of action target achieved
FRAMEWORK AGREEMENT

BETWEEN STATE AND LOCAL GOVERNMENT FOR THE PROVISION OF PUBLIC LIBRARY SERVICES IN WESTERN AUSTRALIA
FRAMEWORK AGREEMENT BETWEEN STATE AND LOCAL GOVERNMENT FOR THE PROVISION OF PUBLIC LIBRARY SERVICES IN WESTERN AUSTRALIA
1 Preliminaries

Preamble

State and Local Governments have undertaken the joint provision of public library services in Western Australia since the 1950s. Both State and Local Government recognise the need for an overarching agreement that drives the future direction of Western Australia’s public library services.

In December 2004 State and Local Government signed a Framework Agreement between State and Local Government for the Provision of Public Library Services in Western Australia. This document set out a shared vision and provided a statement of principles and clearly defined roles and responsibilities to guide collaborative action until 30 June 2008. This Framework Agreement was later extended to 30 June 2009.

A major achievement under the previous Framework Agreement was a review of public library services across the state. The subsequent Structural Reform of Public Library Services in Western Australia report and implementation plan will be key drivers and underpinning documents for the term of this new Framework Agreement. Implementation of the top 10 priorities (see Attachment A) will be the key focus during the term of this Framework Agreement.

Additionally, this Framework Agreement provides an overarching framework of broad parameters within which to develop a template for public library services agreements. The intent is that the Library Board of Western Australia (Library Board) and each Local Government will sign an individual agreement based on the template. Local level agreements already exist but were generally signed in the 1950s and 1960s and are in need of replacement. The relevant legislation for the provision of library services in Western Australia is the Library Board of Western Australia Act 1951 (the Act) which outlines the powers and role of the Library Board. Prior to entering into the current agreements with the Library Board each Local Government resolved to become, and was subsequently declared, a participating body under the Act.

Public Library Service

Both State and Local Government continue to recognise that unique features of the Western Australian public library service deliver significant benefits to Western Australian communities. These features include:

- Location and operation of public library services in response to local community needs
- A linked, statewide library service
- Effective utilisation of existing infrastructure and expertise within the State Library and within Local Government libraries across the State
- Centralised purchasing of library resources
- A statewide online catalogue

Shared Vision

Central to the partnership between State and Local Government is a shared vision for Western Australia’s public library service as a sustainable and responsive network of vibrant and connected well-resourced, free public libraries that are hubs of community life. Our public libraries are seen as primary points of access for an extensive and diverse range of current information, meeting the business, recreational, cultural and lifelong learning needs of members of the community, no matter their economic or social status, cultural or language background, level of ability or geographic location.
2 Parties to this Agreement

In entering this agreement both State and Local Government recognise that they have a mutual interest and responsibility in providing and improving public library services to the people of Western Australia.

The signatories to this Framework Agreement are:

- State Government: The Minister for Culture and the Arts
- Local Government: President, Western Australian Local Government Association (WALGA)

These two parties will also be signatories to funding agreements in relation to funding for public libraries.

This agreement will be administered on behalf of the State Government by the Library Board.

Signatories for individual, public library services agreements to be developed within the parameters of the Framework Agreement will be:

- The Library Board of Western Australia: Chairman
- Local Government: President/Mayor

3 Objectives, Outcomes and Outputs

Objectives

Key objectives of the Framework Agreement are to:

- Develop a statement of key principles for the provision of public library services in Western Australia
- Define the mutual and respective roles of State and Local Government in the provision of public library services
- Provide an overarching framework of broad parameters within which to develop a template for public library services agreements
- Formalise the establishment of a joint steering committee to lead and facilitate implementation of the Framework Agreement and structural reform of public library services
Outcomes

The Framework Agreement will contribute to the following specific outcomes:

- Improved profile for public libraries in the community and within all spheres of government
- Improved service provision to the community through the reform process
- Acting as a catalyst for implementation of reforms leading to a more relevant, world class public library service
- Maintenance and development of the State/Local Government partnership in relation to the provision of public library services

Outputs

- Implementation of the structural reform strategies
- Ongoing maintenance and development of public library service delivery

4 Principles

An agreed set of key principles will guide the joint provision of public library services by State and Local Government in Western Australia. These principles are:

- A commitment to the partnership – a shared belief that, by working together, State and Local Government can achieve the best possible public library service for Western Australian communities
- Recognition that planning, development and service delivery decisions, including expansion or withdrawal of public library services, are driven by community needs together with the business needs of State and Local Government
- Within the partnership framework, autonomy and flexibility for Local Governments in response to community needs
- Free, universal and equitable access by all Western Australians to relevant and up-to-date public library services, regardless of individual circumstances or geographic location
- Within legal obligations, universal rights of access to information and ideas, free of censorship and the influence of sectional interests
- A transparent approach where both partners are accountable for their respective and mutual responsibilities in accordance with agreed outcomes and performance standards
- On-going sustainability of services
- Relations between State and Local Government will be conducted in a spirit of mutual respect and cooperation, with open communication and recognition of each other’s roles and responsibilities
- A focus on outcomes in setting policy, strategy or program objectives which address community needs and expectations
- Achieving the highest levels of accountability and good governance
5 Roles and Responsibilities of Each Party

To realise the objectives, outcomes and commitments in the Framework Agreement each party has specific roles and responsibilities, as outlined below.

Both State and Local Government agree to:

- Support a State-wide public library service that provides free access for all residents of Western Australia
- Provide core products and services free of charge as detailed in public library services agreements
- Operate within the expectation that State and all Local Governments will make a financial commitment to the provision of public library services
- Support in good faith reform of public library services as articulated in the Structural Reform of Public Library Services in Western Australia report and that implementation of the strategies will be undertaken in accordance with a defined resourcing plan developed by the SLPASC
- Support the continuation of the partnership agreement and maintain joint decision-making arrangements and accountability mechanisms through the Strategic Library Partnership Agreement Steering Committee
- Support the development of additional policies, business plans, guidelines, performance and reporting standards which will be adopted by both parties
- Ensure that the Library Board enters into an agreement with each Local Government which will uphold the principles of the Framework Agreement
- Support a regionalisation scheme for non-metropolitan Local Governments
- Recognise that the shared responsibilities for public library services are applicable regardless of any formal or informal arrangements between individual Local Governments and other Government or non-Government organisations for out-sourcing or collocation of public library services

State Government

The State Government agrees to:

- Provide financial assistance to each Local Government which operates a public library in accordance with an agreed funding formula/model
- Provide resources and services, including centralised purchasing and a State-wide online catalogue, to agreed standards
- Work with Local Government in implementing and supporting structural reform of public library services

Local Government

Local Government agrees to:

- Provide physical and technological infrastructure, staffing and meet operating costs, to agreed standards
- Be accountable to the State Government for any financial assistance (eg grants, assets) provided by the State
- Work with the State Government in implementing and supporting structural reform of public library services
6 Management

State and Local Government have established a Strategic Library Partnership Agreement Steering Committee (SLPASC) to oversee development and implementation of the Framework Agreement and to oversee and drive the process and negotiations related to structural reform (see Attachment B for terms of reference and membership). The SLPASC will continue for the term of this Framework Agreement.

To support this direction an Operational Management Group (OMG) (see Attachment C for terms of reference and membership) has been established to report and provide technical and management advice to the SLPASC.

A Project Manager has been appointed to coordinate and implement the structural reform strategies.

The SLPASC’s key responsibilities include:

- Development of strategic directions and forward plans
- Strategic management of the structural reform process
- Development of policies relating to provision of public library services
- Development of regulations, standards, reporting and operating guidelines relating to provision of public library services
- Review of statewide performance against agreed outcomes
- Development and facilitation of an appropriate communication mechanism with relevant stakeholders within an agreed time frame

Additionally the SLPASC will have regular discussions on funding for the statewide public library system.

The SLPASC will make recommendations to the Library Board and WALGA State Council where appropriate to ensure that both parties are accountable within the statewide system and provide each body with a formal report at least once in each financial year.

7 Modification and Review Process

This Framework Agreement is to apply from December 2009 until 30 June 2014, with a formal evaluation commencing in July 2013. Formal evaluation will take no more than six months to complete. The Framework Agreement may be extended subject to the written consent of both parties.

The formal evaluation process will be initiated and managed by the SLPASC which will report with recommendations to the Library Board and WALGA State Council.

This Framework Agreement may only be modified during the life of the Agreement with the written consent of both parties.
8 Dispute Resolution Process

In relation to any matter that may be in dispute between the parties in relation to this Framework Agreement:

- Any party may give notice in writing to the SLPASC identifying the nature of the dispute.
- If the SLPASC cannot resolve the dispute within 30 days of service of the notice of dispute they will develop and present a report outlining the dispute and recommendations to the Library Board and WALGA State Council.

If the Library Board and WALGA State Council cannot resolve the dispute within 60 days of service of the receipt of the report, the parties agree to allow either party to refer the matter to an agreed independent mediator such as the Institute of Arbitrators and Mediators (WA Branch). The parties agree that if either party refers the matter to mediation both parties will participate in the mediation process in good faith.

9 Break Clause

This Framework Agreement may be terminated at any time by the mutual agreement of the WALGA State Council and the Minister for Culture and the Arts.

Prior to terminating this Framework Agreement it is intended that where possible and appropriate the parties use mechanisms provided within this Framework Agreement including but not limited to the Dispute Resolution clause and the Review and Modification process to address and resolve any issues that may exist between the parties.
Signed by the Hon John Day, MLA
MINISTER FOR CULTURE AND THE ARTS, FOR AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA

in the presence of

Matthew Allen
CHAIRMAN, LIBRARY BOARD OF WESTERN AUSTRALIA

Margaret Allen
CEO, STATE LIBRARY OF WESTERN AUSTRALIA

Signed by Mayor Troy Pickard
PRESIDENT, WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION, FOR AND ON BEHALF OF WESTERN AUSTRALIAN LOCAL GOVERNMENTS

in the presence of

Ricky Burges
CEO, WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

Dated 10th of June 2010
ATTACHMENT A

Structural Reform of Public Library Services

The *Structural Reform of Public Library Services in Western Australia* report identified 10 high level strategic outcomes for the state’s public library service. These are shown below.

- Well-informed, literate and learning communities
- Connected and resilient communities
- Community memory preserved and shared
- Accessible and relevant content
- Community destinations
- Skilled and innovative staff
- Continuous improvement
- Strategic partnerships
- Good governance
- Visible and valued

A large number of strategies and opportunities were documented in the report with the recommendation that implementation of the strategies would enable the above strategic outcomes to be met. An agreed top 10 priorities (see below) were established and these will form the initial key focus during the term of this Framework Agreement.

- Ensure content meets needs
- Facilitate effective asset management of collections
- Facilitate an effective inter lending system
- Facilitate delivery of cost effective training and professional development to meet identified needs
- Develop a more strategic approach to ICT
- Develop a more efficient procurement, distribution and materials movement model
- Improve standards and measures of performance
- Maintain a strong and influential Strategic Library Partnership Agreement Steering Committee
- Enhance the regional model
- Develop a new funding model for public libraries in Western Australia
Strategic Library Partnership Agreement Steering Committee

Operating Guidelines

Terms of Reference and Purpose

Lead and facilitate the development of a State/Local Government Partnership for Public Library Services in Western Australia by:

1. Developing strategic objectives to drive the structural reform process for Public Library Services through an agreed framework, over 3 to 5 years, ensuring that outcomes are achieved.
2. Developing and facilitating an appropriate communication mechanism with relevant stakeholders within an agreed time frame.

Membership

Membership of the Committee comprises:

- Chief Executive Officer, Western Australian Local Government Association
- Chief Executive Officer, State Library of Western Australia
- Public Libraries Western Australia representative
- Local Government Managers Australia, WA Division representative
- Library Board of Western Australia representative
- Department of Local Government representative

The Committee Chair alternates on an annual basis between the Chief Executive Officers of WALGA and the State Library.

The Secretariat function and administrative support are provided by both WALGA and the State Library.

Meetings

- Meeting frequency will be monthly, at times and dates determined by the Committee.
- In the event that the Chair is not available the alternate Chair will oversee the meeting.
- The secretariat and Chair function will be alternated between WALGA and State Library of Western Australia. WALGA will provide secretariat support and meeting venue for the Committee in 2009.
- No proxies will be necessary.
- Decisions will be by a majority of members present.
**Agenda Papers**

Papers accompanied by a cover sheet in prescribed standard template format should be submitted electronically to the Secretariat at least two weeks before meetings. Agendas and papers will be distributed electronically to members at least one week prior to meetings.

**Consultation and Communications Protocol**

- Committee members are required to ensure that appropriate consultation with the constituents whom they represent has occurred before decisions are taken.
- Committee members are expected to publicly support meeting decisions.
- It is recognised that other formal and informal communication and consultation mechanisms will continue to operate alongside the work undertaken by the Committee.
- To ensure transparency, all documents will be made available to the parties unless otherwise determined by the Committee.
- The minutes will be available on the State Library of WA and WALGA websites within a fortnight of the meeting minutes being ratified.
- Minutes and agreed “take home” messages summarising the key issues will be developed and recorded at the end of each meeting and key discussions will be communicated to constituents as follows:
  - Library Board of WA;
  - Minister for Culture and the Arts;
  - Department of Culture and the Arts;
  - SLWA and other State Government agencies as appropriate
  - Local Government
  - Public Librarians and other partners in the provision of public library services.

The Committee will ensure the following:

- The Operational Management Group (OMG) will have Public Librarian nominated by Public Libraries WA to act as a conduit between the SLPASC and the OMG.
- Working groups established by the OMG will report to the OMG. The PLWA member will provide advice to the SLPASC.
- Focus groups and or working groups established as required will report directly to a designated Project Manager(s), nominated by the SLPASC unless otherwise approved by the Committee.
- Project Manager(s) will relay information to the Committee in the first instance and provide such information to the wider constituency as approved by the Committee. Draft reports will be submitted to the Committee only, unless otherwise directed.
- Project Manager(s) will be the first point of contact for the wider constituency (rather than members of the Committee) for detailed enquiries on projects/working party activities.

**Modification and Review Process**

The current *Framework Agreement* for Public Library Services will be the guiding document.
Operational Management Group

Operational Management Group (OMG) will report and provide technical and library service management advice to the Strategic Library Partnership Agreement Steering Committee (SLPASC). The focus will be on the provision of advice and guidance to the SLPASC, development of model policies, operating procedures and documentation of best practice processes.

Membership

Membership of the Operational Management Group will consist of: Representatives of Public Libraries (3) and Representatives of the State Library of Western Australia (3).

The Chair of the OMG will be the Public Libraries Western Australia representative on the SLPASC.

The Project Manager for structural reform will be an ex officio member of the OMG, with no voting rights.

Meetings

The meetings will be held monthly with consideration to the meeting dates of the Country Librarians meetings.

• No proxies will be necessary.
• A quorum will consist of at least: Representatives of the Public Libraries (2) and Representatives of the State Library of Western Australia (2).
• If a quorum can not be met, the meeting will be delayed or run out-of-session, via electronic means.
• Decisions will be by a majority of members present.

Agenda Papers

Papers accompanied by a cover sheet in prescribed standard template format should be submitted electronically to the Secretariat at least two weeks before meetings. Agendas and papers will be distributed electronically to members at least one week prior to meetings.
Consultation and Communications Protocol

- Group members are required to ensure that appropriate consultation with the constituents whom they represent has occurred before decisions are taken.
- Committee members are expected to publicly support meeting decisions.
- It is recognised that other formal and informal communication and consultation mechanisms will continue to operate alongside the work undertaken by the Group.
- To ensure transparency, all documents will be made available to the parties unless otherwise determined by the Group.
- The minutes of the OMG will be available on the State Library of Western Australia and WALGA websites within a fortnight of the meeting minutes being ratified.
- The OMG will report to the SLPASC through the Chair, who will also act as a conduit to Public Libraries Western Australia.
- Working groups will be set up as required and will report directly to the OMG, unless otherwise indicated.
2015 – 2016 REGIONAL ACTIVITY PLAN FOR SOUTH WEST REGION

Participants in this Activity Plan are:

Host Local Government & Regional Library:

City of Bunbury

Participating Local Governments:

Shire of Boyup Brook  Shire of Bridgetown/Greenbushes  City of Bunbury  City of Busselton
Shire of Capel  Shire of Collie  Shire of Dardanup  Shire of Donnybrook/Balingup
Shire of Harvey  Shire of Manjimup  Shire of Murray  Shire of Nannup
Shire of Waroona

For support provided to Participating Local Government Libraries:

Australind  Balingup  Boyanup  Boyup Brook
Bridgetown  Busselton  Bunbury  Capel
Collie  Dalyellup  Dardanup  Donnybrook
Dunsborough  Eaton  Harvey  Manjimup
Murray  Nannup  Northcliffe  Pemberton
Walpole  Waroona  Withers  Yarloop
### CORE ACTIVITIES:

<table>
<thead>
<tr>
<th>ACTIVITY PLANNING</th>
<th>Activity Details</th>
<th>Cost (Staff(^1) Hours / Labour(^2) cost / Other)</th>
<th>Total Cost(^3)</th>
<th>SLWA Payment</th>
<th>Outcomes</th>
<th>Suggested performance measures(^4)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Endorsement &amp; signing</td>
<td>RLib: 7 hrs/$56 Total: $392</td>
<td>$392</td>
<td>SL: $200</td>
<td>HLG: $192</td>
<td>Endorsed and approved at Council meeting. Activity Plan is endorsed and signed by all participating local governments and returned to State Library of WA.</td>
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<tr>
<td></td>
<td>Reporting</td>
<td>RLib: 14 hrs/$56 Total: $784</td>
<td>$784</td>
<td>SLWA: $350</td>
<td>HLG: $434</td>
<td>Provide mid-year and end of year report to State Library of Western Australia against deliverables of the Plan.</td>
</tr>
</tbody>
</table>

---

1. RLib – Regional Librarian; LO – Library Officer assisting Regional Librarian
2. Labour costed on the basis of salary plus 23.5% on-cost. 1,300 workable hours in a year. RLib: $?/hr. LO: $?/hr
3. All costs are GST Exclusive
4. These are suggested performance measures relevant to particular activities in this Activity Plan. Ongoing assessment of the progress of the library service, for continuous improvement, should also be monitored by standard measures such as membership level in local population, visits to libraries (physical visits/door counts) and virtual (website) visits, loans and collection usage, number of and attendance at programmed activities, and customer satisfaction; much of this data is routinely collected or reportable from library management systems.
<table>
<thead>
<tr>
<th>Details of support to be provided</th>
<th>Cost (Staff Hours / Labour cost / Other costs$^5$)</th>
<th>Total Cost</th>
<th>Cost Share SL: 50% HLG$^6$: PLG$^7$:</th>
<th>Outcomes</th>
<th>Suggested performance measures</th>
</tr>
</thead>
</table>
| Continue to provide leadership, procedural and operational support to south west libraries on an as needed basis. | RLib: 45 hrs/$56 LO: 45 hrs/$46 Total: $4590 | $4590      | SL: $2295 HLG: $2295               | General support (if/when required):  
  - Operational queries (cataloguing / VDX / Exchange / Discard / OverDrive / etc)  
  - E-Resource queries (e-books, e-audiobooks, e-magazines, e-music, public computers, social media)  
  - General library operations  
  - Support information sharing and group discussion across region  
  - Support group outcomes  
  - Support 1:1 meetings  
  - Statistical and Financial Returns | Brief narrative on support provided; analysis of issues to be dealt with regionally, collaboratively or at State-wide level; results of Library or LGA surveys which include library services |

$^5$ Travel & accommodation, other expenses  
$^6$ HLG – Host Local Government  
$^7$ PLG – Participating Local Government
## Training

<table>
<thead>
<tr>
<th>Details of training to be provided</th>
<th>Cost (Staff Hours / Labour cost / Other costs)</th>
<th>Total Cost</th>
<th>Cost Share SL: 50% HLG: PLG:</th>
<th>Outcomes</th>
<th>Suggested performance measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training that supports the delivery of library services across the south-west region. (1 day in total)</td>
<td>RLib: 8 hrs/$56 LO: 25 hrs/$46 Total: $1598</td>
<td>$1598</td>
<td>SL: $799 HLG: $799</td>
<td>Potential outcomes may include training/workshops in the delivery of one of the following subjects:  - E-Resources / Devices  - Borrowbox  - Overdrive  - Induction  - Moodle  - Zinio  - Customer Service  - Referencing  - E-Smart Libraries  - PLO  - Public PC's  - Induction  - Grant writing  - Others identified as needed by the Region</td>
<td>Number of training sessions offered for year; number of participants; feedback from participants</td>
</tr>
<tr>
<td>REGIONAL MEETING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting details</strong></td>
<td><strong>Cost (Staff Hours / Labour cost / Other costs)</strong></td>
<td><strong>Total Cost</strong></td>
<td><strong>Cost Share</strong></td>
<td><strong>Outcomes</strong></td>
<td><strong>Suggested performance measures</strong></td>
</tr>
<tr>
<td>Two south west region Regional Meetings per year</td>
<td>RLib: 28 hrs/$56 Subtotal: $1568 Travel: Venues to be advised (predicted total travel 260kms) Subtotal: $195 Total: $1763</td>
<td>$1763</td>
<td>SL: $881 HLG: $882</td>
<td>Deliver two south west regional meetings per year in May and November.</td>
<td>Meeting held; Number of libraries represented; feedback from attendees via evaluation form.</td>
</tr>
</tbody>
</table>
### IN REGION VISITS

<table>
<thead>
<tr>
<th>Details of In-Region Visits to be Conducted</th>
<th>Cost (Staff Hours / Labour cost / Other costs)</th>
<th>Total Cost</th>
<th>Cost Share SL: 50% HLG: PLG:</th>
<th>Outcomes</th>
<th>Suggested performance measures</th>
</tr>
</thead>
</table>
| Conduct two In-Region Visits throughout the south west region to provide support to smaller libraries that are considered non-selecting libraries. | RLib: 17 hrs/$56 Subtotal: $952  
Travel: Venues to be advised (predicted total travel 260kms) Subtotal: $195  
Total: $1147 | $1147 | SL: $574  
HLG: $573 | Visit two non-selecting libraries within the 12 month period (as per State Library of WA requirements). | Number of visits made; analysis of issue to be dealt with regionally, collaboratively or at state wide level. Visit reports completed. |
### Perth Visits

<table>
<thead>
<tr>
<th>Details of Perth Visits by Regional Librarian</th>
<th>Cost (Staff Hours / Labour cost / Other costs)</th>
<th>Total Cost</th>
<th>Cost Share SL: 100%</th>
<th>Outcomes</th>
<th>Suggested performance measures</th>
</tr>
</thead>
</table>
| Attend four quarterly visits per year to State Library of WA per year. 7.5 hr day + 5 hrs travel per day for 4 instances per year | RLib: 20 hrs/$56  
Subtotal: $1120  
Travel: 354kms  
Subtotal $265  
Accommodation: 1 night  
Subtotal: $208.55  
LO Backfill: 20 hrs/$46  
Subtotal: $920  
Breakfast $16.30  
Lunch $16.30  
Dinner: 46.50  
Incidental $14.55  
Subtotal: $93.65  
$2607.20 per visit x 4 visits annually = Total: $10429 | $10429 | SL: $10429  
HLG: $0 | Attend four quarterly meetings per year at State Library of WA. Conduct four Exchange sessions per year, whilst attending meetings with State Library of WA. | Details of meetings attended; Exchanges selected; Professional Development opportunities taken |
VALUE ADDED ACTIVITIES:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>RESPONSIBILITY</th>
<th>COSTINGS</th>
<th>COST SHARE</th>
<th>SUGGESTED PERFORMANCE MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No projects have been identified.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Note:

Please note that no Value-Add Activities have been investigated and identified by the City of Bunbury Regional Library. History has demonstrated by the State Library of WA is hesitant to fund these important initiatives so that they may be coordinated by the Regional Library but would prefer to deliver them directly to the various libraries across the State. For example, the following information was received by the Regional Library from the State Library of WA on 12 November 2014 with regards to the submission of all the 2014/2015 Regional Activity Plans:

- **Having assessed all requests for Value Added activities across the regions, the State Library has found that there are a number of similar request for value add activities such as author visits and expert training. In order to gain maximum benefits for all the regions, the State Library will hold discussions with writing WA to determine if there is some potential of additional Regional Writers in the Libraries events being provided across the state.**
  - Update April 2015 – not yet delivered.

- **The State Library will also investigate sending its own expert staff out to the regions to provide Oral History training and support for heritage services.**
  - Update April 2015 – not yet delivered.

- **Details regarding the introduction of a Travel Bursary to provide funding assistance for library staff in regional areas (excluding Regional Libraries) to attend the PLWA conference in Perth in March 2015 will also be available soon.**
  - Update April 2015 – delivered.

Although it is considered these initiatives are very important to ensure libraries are better prepared for future service delivery models, it is not seen by the Regional Library as financially viable to investigate or submit if these are not going to be funded by the State Library of WA on a regular basis.
### Total cost: $21543

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Library of WA</td>
<td>$15928</td>
</tr>
<tr>
<td>Shire of Boyup Brook</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Bridgetown/Greenbushes</td>
<td>$0</td>
</tr>
<tr>
<td>City of Bunbury</td>
<td>$5615</td>
</tr>
<tr>
<td>City of Busselton</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Capel</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Collie</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Dardanup</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Donnybrook/Balingup</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Harvey</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Manjimup</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Murray</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Nannup</td>
<td>$0</td>
</tr>
<tr>
<td>Shire of Waroona</td>
<td>$0</td>
</tr>
</tbody>
</table>

Activities to be carried out in accordance with level of funding provided.
TO BE SIGNED BY: Participating Regional Local Government
Host Local Government
State Library

Participating Local Government

Signed on behalf of Shire of xxx:

Signed:

__________________________
Name
Chief Executive Officer
Shire of xxx

Date:

__________________________

Host Local Government

Signed on behalf of City of Bunbury

Signed:

__________________________
Andrew Brien
Chief Executive Officer
City of Bunbury

Date:

__________________________
Signed on behalf of SLWA:

Signed:

Margaret Allen
Chief Executive Officer and State Librarian
State Library of Western Australia

Date:
31st March, 2015

Dear Sir & Madam,

RE: PROPOSED CONVERSION OF BOLTON ST, FIELDER ST &
    PART OF JOSEPH BUSWELL RD TO ‘ONE WAY’

Bolton Street, Fielder Street and the northern section of Joseph Buswell Road, between Bolton Street and Beach Road, have been constructed with a pavement width of 4 metres and are designated for two way traffic. Current standards nominate the acceptable pavement width for two way narrow suburban access streets as 5.5m to 6.0m.

Recent rezoning of the area now permits subdivision of land into smaller blocks with single road frontage. Subdivisions are expected to accelerate over the next 5 – 10 years resulting in increased traffic volumes on Bolton Street, Fielder Street and Joseph Buswell Road.

A recent traffic study commissioned by the City has recommended that a ‘one way pair’ be implemented with Bolton Street westbound only and Fielder Street eastbound only as shown on the attached plan. The proposal also includes the northern section of Joseph Buswell Road changing to ‘one way’ to the north. The remaining section of Joseph Buswell Road south of Bolton Street would remain ‘two way’.

The City of Bunbury wishes to consult with the affected property owners to determine the level of support for these proposed changes and requests that you indicate your preference on the attached form and return to the City of Bunbury in the enclosed prepaid envelope by 4:00pm on Friday 24th April 2015.

Kind Regards,

[Signature]

Nigel Archibald
ACTING MANAGER ENGINEERING
PLEASE RETURN TO THE CITY OF BUNBURY BY 4:00pm FRIDAY 24th April 2015

PROPOSED CHANGES TO BOLTON ST, FIELDER ST & JOSEPH BUSWELL RD

Your name (optional):________________________

Your Street:______________________________________

YES  ☐ I support the proposed changes to Bolton St, Fielder St & part Joseph Buswell Rd

NO  ☐ I do not support the proposed changes to Bolton St, Fielder St & part Joseph Buswell Rd

COMMENTS:
______________________________________________
______________________________________________
______________________________________________
______________________________________________
______________________________________________
______________________________________________
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______________________________________________
______________________________________________

Signed:__________________________________________
<table>
<thead>
<tr>
<th>SUPPORT</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Makes good sense. When turning to pass onto coming car one has to mount the verge</td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Pleased work is being done. Should be good for all residents in the area.</td>
</tr>
<tr>
<td>9.</td>
<td>Requested kerbing on Bolton Street to be fixed</td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Requesting widening of footpaths and to prioritise city funded underground power</td>
</tr>
<tr>
<td>14.</td>
<td>Concern about future letting appeal of property</td>
</tr>
<tr>
<td>15.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Joseph Buswell should be one way from Beach Road (opposite to proposed)</td>
</tr>
<tr>
<td>18.</td>
<td>Bolton two way; consider 30 km limit; install local traffic only signage; Joseph Buswell one way opposite to proposed</td>
</tr>
<tr>
<td>19.</td>
<td>Joseph Buswell one way south</td>
</tr>
<tr>
<td>OPPOSITION</td>
<td>COMMENT</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>1.</td>
<td>Bolton used as detour to beat the lights at Highway intersection; high speed and without stopping at stop sign on Beach Road/Joseph Buswell T-Junction. Proposal will give drivers green light to continue. 2 way traffic on Bolton helps reduce speed of most drivers. Main concerns are allowing entry to Bolton Street via Spencer Street and intersection of Joseph Buswell and Beach Road can be addressed without one way street design.</td>
</tr>
<tr>
<td>2.</td>
<td>Inconvenience to do a big loop to get out</td>
</tr>
<tr>
<td>3.</td>
<td>Two way access adds more value to property</td>
</tr>
<tr>
<td>4.</td>
<td>Westward flow on Fielder Street – loss of access from Spencer Street would impair commercial viability and property values in Fielder Street; Eastward flow will increase existing traffic light congestion on Spencer Street; Congestion will be compounded by availability of Fielder Street to those exiting Bolton Street and seeking shortest route to Spencer Street; traffic flow would undesirably increase traffic Fielder Street; Westward flow on Fielder Street diminishes Spencer Street traffic before the traffic lights; traffic exiting Fielder and Bolton Sts would be accommodated by north flow on Joseph Buswell, with controlled traffic lights access to Spencer Street</td>
</tr>
<tr>
<td>5.</td>
<td>Not a good idea</td>
</tr>
<tr>
<td>6.</td>
<td>Traffic heading north on Spencer Street dodge the red light drive down Bolton Street to avoid stopping – creates race way; commercial businesses facing Beach Road have large congested parking lots on Bolton Street – busy traffic flow impacts private dwellings west end of Bolton St. Constricted access when towing boat / caravan / trailer for Bolton St residence. Bolton St is uneven creating many large puddles making it unsafe when walking to Plaza Shops – no footpath</td>
</tr>
<tr>
<td>7.</td>
<td>Not able to access Joseph Buswell from Beach Road would make life more difficult. Handy to have two ways to get to Fielder Street, especially if now one way street.</td>
</tr>
<tr>
<td>8.</td>
<td>Make difficult to access units in Bolton Street. Power pole in verge difficult to turn into driveway access one unit from west and vice versa for other. Two way on Joseph Buswell enables second way of getting to units saves having to go through traffic lights at peak times. Fielder St one way not so bad if can enter Joseph Buswell from Beach Road. Stop commercial properties using Bolton as rear access to parking areas.</td>
</tr>
<tr>
<td>9.</td>
<td>Proposal does not allow for cycleways for any 3 streets. Increased traffic flow for Tuart Street &amp; Plaza Street. Widen both sides by 750mm and install flush kerbs road compliant width of 5.5m and keep street two way.</td>
</tr>
<tr>
<td>10.</td>
<td>No access to Bolton Street coming city centre</td>
</tr>
<tr>
<td>DID NOT INDICATE SUPPORT OR OPPOSITION</td>
<td>Comment</td>
</tr>
<tr>
<td>1.</td>
<td>Concept tried many years ago due to proximately to the highway corner and traffic lights it was vetoed</td>
</tr>
</tbody>
</table>