

## Council (Standing) Committee

### Notice of Meeting & Agenda 23 February 2010

#### **Committee Terms of Reference** *(last updated 10/5/05)*

1. To review reports and recommendations that are to be submitted to a meeting of the Council and (where appropriate) make alternative recommendations to those recommendations listed in the reports.
2. To request additional information necessary to assist the members of Council in making a decisions.
3. To make reference to appropriate legislation, Council's policies, local laws and the Strategic Plan when making Committee Recommendations to Council.



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## GLOSSARY OF ABBREVIATED TERMS

Term	Explanation
1:100	Ratio of 'one in one hundred'
AD	Acceptable Development
ARI	Annual Recurrence Interval
AHD	Australian Height Datum
ANEF	Australian Noise Exposure Forecast
AWARE	All West Australians Reducing Emergencies (grant funding)
BCA	Building Code of Australia
BCCI	Bunbury Chamber of Commerce & Industries
BCRAB	Bunbury Community Recreation Association Board
BEAC	Built Environment Advisory Committee
BESAC	Bunbury Environment and Sustainability Advisory Committee
BHRC	Bunbury Harvey Regional Council
BPA	Bunbury Port Authority
BRAG	Bunbury Regional Art Galleries
BRAMB	Bunbury Regional Arts Management Board
BREC	Bunbury Regional Entertainment Centre
BSSC	Big Swamp Steering Committee
BWEA	Bunbury Wellington Economic Alliance
CALM	Department of Conservation and Land Management
CBD	Central Business District
CCAFF	Community Cultural and Arts Facilities Fund
CERM	Centre of Environmental and Recreation Management
CPI	Consumer Price Index
CSRFF	Community Sport and Recreation Facilities Fund
DADAAWA	Disability in the Arts Disadvantage in the Arts Australia, Western Australia
DAP	Detailed Area Plan (required by WA Planning Commission)
DCU	Development Coordinating Unit
DEC	Department of Environment and Conservation (formerly CALM)
DEWCP	Department for Environment, Water and Catchment Protection
DLI	Department of Land Information
DoE	Department of Environment
DOLA	Department of Land Administration
DoPI	Department of Primary Industry
DoW	Department of Water
DPI	Department for Planning and Infrastructure
DSR	Department of Sport and Recreation
DUP	Dual-use Path
ECT	Enforcement Computer Technology
EDAC	Economic Development Advisory Committee
EDWA	Education Department of Western Australia
EIA	Environmental Impact Assessment
EPA	Environmental Protection Authority
ERMP	Environmental Review and Management Program
ESL	Emergency Services Levy
FESA	Fire and Emergency Services Authority
FFL	Finished Floor Level
GBPG	Greater Bunbury Progress Group
GBRP	Greater Bunbury Resource Plan report
GBRS	Greater Bunbury Region Scheme
GL	Gigalitres
GRV	Gross Rental Value
GST	Goods and Services Tax
HCWA	Heritage Council of Western Australia
ICLEI	International Council for Local Environmental Initiatives
ICT	Information and Communications Technology
IP	Internet Protocol
IT	Information Technology
ITC	In Town Centre
ITLC	Former In-Town Lunch Centre (now the "In Town Centre")
LAP	Local Action Plan
LCC	Leschenault Catchment Council

## GLOSSARY OF ABBREVIATED TERMS

Term	Explanation
LEMC	Bunbury Local Emergency Management Committee
LIA	Light Industrial Area
LN (2000)	Liveable Neighbourhoods Policy (2000)
LSNA	Local Significant Natural Area
MHDG	Marlston Hill Design Guidelines
MRWA	Main Roads Western Australia
NDMP	National Disaster Mitigation Program
NEEDAC	Noongar Employment & Enterprise Development Aboriginal Corp.
NRM	Natural Resource Management
NRMO	Natural Resource Management Officer
ODP	Outline Development Plan
PAW	Public Access Way
PHCC	Peel-Harvey Catchment Council
PR	Plot Ratio
R-IC	Residential Inner City (Housing) - special density provisions
RDC	Residential Design Codes
RDG	Residential Design Guidelines
Residential R15	Town Planning Zone – up to 15 residential dwellings per hectare
Residential R20	Town Planning Zone – up to 20 residential dwellings per hectare
Residential R40	Town Planning Zone – up to 40 residential dwellings per hectare
Residential R60	Town Planning Zone – up to 60 residential dwellings per hectare
RFDS	Royal Flying Doctor Service
RMFFL	Recommended Minimum Finished Floor Levels
ROS	Regional Open Space
ROW	Right-of-Way
RSL	Returned Services League
SBCC	South Bunbury Cricket Club Inc.
SCADA	Supervisory Control and Data Acquisition
SGDC	Sportsgrounds Development Committee
SW	South West
SWACC	South Western Area Consultative Committee
SWAMS	South West Aboriginal Medical Service
SWBP	South West Biodiversity Project
SWCC	South West Catchments Council
SWDC	South West Development Commission
SWDRP	South West Dolphin Research Program
SWEL	South West Electronic Library
SWSC	South West Sports Centre
TME	Thompson McRobert Edgeloe
TPS	Town Planning Scheme
USBA	Union Bank of Switzerland Australia
VGO	Valuer General's Office
VOIP	Voice-Over Internet Protocol
WALGA	Western Australian Local Government Association
WAPC	Western Australian Planning Commission
WAPRES	Western Australian Plantation Resources
WAWA	Water Authority of Western Australia
WC	Water Corporation
WML	WML Consultants
WRC	Waters and Rivers Commission

## **Council (Standing) Committee Notice of Meeting**

TO: Council Committee Members

The next Ordinary Meeting of the Council (Standing) Committee will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on **Tuesday, 23 February 2010** at 6.00pm.

Greg Trevaskis  
**Chief Executive Officer**  
(Date of Issue: 18/02/2010)

### **Agenda 23 February 2010**

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.

#### *Council Committee Members:*

His Worship the Mayor, Mr D Smith - **Presiding Member**  
Deputy Mayor - Councillor Brendan Kelly  
Councillor Judy Jones  
Councillor Wayne Major  
Councillor Stephen Craddock  
Councillor Alfred Leigh  
Councillor Karen Steele  
Councillor Helen Punch  
Councillor Noel Whittle  
Councillor Ross Slater  
Councillor Michelle Steck  
Councillor Juliet Harrop  
Councillor Derek Spencer

- 1. Declaration of Opening by the Presiding Member**
  
- 2. Record of Attendance, Apologies and Leave of Absence**

**3. Responses to 'Public Questions' from the Previous Council Committee Meeting not Answered at that Meeting**

**4. Public Question Time**

**5. Questions on Notice from Committee Members (No Discussion Permitted)**

Cr Steck submitted the following questions (in writing) just prior to the close of the agenda but due to the lateness of the submission, there was not enough time to receive an appropriate response from Council staff. A response will be provided at the Committee Meeting Tuesday 23 February 2010.

*Question 1: How many planners does the City of Bunbury employ?*

*Question 2: How many planners are part-time or full-time?*

*Question 3: Does the City of Bunbury employ planning consultants?*

*Question 4: What is the total cost of planning consultants to Council up to date from June 2009?*

*Question 5: What is the total dollar amount of planning submissions submitted to Council since June 2009?*

*Question 6: What is the total dollar amount of planning approvals granted by Council since June 2009?*

**6. Confirmation of Previous Minutes**

The minutes of the Council (Standing) Committee Meeting held 2 February 2010, have been circulated.

**Recommendation**

The minutes of the Council (Standing) Committee Meeting held 2 February 2010, be confirmed as a true and accurate record.

**7. Disclosures of Interest Under the Local Government Act 1995**

Members should fill in <i>Disclosure of Interest</i> forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member <u>before</u> the meeting commences.
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**8. Announcements by the Presiding Member (No Discussion Permitted)**

**9. Chief Executive Officer Reports/Discussion Topics**

**10. Reception of Formal Petitions and Memorials**



## 11. Reception of Reports and Recommendations from Officers & Advisory Committees

### 11.1 Appointment of Joint Marketing and Selling Agents for the Sale of Lot 66 Ocean Drive, Lot 210 & 211 Holywell Street and Pental Street, Bunbury

<b>File Ref:</b>	A00420
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	John Beaton, Manager Administration & Property Services
<b>Executive:</b>	Ken Weary, Executive Manager Corporate Services

#### Summary

The City wishes to appoint a REIWA registered real estate agent to market and sell the following City of Bunbury freehold lots;

- Lot 210 Holywell Street (Plan 643 - Certificate of Title 2050-866) & Lot 211 Pental Street (Plan 643 - Certificate of Title 2139-321) being one land parcel.
- Lot 66 Ocean Drive on Diagram 31953 Certificate of Title, Volume 1436 folio 697

#### Background

Following approval for Town Planning Scheme Amendment No. 17 received from the Western Australian Planning Commission on 27 October 2009, The City advertised for REIWA-registered real estate agents to market and sell the landholdings jointly or separately.

The successful Agent is to be engaged for a period of four (4) months. Further extension of time may be granted at the City's absolute discretion.

A total of seven (7) submissions have been received from the following firms and these are contained in the Confidential Report under separate cover that has been circulated to members:

- Joint Submission: Colliers International and Professionals Southern District Estate Agency
- Joint Submission: Commercial Realty and Jones Lang LaSalle
- Submission: CBRE (CB Richard Ellis)
- Submission: Remax Lighthouse Realty
- Submission: Raine & Horne Commercial
- Submission: LJ Hooker Real Estate
- Submission: Bunbury Land Estate Agency

The City's Manager of Administration and Property and Corporate Services Executive Manager have assessed each submission based on the Selection Criteria. An independent assessment was also undertaken by a Certified Practising valuer being Hegney Property Valuations. Details and assessment results of each submission is contained in the Confidential Report and circulated to members **under separate cover**.

### **Strategic and/or Regional Outcomes**

#### **Strategic Outcome**

Zoning of the land permits a mixture of uses suitable for commercial, tourism and residential development as detailed in Council's Town Planning Scheme No. 7, which should benefit the City both socially and economically. Development conditions will require a developer to submit a Detailed Area Plan for the sites before a development application is considered by the Council.

The proposal to dispose of the sites complies with the City of Bunbury Strategic Plan 2007-2012 and in particular 2.4 which states that the City will "*develop a Property Strategy that benefits the City's residents, businesses and community/sporting organisations*".

#### **Regional Outcome**

The sites are considered to be ideally located for tourist accommodation developments in view of proximity to:

- the Bunbury CBD;
- regionally significant recreational spaces and facilities;
- the beachfront, and;
- other existing amenities and tourist accommodation sites along Ocean Drive.

### **Community Consultation**

Notices inviting REIWA registered real estate agents to submit a submission was advertised as follows:

- The West Australian, on 28 November 2009
- Bunbury Mail, on 9 and 16 December 2009
- South Western Times, on 3 and 10 December 2009
- Financial Review on 17 December 2009
- Distribution to all REIWA Bunbury branches
- City of Bunbury website, Administration building and both public Library notice boards.

Invitations were also extended to:

- Colliers International
- Jones Lang La Salle
- Knight Frank
- CB Richard Ellis
- Savills

Submissions closed on 18 January 2010.

### **Councillor/Officer Consultation**

Council agreed to proceed with the sale of Lots 210 & 211 Holywell & Pandal Streets and Lot 66 Ocean Drive, Bunbury at the Council Meeting held on 9 February 2010.

### **Analysis of Financial and Budget Implications**

The sale of the sites will provide a significant revenue stream and contribute towards some of the extensive major capital project in the City's Corporate Financial Plan including:

- New Visitor Information Centre
- New Soccer Stadium and Athletics Track at Hay Park
- Construction of New Works Depot
- Bunbury Regional Entertainment Centre upgrade
- Improvement to Hands Oval Football Stadium
- Demolition/part refurbishment of the Historic Bunbury Timber Jetty

Each submission provides details of the Agents fee structure.

### **Life-cycle Maintenance Costs (Capital Works Projects Only)**

Not applicable, as it is intended to sell of the sites.

### **Economic, Social, Environmental and Heritage Issues**

#### Economic Issues

This complies with the City of Bunbury Strategic Plan 2007-2012 in particular 3 whereby the City is committed to deliver major capital projects on time and on budget. Targeting specific types of developers and attracting investment into the precinct will provide an economic benefit for the City.

#### Social Issues

Zoning permits a mixture of uses to make land available in this location for short stay accommodation, commercial, tourism and residential development to benefit the City both socially and economically.

Permitted development on these sites is also expected to complement the range of existing tourist development sites and services located within the Back Beach precinct.

The sites' development into tourism related facilities should enhance the coastal strip and underpin the social benefits for the local residents and tourists.

#### Environmental Issue

There is remnant vegetation on the site which has not identified any rare or endangered flora or fauna.

### Heritage Issues

The Western Australian Heritage Council does not list any European or Natural Heritage sites or artefacts as being on the land.

### **Council Policy Compliance**

There is no Council Policy relevant to the sale of property.

### **Legislative Compliance**

Council has complied with Section 3.59 of the Local Government Act 1997 by giving notice of intention to enter into a major land transaction.

### **Delegation of Authority**

There is no delegate of authority relevant to this proposal.

### **Relevant Precedents**

Council has considered other Business Plans including all stages of the Bunbury Business Park Industrial Subdivision.

### **Options**

#### Option 1

Per the recommendation listed in this report.

#### Option 2

Reject all submissions.

*Comment: This is not supported by the evaluation panel.*

### **Conclusion**

The independent assessment conducted by Hegney Property Valuations recommends the appointment of Jones Land LaSalle and Commercial Realty Bunbury as joint partners for a term of four (4) months. Their submission has addressed the Selection Criteria and has demonstrated a proven record and sound understanding of critical issues associated with this project.

### **Recommendation**

Council appoints Jones Land LaSalle - Commercial Realty Bunbury as the joint Marketing and Selling Agent to sell Lots 210 & 211 Holywell/Pendal Streets and Lot 66 Ocean Drive, Bunbury for a period of four (4) months with a possible extension of time granted at the City's absolute discretion.

## 11.2 Proposed Home Day Care Centre, 16 Foreman Drive.

<b>File Ref:</b>	P13632
<b>Applicant/Proponent:</b>	Ms DK Wisniewski
<b>Author:</b>	Paul Davies, Planning Consultant
<b>Executive:</b>	Geoff Klem, Executive Manager City Development

### Summary

An application has been received from Ms Dinah Wisniewski for a Home Day Care centre at 16 Foreman Drive. The applicant advises that the Home Day Care centre can only provide care for up to 7 children including 4 children under 4 years and 3 children aged 5 – 12 years.

The applicant advises that the hours of operation will be 8am to 5.30pm Monday to Friday. Further, the applicant has two children, hence only an additional 5 children can be accommodated at the premises. The applicant also advises that they currently renting the subject property.

The business is proposed to be supported and monitored by the YMCA Family Resource Centre in Busselton. Day Care providers are required to complete a three month licensing and training program prior to operating their service. Providers are required to uphold standards of the State Child Care licensing Standards unit and National Childcare Accreditation Council.

Day Care centre is an “A” use in the Residential zone and the proposal has been advertised for public comment. Two submissions have been received from adjoining owners. One submission supports the proposal subject to requesting that children be kept away from the property fence to avoid agitation of the adjoining owners’ pet dogs.

The second submission objects to the proposal on the basis of noise nuisance and loss of privacy, traffic concerns with the narrow access road, devaluation of property and reduced rental value of the property. The objector advises that they are shift workers and while they are not currently living at the property they are looking at moving to the property.

It is recommended that Council approve the proposed Home Day Care centre at 16 Foreman Drive subject to conditions as outlined in the recommendation.

In view of the concerns from the adjoining property owner as discussed in this report it is recommended that approval be issued for a twelve (12) month period to be reviewed annually in the same manner as a home occupation or home business is reconsidered each year.

### Background

An application has been received from Ms Dinah Wisniewski for a Home Day Care centre at 16 Foreman Drive. The applicant advises that the Home Day Care centre can only provide care for up to seven (7) children including four (4) children under four (4) years and three (3) children aged 5 – 12 years.

The **attached** Arial photograph Appendix 1 shows the location of the subject property.

The applicant advises that the hours of operation will be 8am to 5.30pm Monday to Friday. Further, the applicant has two children, hence only an additional five (5) children can be accommodated at the premises. The applicant also advises that they are currently renting the subject property.

The applicant advises that the business will be operated within the existing single residential house and the outside grounds of the subject property. The business does not have any employees and they will have public liability insurance through National Family Day Care Australia.

The business is proposed to be supported and monitored by the YMCA Family Resource Centre in Busselton. Day Care providers are required to complete a three (3) month licensing and training program prior to operating their service. Providers are required to uphold standards of the State Child Care licensing Standards unit and National Childcare Accreditation Council.

The YMCA Resource Centre advises that they have forty five (45) working family day care centre providers in the lower south west region and does not have a history of complaints from neighbours/communities or adjoining landowners. The service has been operational for twenty three (23) years in the lower south west region with a very positive reputation.

Day Care centre is an "A" use in the Residential zone and the proposal has been advertised for public comment. Two submissions have been received from adjoining owners. One submission supports the proposal subject to requesting that children be kept away from the property fence to avoid agitation to the owners' pet dogs.

The second submission outlines objection to the proposal on the basis of noise nuisance and loss of privacy, traffic and parking concerns with the narrow access road, devaluation of property and reduced rental value of the property. The Engineering Department advises that they do not anticipate any traffic or parking issues with the proposed low key use.

The objector advises that they are shift workers and while they are not currently living at the property they are looking at moving to the property. Also, the objector requested further details of the proposed use in regard to the time and days of operation, and proposed entry area.

Whilst the concerns of the objector are noted the proposed business is considered very low key. The issue of potential noise from children playing is likely in any residential location. As outlined by the applicant one of the existing adjoining properties has 6 children in one family.

Concerns in regard to the narrow width of Foreman Road are also noted, however, the proposed facility will be a low traffic generator and parking is available on the existing double driveway. Also, there are only three properties with access to the subject section of Foreman Drive which is adjacent to Parade Road.

The small scale home day care centres (maximum seven (7) children) provides a facility for local families to obtain child care in close proximity to residential areas.

Council's Local Planning Policy – Child Care premises is orientated towards larger commercial type Child Care Centres with larger numbers of children and requirements for access and car parking. The policy generally states that Child Care premises should be located within frame areas in accordance with Council's Housing Strategy and Commercial Strategy.

The subject property is not located in a frame area, however, the policy states that applications for child care centres outside of frame areas would be considered on their merits including consideration of the nature of the business, location and surrounding land uses.

Generally applications for Home Business and Home Based Business are issued for a twelve (12) month period which is renewed on an annual basis from the 31 December of each year.

In view of the concerns from the adjoining property owner as discussed above it is recommended that a condition be included advising that approval is issued for a twelve (12) month period to be reviewed annually.

It is recommended that Council approve the proposed Home Day Care centre at 16 Foreman Drive subject to conditions as outlined in the recommendation.

### **Strategic and/or Regional Outcomes**

The proposed facility will provide a home based child care facility for the Bunbury community.

### **Community Consultation**

The proposal has been advertised for public comment. Two submissions have been received from adjoining owners. Copies of the submissions are **attached** at Appendix 2

One submission supports the proposal subject to requesting that children be kept away from the property fence to avoid agitation to the owner's pet dogs.

The second submission outlines objection to the proposal on the basis of noise nuisance and loss of privacy, traffic and parking concerns with the narrow access road, devaluation of property and reduced rental value of the property.

The objector advises that they are shift workers and while they are not currently living at the property they are looking at moving to the property. Also the objector requested further details of the proposed use in regard to the time and days of operation, and proposed entry area.

The applicant provided further comment in regard to the issues raised by the objector as outlined above and the objector has advised that they object to the proposal.

### **Councillor/Officer Consultation**

The proposal has been considered by officers of Planning Services.

### **Analysis of Financial and Budget Implications**

There are no Financial and Budget implications from the proposal.

### **Life-cycle Maintenance Costs (Capital Works Projects Only)**

Not applicable

### **Economic, Social, Environmental and Heritage Issues**

The proposed facility has potential to provide economic benefit through providing a service for working families. From a social perspective the facility will provide a service for the local community.

There are no anticipated Environmental or Heritage concerns with the proposal.

### **Council Policy Compliance**

Council's Local Planning Policy – Child Care premises is generally orientated towards larger commercial type Child Care Centres with larger numbers of children and requirements for access and car parking. The policy generally states that Child Care premises should be located within frame areas in accordance with Council's Housing Strategy and Commercial Strategy.

Whilst the subject land is not located in a Frame area the policy states that applications for Child Care centres outside of frame areas will be considered on their merits including consideration of the nature of the business, location and surrounding land uses.

### **Legislative Compliance**

In accordance with Town Planning Scheme No 7 provisions an "A" use is required to be advertised for public comment. The proposed development has been advertised in accordance with Scheme requirements.

### **Delegation of Authority**

There is no delegation of Authority in this instance.

### **Relevant Precedents**

There are no relevant precedents in this regard.

### **Options**

Council resolve:



Option 1

Per the recommendation listed in this report.

Option 2

1. Under and by virtue of the powers conferred upon it in that behalf by the Town Planning and Development Act 2005 hereby resolves to refuse the application from Ms DK Wisniewski for the proposed home day care centre at 16 Foreman Drive for the following reasons:
  - 1.1 The proposed use will increase traffic demands and car parking requirements which will detrimentally impact on adjoining residential properties.
  - 1.2 The proposed use will increase potential for noise which will reduce the amenity of adjoining residential properties.

**Conclusion**

An application has been received from Ms Dinah Wisniewski for a home day care centre at 16 Foreman Drive. The applicant advises that the home day care centre can only provide care for up to 7 children including 4 children under 4 years and 3 children aged 5 – 12 years.

Day Care centre is an “A” use in the Residential zone and the proposal has been advertised for public comment. Two submissions have been received from adjoining owners. One submission supports the proposed use and one submission objects to the proposed use

The small scale home day care centres (maximum 7 children) provides a valuable facility for local families to obtain child care in close proximity to residential areas.

Council’s Local Planning Policy – Child Care premises states that applications for child care centres outside of frame areas will be considered on their merits including the nature of the business, location and surrounding land uses.

It is recommended that Council approve the proposed home day care centre at 16 Foreman Drive. In view of the concerns from the adjoining property owner as discussed in this report it is recommended that approval be issued for a 12 month period to be reviewed annually.

**Recommendation**

Council resolve under and by virtue of the powers conferred upon it in that behalf by the Town Planning and Development Act 2005 hereby resolves to approve the application from Ms DK Wisniewski for the proposed Home Day Care centre at 16 Foreman Drive subject to the following conditions:

1. Approval is valid until 31 December 2010 then to be reviewed annually generally in accordance with home business requirements.
2. Maximum of 7 children to be accommodated at the premises.

3. Hours of operation to be limited to 8.00am to 5.30pm Monday to Friday excluding public holidays.

### 11.3 Tender for Bunbury Bus Station Refurbishment (RFT 2009 2010-22)

<b>File Ref:</b>	A03951
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	Mark Robson, Contract Coordinator
<b>Executive:</b>	Michael Scott, Executive Manager City Services

#### Summary

The City of Bunbury in conjunction with the Public Transport Authority has advertised for suitably qualified and experienced Civil Works contractors to under take some major upgrade works to the Bunbury Bus Station.

#### Background

Tender documents were prepared and advertised in *The West Australian* on 27 January 2010 and in the *South Western Times* on 28 January 2010. Tenders closed at 3:00pm on Thursday, 11 February 2010. The City's Executive Assistant City Life and the Contract Co-ordinator opened the tender box.

A total of 8 interested companies requested and received the tender documents.

At closing no tenders were received.

#### Critical factors

The commencement date for this project is considered to be critical due to the Public Transport Authority and Bunbury City Transit having notified the public of the alternate arrangements to reroute and reschedule all bus services whilst the alterations are taking place, the agreed start date is scheduled for Monday, 15 March 2010.

Funding for this project has been provided by The Public Transport Authority and a commitment to ensure expenditure of this funding is required by March 2010.

Negotiations are currently taking place between Councils Consultant Superintendent, the City Engineer and suitably experienced civil works contractors who have a proven track record with council and the Public Transport Authority so as to engage an experienced contractor who is able to comply with the commencement date and will represent best value for money.

#### Strategic and/or Regional Outcomes

Acceptance of the recommendation listed in this report is consistent with the City of Bunbury Strategic Plan 2007-2012, in continuing to maintain and service its assets and infrastructure.

### **Community Consultation**

Community consultation was not carried out during this process. However the Public Transport Authority has advertised the refurbishment works commencing 15 March 2010 including the alternate routes for all Bus services.

### **Councillor/Officer Consultation**

The tender specifications were developed in consultation with Councils Engineering staff, the Department of Public Transport and an independent consultancy firm.

### **Analysis of Financial and Budget Implications**

Funding of \$377,000 for this project has been provided by the Public Transport Authority and is in trust with the City of Bunbury.

### **Life- cycle Maintenance Costs (Capital Works Projects Only)**

The Public Transport Authority will be undertaking a maintenance program under the conditions of the lease agreement.

### **Economic, Social, Environmental and Heritage Issues**

Local purchasing will assist the local economy

### **Council Policy Compliance**

The tender process complies with the requirements of the City's Work Procedure WP4.12 "Tender Procedure and Associated Legislation."

### **Legislative Compliance**

Advertising and processing of tenders was conducted in accordance with the Local Government (Function and General) Regulations 1996, Part 4 "Tenders for Providing Goods or Services".

### **Delegation of Authority**

The total costs of this contract exceeds \$100,000 Therefore it has been dealt with in accordance with Local Government (Functions and General) Regulations 1996 (Part 4 - Tenders for Providing Goods or Services).

### **Relevant Precedents**

Council has dealt with all tenders previously called.

### **Options**

#### Option 1

Per the recommendation listed in this report.

Option 2

Re-advertise this tender

*Comment: This is NOT supported by the Tender Evaluation Panel as the programmed commencement date and commitment of funding are both critical factors for this project to proceed.*

**Conclusion**

As no tenders were received by the closing date and the fact the commencement date is a critical factor with this joint project, the evaluation panel seeks approval for the Chief Executive Officer to have delegated authority to approve the engagement of the nominated contractor once negotiations have been finalised.

**Recommendation**

With respect to Tender RFT 2009 2010-22 for the Refurbishment works to the Bunbury Bus Station, the Council resolves to:

1. The Chief Executive Officer has delegated Authority to approve the engagement of the recommended contractor.
2. Record the outcome and details of the successful contractor in the City of Bunbury Tender Register.

#### 11.4 Extension of Lease Over Portion Payne Park, Part Lot 100 on Deposited Plan 27546 Herbert Road to the Bunbury Football Club Inc.

<b>File Ref:</b>	F00050
<b>Applicant/Proponent:</b>	Bunbury Football Club Inc.
<b>Author:</b>	John Beaton, Manager Administration & Property Services
<b>Executive:</b>	Ken Weary, Executive Manger Corporate Services

##### Summary

An application has been received from the Bunbury Football Club Inc. ("Lessee") seeking Council's consent to extend the Lease over portion of Payne Park (Lot 100 on Deposited Plan 27546 Herbert Road, Bunbury) for a further ten (10) year term with an option to renew for a further five (5) years. A location map is **attached** at Appendix 4.

##### Background

The Lessee has occupied its current site since 1973. The land is identified Lot 100 on Deposited Plan 27546 Herbert Road and owned by the City of Bunbury in Freehold Title, Certificate of Title Volume 1174 Folio 85 (on Plan 27546).

The current lease has invoked the "Holding Over" clause by mutual agreement, to take into consideration the recently received Hay Park Feasibility Study.

The Lessee has complied with the provisions of the current lease and is proposing to undertake the following capital works program at no cost to Council:

1. Refurbishment and potential reconstruction of the Time Keepers Box. *Timeframe for completion is one year.*
2. Full refurbishment of kitchen and canteen facilities to provide better facilities to meet current and future needs. *Timeframe for completion is two years.*
3. Replacement of the clubroom's existing roof and replaced with colorbond roofing, gutters etc to prevent continual water damage and leaking. *Timeframe is one year.*

The Club is also preparing to make application to Council, under separate cover, for future funding assistance with the following:

- Upgrade the entry gates to dual vehicle width to improve safety and allow easier movement of vehicles including buses, supply vehicles etc. *Timeframe is one year.*
- Improve the safety standards of the oval perimeter fence. *Timeframe for completion is one year.*
- Construct an indoor multi-sports venue as part of the demised premises. *Timeframe is three years* (to be considered in conjunction with the Master Plan for Payne Park).
- Provide full ground arena lighting to enable the Club to host night football matches and improve player safety. *Timeframe is three to five years.*

The Club is aware that during the proposed new term of the lease, the City may consider a Master Plan for Payne Park that could highlight further opportunities for other clubs and community organisations to co-exist with the Club on the site. The Club currently co-exists its netball side for training purpose in addition with Bunbury and Districts Little Athletics Association during the off-football season. This arrangement will come to an end when the B & DLAA relocates to the new athletic track at Hay Park. The proposal to enter into a new lease for the short to medium term does not conflict with the future use of the venue.

A review of the applicant's 2009 Annual Report indicates the applicant has a sound membership base and is well positioned to meet its proposed financial commitments.

Current Lease Details

Commencement:	1 January 1988
Term:	Ten (10) years with an option of a further ten (10) years
Expiry Date:	31 March 2010
Rental:	\$6,135 per annum (including GST and indexed annually by CPI)
Rent Review:	Every third anniversary date.
Outgoings:	Responsibility of the Lessee
Insurance:	Lessee to maintain Public Risk and General Insurance Policies for the lease area. Public liability to be set at \$2(M)

Proposed Extension of Lease Details

Commencement:	1 April 2010
Term:	Ten (10) years with an option to renew for a further five (5) years.
Expiry Date:	31 March 2020
Rental:	\$6,400 per annum inclusive of GST and indexed annually by CPI
Rent Review:	Third anniversary date.
Outgoings:	Responsibility of the Lessee
Insurance:	The applicant to maintain Public Risk Insurance and General Insurance cover over the premises with Public Liability to be set at \$10(M).
Special Conditions: <i>Meet the proposed capital works program by the appointed timeframe.</i>	<ol style="list-style-type: none"> <li>1. Refurbishment and potential reconstruction of the Time Keepers Box. <i>Timeframe for completion is one year.</i></li> <li>2. Full refurbishment of kitchen and canteen facilities to provide better facilities to meet current and future needs. <i>Timeframe for completion is two years.</i></li> <li>3. Replacement of the clubroom's existing roof and replaced with colorbond roofing, gutters etc to prevent continual water damage and leaking. <i>Timeframe is one year.</i></li> </ol>
Document Preparation:	The applicant to pay full cost of document preparation and registration.

The City's Executive and the applicants have mutually agreed on the proposed terms and conditions of the extension of lease.

## **Strategic and/or Regional Outcomes**

### Strategic Outcomes

The proposal complies with the City of Bunbury Strategic Plan 2007-2012 and in particular Strategy 2.4 which states that the City will: *"develop a Property Strategy that benefits the City's residents, businesses and community/sporting organisations."*

### Regional Outcomes

The Lessee provides a venue where events are held and enjoyed by like-minded enthusiasts, and promotes the venue at a Regional level.

## **Community Consultation**

In accordance with Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 and subject to council granting the Lease, the City will give notice of the intention to enter into a Deed of Lease for ten (10) [plus five (5)] years which will be published in the City Focus column of the Bunbury Mail Newspaper. Copies will also be displayed at the City's Libraries, the Administration centre and on the City's website.

## **Councillor/Officer Consultation**

Council officers have held discussion with the applicant and have mutually agreed on the term and conditions of the proposed extension of the lease.

## **Analysis of Financial and Budget Implications**

Items 1, 2, and 3 of the proposed Special Conditions do not provide a financial impost on Council. Further proposals seeking Council's financial assistance will be presented to Council under separate cover.

The applicant will be responsible for costs associated with the preparation and registration of documentation associated with the extension of the lease.

## **Life-cycle Maintenance Costs (Capital Works Projects Only)**

The applicant is responsible for the routine maintenance and upkeep of the demised premises and its own capital improvements.

## **Economic, Social, Environmental and Heritage Issues**

### Economic Issues

The applicant has approximately 140 senior members and 120 junior members and holds a number of special events throughout the year which bring players from other areas to compete.



### Social Issues

The applicant provides a venue for like-minded enthusiasts to meet and participate in the sport.

### Environmental Issues

The proposal is in keeping with the amenity of the local area.

### Heritage Issues

There are no known heritage issues to consider.

### **Council Policy Compliance**

There is no Council Policy relevant to this proposal.

### **Legislative Compliance**

The notice of intention to grant the applicant a Deed of Lease will be published in the City Focus column of the Bunbury Mail Newspaper, displayed at the City's Libraries, the Administration centre and on the City's website.

### **Delegation of Authority**

The Chief Executive Officer has the delegated authority of Council to negotiate the terms and conditions of an application for extension of a lease provided the settled terms and conditions are presented to Council for approval before documentation is finalised.

It is proposed that the Chief Executive Officer be authorised to proceed with preparation and signing of the Lease.

### **Relevant Precedents**

Since 1973, Council has granted the applicant a lease over the demised premises.

### **Options**

#### Option 1

Per the recommendation as listed in this report.

#### Option 2

Per the recommendation as listed in this report (with amendments as suggested by council members).

#### Option 3

Council refuses the proposal by the applicant to extend its lease over portion of Lot 100 Herbert Road, Bunbury.

### **Conclusion**

The applicant has leased the site since 1973 and has satisfactorily fulfilled its obligations and responsibilities under the Lease during this time. The applicant provides like-minded participation from local community members and visitors.

### **Recommendation**

1. Council agrees to enter into a Deed of Lease with the Bunbury Football Club Inc. over portion Lot 100 Herbert Road, Bunbury for a term of ten (10) years with a further five (5) year option subject to the terms and conditions as specified in the report:
2. In accordance with Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 the granting of a new Lease will be published in the City Focus column of the Bunbury Mail Newspaper, displayed at both the City's libraries, Administration centre and on the City's website.
3. Subject to no objecting submissions being received the Deed of Lease be finalised.
4. The Bunbury Football Club Inc. to pay all costs associated with the lease application including document preparation, registration and rental assessment.

## 11.5 Bunbury Kart Club Inc. – Proposed Lease over Portion Reserve 670, Lot 500 South Western Highway, Bunbury (Bunbury Motorsports Precinct)

<b>File Ref:</b>	F00032
<b>Applicant/Proponent:</b>	Bunbury Kart Club Inc
<b>Author:</b>	John Beaton, Manager Administration & Property Services
<b>Executive:</b>	Ken Weary, Executive Manager Corporate Services

### Summary

An application has been received from the Bunbury Kart Club Inc. seeking a Renewal of Lease with the City of Bunbury over portion of Reserve 670, Lot 500 South Western Highway, Bunbury (part of the Bunbury Motor Sports Precinct), for a period of five (5) years. A location plan is **attached** at Appendix 3.

### Background

The Bunbury Kart Club Inc. has occupied its current lease site since 1984. The land is identified as Lot 500 (Portion of Reserve 670) and is held by the City of Bunbury under Management Order 3051/883 (Crown Land Record Volume 3157 folio 002 on Plan 62343) for the purpose of "Recreation" with the power to lease for a term not exceeding twenty one (21) years.

Pursuant to Section 18 of the Land Administration Act 1997, the Office of the Minister for Lands has provided "in principle" approval for the proposal subject to formal approval being granted on receipt of the Lease document.

The Lessee has invoked the "Holding Over" clause by mutual agreement to take into the consideration the recently received Hay Park Feasibility Study. The proposal to extend the term does not conflict with the short to medium use of the location.

The applicant has complied with the provisions of the current lease, including its responsibilities to maintain and upkeep the grounds at no cost to the Council.

The Lease area is situated within the Bunbury Motor Sports Precinct and comprises the clubrooms, a pit area, racing circuit and spectator car parking. The Bunbury Kart Club Inc. utilises other areas of the Motor Sports Precinct known as the "Common Gravel Area" and "Landfill Site" by agreement with other users at the precinct.

The Club has made many improvements to the leased premises over the years including building of clubrooms, pit shelters, track surfacing and lighting for night racing. Club membership covers people aged from seven (7) years to seventy (70) years with approximately 37% of the Club's members comprising juniors (aged 7 to 17 years of age) – this group is the most active in Club competitions with 90% of juniors competing last year (compared with only 60% of the seniors).

### Current Lease Details

Commencement Date:	1 November 2002
Term:	Five (5) years
Expiry:	31 October 2007

Rental:	\$2,234.23 (inclusive GST)
Rent Review:	Indexed by CPI annually
Outgoings:	Responsibility of the Lessee
Insurance:	The Lessee to maintain Public Risk and General Insurance Policies over the lease area. Public liability to be set at \$2(M).

Proposed Lease Details

Commencement Date:	1 November 2007
Term:	Five (5) years
Expiry:	31 October 2012
Rental:	\$2,700 (inclusive GST)
Rent Review:	Third anniversary date
Outgoings:	Responsibility of the Lessee
Insurance:	The Lessee to maintain Public Risk and General Insurance Policies over the lease area. Public liability to be set at \$10(M)
Special Conditions:	The Lessee to sign the Motor Sports Precinct Users Management Agreement (together with other users such as the Bunbury Car Club Inc., the Bunbury Motorcycle Club Inc., the South West Youth Driver Development Program and South West Touring Car Club Inc.) and to take part on the Bunbury Motor Sports Precinct Management Committee, to manage the following: a) day-to-day use and control of the leased areas, and; b) reciprocal public parking arrangements on the sites referred to as the "Common Gravel Area" and Landfill Site".
Document Preparation:	The Lessee to pay the full cost of document preparation and registration of the Extension of Lease.

The City's Executive and the applicant have mutually agreed on the proposed term and conditions of the Lease.

**Strategic and/or Regional Outcomes**

Strategic Outcomes

This proposal complies with the City of Bunbury Strategic Plan 2007-2012 and in particular Strategy 2.4 which states that the City will: *"develop a Property Strategy that benefits the City's residents, businesses and community/sporting organisations"*.

Regional Outcomes

The applicant promotes opportunities from the Greater Bunbury Region to participate in the sport.

**Community Consultation**

In accordance with Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 and subject to Council granting the Lease, the intention

to enter into a Lease for five (5) years will be published in the City Focus column of the Bunbury Mail Newspaper, displayed at both the City's libraries, the Administration centre and on the City's website.

### **Councillor/Officer Consultation**

Council officers have held discussion with the applicant and have mutually agreed on the terms and conditions of the Lease.

### **Analysis of Financial and Budget Implications**

The Lessee is responsible for payment of document preparation and registration costs.

The rental has been calculated on the utilised portion of the whole leased area i.e. clubrooms and track.

### **Life-cycle Maintenance Costs (Capital Works Projects Only)**

The Club is responsible for the upkeep and maintenance of the demised premises.

### **Economic, Social, Environmental and Heritage Issues**

#### Economic Issues

The Club provides facilities for participation in the sport of go-kart racing for people aged between 7 and 70 years and plays host to State Titles on a regular basis

#### Social Issues

The Club provides opportunities for social interaction between like-minded individuals.

#### Environmental Issues

The activities of the Lessee are in keeping with the defined activity of the area i.e. Motor Sport Precinct.

#### Heritage Issues

There are no known heritage issues to consider.

### **Council Policy Compliance**

There is no Council Policy relevant to this proposal.

### **Legislative Compliance**

The City will give notice of the intention to enter into a Lease for five (5) years will be published in the City Focus column of the Bunbury Mail Newspaper, displayed at both the City's libraries, the Administration centre and on the City's website.

Pursuant to Section 18 on the Land Administration Act 1997, the Office of the Minister of Lands has provided "in principle" approval for the proposal subject to formal approval being granted on receipt of the Lease document.

### **Delegation of Authority**

The Chief Executive Officer has the delegated authority of Council to negotiate the terms and conditions of an application for a new Lease provided the settled terms and conditions are presented to Council for approval before documentation is finalised.

It is proposed that the Chief Executive Officer be authorised to proceed with preparation and signing of the Lease.

### **Relevant Precedents**

The Bunbury Kart Club Inc. has held the lease over these premises for the past 23 years. The Bunbury City Council last renewed the lease at its meeting on 22 October 2002.

### **Options**

#### Option 1

Per the recommendation listed in this report.

#### Option 2

Per the recommendation as listed in this report (with amendments suggested by Council members).

#### Option 3

Council refuses the application from the Bunbury Kart Club Inc. to Lease portion of Reserve 670 (Lot 500) South Western Highway, Bunbury being part of the Motor Sports Precinct.

### **Conclusion**

The Bunbury Kart Club Inc. has leased the site for the past 23 years and has satisfactorily fulfilled its obligations and responsibilities under the lease during this time.

The Club maintains its facilities at the Bunbury Motor Sports Precinct to a very high standard that provides a direct community and social benefit both to its members (and their visitors and other users of the precinct).

### **Recommendation**

1. Council agrees to lease portion of Reserve 670 (Lot 500) South Western Highway, Bunbury, to the Bunbury Kart Club Inc. for a term of five (5) years on the terms and conditions as specified in the report.

2. In accordance with Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 granting the renewal will be published in the City Focus column of the Bunbury Mail Newspaper, displayed at both the City's Libraries, the Administration centre and on the City's website.
3. Subject to no objecting submissions being received the Deed of Lease be finalised.
4. The Bunbury Kart Club Inc. to pay all costs associated with the Lease application including document preparation, registration and rental assessment.

**11.6 Bunbury Runners Club Incorporated – Proposed Renewal of Deed of Lease Over the Eastman Pavilion, Bunbury Recreation Ground, Lots 120, 121 & 122 on Deposited Plan 222212 Ocean Drive, Bunbury & Sub-Leases to Bunbury & Districts Cricket Association and South West Warriors Rugby League Club Inc.**

<b>File Ref:</b>	F00076
<b>Applicant/Proponent:</b>	Bunbury Runners Club Inc.
<b>Author:</b>	John Beaton, Manager Administration & Property Services, Elizabeth Watkins, Community Recreation Liaison Officer
<b>Executive:</b>	Ken Weary, Executive Manager Corporate Services, Domenic Marzano. Executive Manager City Life

**Summary**

An application has been received from the Bunbury Runners Club Inc. (“Lessee”) seeking Council’s consent to renew the Lease over the Eastman Pavilion, Bunbury and enter into a sub-lease with the Bunbury and Districts Cricket Association and South West Warriors Rugby League Club at the Recreation Ground Lots 120, 121 & 122 on Deposited Plan 222212 Ocean Drive for a term of five (5) years. A location plan is **attached** at Appendix 5.

**Background**

The demised premises are held freehold by the City of Bunbury (Certificate of Title 121-135) with Council having the discretion to enter into a lease agreement.

The applicant has occupied its current lease site since 1996. The lease has been extended to 31 March 2010 through the 'Holding Over' clause. The proposal to extend the term of the lease to the Bunbury Runners Club Inc for a further five (5) years and allow the Bunbury Runners Club to enter into a Sub-lease with the Bunbury and Districts Cricket Association and South West Warriors Rugby League Club does not conflict with the Hay Park Feasibility Study's short to medium options for the location.

Community Recreation Liaison Officer Comments

Council’s Community Recreation Liaison Recreation Officer have held discussions with each of the parties.

The South West Warriors Rugby League Club is newly formed and is seeking Councils approval to utilise the Bunbury Recreation Ground as its base for the short term.

The South West Warriors Rugby League Club’s application to join the 2nd Division of the WA Rugby League Association has been accepted for the 2010 season commencing in April 2010.

The Bunbury Recreation Ground has been identified as the preferred location as there are currently no winter sports played at the ground. The option of locating at



Hay Park will clash with other traditional winter sports in relation to grounds and other facilities.

It is proposed the South West Warriors Rugby League Club will move to Hay Park following the completion of the new Athletics track and pavilion to make use of the infield pitch and club room facilities.

The club has registrations for 90 juniors and 75 seniors and propose to use the grounds on the following terms:

- Training: Wednesday and Friday 4.30-8.30pm
- Fixtures: Juniors: Sunday 9am-1pm three weekends per month  
Seniors: Saturday 12-9pm one weekend per month

The club acknowledges the parking of motor vehicles on the grounds is prohibited and may require the overflow car park opposite the ground on game days.

The rugby field will not encroach on the turf wicket which will be fenced off for the winter months. Site plan is also **attached** at Appendix 5.

The City's Parks Coordinator has no objections for an initial six (6) month season to ascertain the condition of the ground and turf wicket with the advent of spring. Setup of the field, supply of goal posts, marking of the field lines and refuse containers and disposal is the responsibility of the Rugby Club.

The Bunbury and Districts Cricket Association have used the venue for many years.

Local community consultation was undertaken on the proposal with the 52 residences surrounding the Recreation Ground via a letter drop. Six submissions were received and are summarised in the table below.

*Local Community Consultation*

<b>Metho d</b>	<b>Resident</b>	<b>Resident Feedback</b>	<b>Officer Comments</b>
Letter	Yvonne Shannon 3/11 Symmons St Bunbury WA 6230	Delighted that at last the recreation ground is going to be well used	Not applicable
Email	Goff Family 11/3 Clifton St Bunbury WA 6230	No objection, though outlined some current issues with the Cricket Club with regard to language and not using toilet facilities	Not applicable
Email	Ms Oudendijk PO Box 1717 Bunbury WA 6230	No objection, though highlighted issue of outside lights being left on till late after cricket training and they shine into her house.	The Bunbury Runners Club have been advised to ensure co-ground users are aware of the concern.
Email	Ms Bateman 9/3 Clifton St Bunbury WA 6230	No objection, though highlighted issue of parking on road reserves.	Concerns were relayed to the City's Parking Coordinator.
Letter	Ms Martin 19/3 Clifton St Bunbury WA 6230	Objected to the use of the recreation ground by an 'active' sport such as rugby.	Advised the zoning of the ground is for the purpose "Parks and Recreation" and includes active and

			passive pursuits.
Letter	Mr Hodgson 19/3 Clifton St Bunbury WA 6230	Objected to the use of the recreation ground as he feels it will limit the availability of the grounds for use by the general public. He also feels the rugby club will generate excessive noise and disturbance to the residents.	Advised lease clearly states the use of the premises and grounds for quiet enjoyment and the public will have sufficient opportunity to use the grounds when they are not in use.

The Lessee has complied with the provisions of the current lease.

Current Lease Details (Bunbury Runners Club)

Commencement :	20 November 1996
Term:	Six (6) years with a five (5) year option
Expiry Date:	31 March 2010
Lease Area:	Pavilion
Rental:	\$6,081.33 per annum inclusive of GST
Ground Fees:	Per member and invoice issued separately
Outgoings:	Responsibility of the Lessee
Insurance Requirements:	The applicant to maintain Public Risk Insurance and General Insurance cover over the premises with Public Liability to be set at \$5(M).
Ground Use:	Separate application to be made by the Lessee to the City's Events Scheduling Officer each season for approval
Special Conditions:	<ol style="list-style-type: none"> <li>1. Mowing and marking the 500 metre running track</li> <li>2. Painting and redecoration of shower floors and the veranda in the changeroom complex</li> </ol>
Preparation of Lease:	Lessee to pay the full cost of document preparation and registration of the lease.

Proposed Renewal of Lease (Bunbury Runners Club)

Commencement :	1 April 2010
Term:	Five (5) years
Expiry Date:	31 March 2015
Lease Area:	Pavilion
Rental:	\$6,820 per annum inclusive of GST and indexed annually by CPI
Ground Fees:	Per member and invoice issued separately
Outgoings:	Responsibility of the Lessee
Insurance Requirements:	The applicant to maintain Public Risk Insurance and General Insurance cover over the premises with Public Liability to be set at \$10(M).
Ground Use:	Separate application to be made by the Lessee to the City's Events Scheduling Officer each season for approval
Special	<ol style="list-style-type: none"> <li>1. Requirement for maintenance of the 500 metre</li> </ol>

Conditions:	running track and "grassed facilities" 2. Requirement for the Lessee to repair lifted or broken tiles in shower floors to the satisfaction of the Lessor. 3. Requirement for the Bunbury Agricultural Society to have the sole use of the Eastman Pavilion and surrounding grounds for the week either side of the Bunbury Horse and Country Music Show each year with remuneration to be paid to the Lessee for the use of electricity and water.
Preparation of Lease:	Lessee to pay the full cost of document preparation and registration of the lease.

The Lessee has allowed the Bunbury & Districts Cricket Association (Colts Cricket Club Inc.) use of the pavilion for several years. The parties have established mutually agreed terms and conditions and now seek Council's approval for the Bunbury & Districts Cricket Association to hold the sub-lease over the demised premises.

Proposed Sub-Lease Details (Bunbury & Districts Cricket Association)

Commencement :	1 April 2010
Term:	Five (5) years
Expiry Date:	31 March 2015
Lease Area:	Pavilion
Rental:	By mutual agreement with the Bunbury Runners Club Inc. based on seasonal use and not to exceed the proportion annual lease rental
Ground Fees:	Per member and invoice issued separately
Outgoings:	Responsibility of the Sub-lessee
Insurance Requirements:	The applicant to maintain Public Risk Insurance and General Insurance cover over the premises with Public Liability to be set at \$10(M).
Ground Use:	Separate application to be made by the Sub-lessee to the City's Events Scheduling Officer each season for approval
Special Conditions:	Requirement for the Bunbury Agricultural Society to have the sole use of the Eastman Pavilion and surrounding grounds for the week either side of the Bunbury Horse and Country Music Show each year with remuneration to be paid to the Lessee for the use of electricity and water.
Preparation of Lease:	The Sub-lessee to pay the full cost of document preparation and registration of the lease.

An application has also been received from the newly formed South West Warriors Rugby League Club Inc. to enter into a sub-lease over the demised premises.

Proposed Sub-Lease Details (South West Warriors Rugby League Club)

Commencement :	1 April 2010
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Term:	Five (5) years
Expiry Date:	31 March 2015 (or earlier if an alternative venue is identified)
Lease Area:	Pavilion
Rental:	By mutual agreement with the Bunbury Runners Club Inc. based on seasonal use and not to exceed the proportion annual lease rental
Ground Fees:	Per member and invoice issued separately
Outgoings:	Responsibility of the Sub-lessee
Insurance Requirements:	The applicant to maintain Public Risk Insurance and General Insurance cover over the premises with Public Liability to be set at \$10(M).
Ground Use:	Separate application to be made by the Sub-lessee to the City's Events Scheduling Officer each season for approval
Special Conditions:	Requirement for the Bunbury Agricultural Society to have the sole use of the Eastman Pavilion and surrounding grounds for the week either side of the Bunbury Horse and Country Music Show each year with remuneration to be paid to the Lessee for the use of electricity and water.
Preparation of Lease:	The Sub-lessee to pay the full cost of document preparation and registration of the lease.

The Agricultural Society also uses the site annually for the Horse and Country Music Show and is, by mutual agreement, meeting reasonable outgoings during the show period.

Use of the surrounding grounds by each party is determined on a 'seasonal' basis through the City's Events Scheduling Officer.

### **Strategic and/or Regional Outcomes**

#### Strategic Outcomes

The proposal complies with the City of Bunbury Strategic Plan 2007-2012 and in particular Strategy 2.4 which states that the City will: "develop a Property Strategy that benefits the City's residents, businesses and community/sporting organisations."

#### Regional Outcomes

The applicant provides a place where events are held and enjoyed by like-minded people, and encourages people to come to the region.

### **Community Consultation**

In accordance with Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 and subject to council granting the Lease, the City will give notice of the intention to enter into a Deed of Lease for five (5) years which will be published in the City Focus column of the Bunbury Mail Newspaper, displayed at the City's Libraries, the Administration centre and on the City's website.

### **Councillor/Officer Consultation**

Council officers have held discussions with the applicant and have mutually agreed on the term and conditions of the proposed renewal of the lease.

### **Analysis of Financial and Budget Implications**

The proposal does not provide a financial impost on council.

The applicant will be responsible for costs associated with the preparation and registration of documentation associated with the renewal of the lease.

### **Life-cycle Maintenance Costs (Capital Works Projects Only)**

The applicant is responsible for the routine maintenance and upkeep of the demised premises.

### **Economic, Social, Environmental and Heritage Issues**

#### Economic Issues

The parties hold special events throughout the year which bring players from other areas to compete. This includes hosting and staging the Bunbury Marathon and the Bunbury Horse and Country Music Show each year. The visitors that are attracted to these events provide an economic-related stimulus to businesses in the area.

#### Social Issues

The venue provides each of the parties with the opportunity to socialise and co-exist with other community groups and organisations.

#### Environmental Issues

The proposal is in keeping with the prescribed passive recreational use of the venue.

#### Heritage Issues

There are no known heritage issues to consider.

### **Council Policy Compliance**

There is no Council Policy relevant to this proposal.

### **Legislative Compliance**

The notice of intention to grant the applicant a Deed of Lease will be published in the City Focus column of the Bunbury Mail Newspaper, displayed at the City's Libraries, the Administration centre and on the City's website.

### **Delegation of Authority**

The Chief Executive Officer has the delegated authority of Council to negotiate the terms and conditions of an application for renewal of a lease provided the settled

terms and conditions are presented to Council for approval before documentation is finalised.

It is proposed that the Chief Executive Officer be authorised to proceed with preparation and signing of the Deed of Renewal of Lease.

### **Relevant Precedents**

Since 1996, Council has granted the Lessee a lease over the demised premises.

### **Options**

#### Option 1

Per the recommendation as listed in this report.

#### Option 2

Per the recommendation as listed in this report (with amendments as suggested by council members).

#### Option 3

Council refuses the proposal by the Lessee to renew its lease over the Eastman Pavilion, Bunbury Recreation Ground, Port Lots 120, 121 and 122 Ocean Drive, Bunbury and/or to sub-lease the premises.

### **Conclusion**

The Bunbury Runners Club Inc. has leased the site since 1976 and has satisfactorily fulfilled its obligations and responsibilities under the Lease during this time. The club provides an activity base for like-minded participation from local community members and visitors.

### **Recommendation**

1. Council agrees to enter into a Deed of Lease with the Bunbury Runners Club Inc and enter into a sub-lease with the Bunbury and Districts Cricket Association and South West Warriors Rugby League Club, over the Eastman Pavilion (located on a 500m<sup>2</sup> portion of Lots 120, 121 & 122 on Deposited Plan 222212 Ocean Drive, Bunbury), for a term of five (5) years subject to the terms and conditions as specified in the report and the following:
2. In accordance with Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 and subject to Council granting the lease and sub-lease, the City will give notice of the intention to enter into a Deed of Lease for five (5) years which will be published in the City Focus column of the Bunbury Mail Newspaper, at the City's Libraries, the Administration centre and on the City's website.
3. The Deed of Lease and Sub-Lease documents be prepared and finalised.

- 4 The Bunbury Runners Club Inc., Bunbury and Districts Cricket Association and South West Rugby League Club to pay all costs associated with the lease application including document preparation, registration and rental assessment.

## 11.7 Local Government Statutory Compliance Return December 2009

<b>File Ref:</b>	A00106
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	Jack Dyson – Senior Administration Officer
<b>Executive:</b>	Ken Weary – Executive Manager Corporate Services

### Summary

Council is required to adopt the Statutory Compliance Return for the year 1 January 2009 to 31 December 2009, a copy of which has been circulated to Council **under separate cover**.

### Background

Each year the Department of Local Government requires Council's to conduct an annual assessment of their compliance with key components of the Local Government Act 1995 and regulations and it is to be returned to the Department by 31 March 2010. Compliance has been achieved on all key components of the return for the period under review.

### Strategic and/or Regional Outcomes

The recommended action aligns with Strategic Objective 2.1 of the City's Strategic Plan 2007-2012 and the following criteria:

*"Ensure compliance with the City's statutory obligations".*

### Community Consultation

There is no community consultation required.

### Councillor/Officer Consultation

All Executive and Work Area Managers are provided with copies of relevant sections of the Statutory Compliance Return forms on a regular basis. The final return is compiled at the end of the review period using information contained and examined as a result of regular internal audits which are conducted on various aspects of the Return.

These internal audits assist the various Work Areas to ensure their operations meet the statutory requirements of the Local Government Act 1995 and provides management with information necessary to ensure continual compliance.

### Analysis of Financial and Budget Implications

There are no budgetary implications associated with this compliance return.



### **Economic, Social, Environmental Issues**

Completion of the Statutory Compliance Return has no direct effect on economic, social, environmental or heritage issues.

### **Employment Outcome**

There are no employment issues relevant to this matter.

### **Council Policy Compliance**

The responses contained within this report do not contravene any existing Council Policy or Work Procedure.

### **Legislative Compliance**

Completion of the Statutory Compliance Return is a requirement under the provisions of Section 7.13(i) of the Local Government Act 1995 and Clause 13 of the Local Government (Audit) Regulations 1996. The City of Bunbury has fulfilled its commitment to completing this return annually since 1997.

The last return (2008) was adopted by Council at its meeting held 24 February 2009.

### **Delegation of Authority**

The various sections of the Statutory Compliance Return are compiled under delegated authority by the Senior Administration Officer.

### **Relevant Precedents**

The City of Bunbury has fulfilled its commitment to completing a Statutory Compliance Return each year since the inception of the process in 1997. The last return (2008) was adopted by Council at its meeting held 24 February 2009.

### **Options**

No alternative option is offered as completion of the Local Government Statutory Compliance Return is a statutory requirement.

### **EXECUTIVE RECOMMENDATION**

Council adopts the Statutory Compliance Return for the City of Bunbury for the period 1 January 2009 to 31 December 2009 and authorises its endorsement by His Worship the Mayor and Chief Executive Officer.

## 11.8 Report on Strategic Activities for Period Ended 31 December 2010

<b>File Ref:</b>	A00836
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	Jack Dyson –Senior Administration Officer
<b>Executive:</b>	Ken Weary – Executive Manager Corporate Services

### Summary

Council adopted the Corporate Strategic Plan 2007 – 2012 on 6 March 2007. A report on strategic activities identified in the Strategic Plan for the period 1 July 2009 to 31 December 2009 is circulated **under separate cover**.

The report lists progress on individual goals and strategies linked to the City's Strategic Plan 2007 – 2012, the Principal Plan of Activities and the Annual Budget.

The report reflects the six headings contained in the Strategic Plan, as follows:

1. Improve relationships with state, federal and other local governments.
  - 1.1 Place Bunbury and the South West on the Agenda for the Federal Regional Development Council
  - 1.2 Develop a program of meetings with key State and Federal Government representatives.
  - 1.3 Develop a regional taskforce with key players.
  - 1.4 Establish a City Vision Implementation Taskforce.
2. Strengthen the City of Bunbury's governance and leadership.  
improve Accountability
  - 2.1 Develop a councillor professional development program
  - 2.2 Implement 5 Year Financial Planning
  - 2.3 Operate Council's land and facilities portfolio as a capital efficient investment
  - 2.4 Improve the level and quality of Customer Service.
3. Deliver major capital projects on time and on budget.
  - 3.1 Develop project management framework
  - 3.2 Have well planned, developed and maintained City Infrastructure.
4. Implement City Vision
  - 4.1 Finalise City Vision Strategy
  - 4.2 Implement City Vision Strategy
5. Promote ecological sustainable development of the City's built and natural environment.
  - 5.1 Protect Bunbury's Natural, Cultural and Built Heritage
  - 5.2 Promote Sustainability and Improve Council's Environmental Performance
  - 5.3 Provide a cohesive system of integrated land use planning; and
6. Develop Social Capital
  - 6.1 Celebrate and reinforce a positive sense of community

- 6.2 Community participation, partnership and support
- 6.3 Community planning and infrastructure
- 6.4 Community safety
- 6.5 Social inclusion and needs
- 6.6 Information and Lifelong Learning.

**Recommendation**

The report on Strategic Activities for the period ended 31 December 2009 be received.

## 11.9 Financial Statements - January 2010

<b>File Ref:</b>	A02838
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	David Ransom, City Accountant
<b>Executive:</b>	Ken Weary, Executive Manager Corporate Services

### Summary/Background

Financial Statements for the period ending 31 January 2010, have been circulated to members **under separate cover**. The statements include the following:

- Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Financial Activity
- Statement of General Purpose Income
- Statement of Rating Information

The Financial Statements also contain a number of explanatory notes covering the following topics:

- Significant Accounting Policies
- Description of Programmes
- Net Current Assets
- Trade and Other Receivables
- Other Current Assets
- Trade and Other Payables
- Provisions
- Trust Funds
- Capital Expenditure
- Key Operating Expenditure & Income
- Loan Funds
- Reserve Funds
- Bunbury Timber Jetty
- Investment Funds

### Recommendation

The Financial Statements for the period ending 31 January 2010, be received.

### **11.10 Advisory Committee and/or Project Control Group Minutes to be Noted at the Council Committee Meeting**

<b>File Ref:</b>	Various
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	Various
<b>Executive:</b>	Various

Committee Members to refer to the report circulated under separate cover.

#### **Recommendation**

The following Advisory Committee Meeting Minutes listed in the report circulated under separate cover, are noted for information only:

1. Title: Minutes –Bunbury Environment and Sustainability Advisory Committee (04/02/2010)  
Author: Ben Deeley  
File: A02445
  
2. Title: Minutes – Access Management Committee (16/02/2010)  
Author: Stewart Parkinson  
File: A02590

## 12. Motions on Notice

### 12.1 Motion on Notice - Timber Jetty Project Control Group

<b>File Ref:</b>	A00502
<b>Applicant/Proponent:</b>	Councillor Noel Whittle
<b>Author:</b>	Councillor Noel Whittle
<b>Executive:</b>	<i>If adopted refer to:</i> Greg Trevaskis, Chief Executive Officer

Cr Whittle gave notice that he intends to move the following motion at the Council Committee Meeting on 2 February 2010:

*"Council forms a Timber Jetty Redevelopment Project Control Group for the duration of the Timber Jetty Redevelopment Project, its role to include the following tasks (and others that may be identified and agreed to by the Council):*

1. *Preliminary Role:*
  - 1.1 *The procurement and use of the proposed floating boom.*
  - 1.2 *Investigate the environmental impacts of disturbance of the seabed.*
  
2. *Concept Plan Development:*
  - 2.1 *Consideration of the input from the Bunbury Timber Jetty Environment & Preservation Society.*
  - 2.2 *Integration of amenity to suit key stakeholders such as the training vessel 'Leeuwin'.*
  - 2.3 *Review of similar historical jetty redevelopments such as the Woody Point Jetty in Moreton Bay, Queensland.*
  - 2.4 *Consideration of heritage implications and requirements as determined by the Heritage Council of Western Australia.*
  - 2.5 *Investigate recycling options for the surplus timber.*
  - 2.6 *Community and stakeholder consultation.*
  
3. *Project Execution*
  - 3.1 *Oversee project progress and funding management.*
  - 3.2 *Respond to project variations.*
  - 3.3 *Develop a strategy in order to progress the jetty precinct."*

#### **Comments - Cr Whittle**

In support of his motion, Cr Whittle states as follows:

*"Key issues for the jetty redevelopment are detailed here.*

#### *Floating Boom*

*This was my proposal in 2008. Through research and discussions with boom manufacturers and local Engineers it is apparent that the boom material, construction and use will need to be carefully planned and monitored to ensure success. For example, the jagged nature of the beams that fall in the water will destroy the traditional inflatable boom through abrasion from barnacles and rusted bolts. Durable materials are essential for success and public safety.*

Jetty Precinct Concept Plan

*Bunbury Timber Jetty Environment & Preservation Society have developed a draft concept plan. The draft plan contains many valuable details and aspirations that will contribute to the development of a high quality Jetty precinct, including an interpretation centre, the recently restored Arrol Crane, rail line etc. The Interpretation Centre has the potential to act as an embarkation venue for Dolphin Cruises and Training Ship Leeuwin cruises. This will contribute to the activation of the area and will bolster its financial sustainability.*

Woody Point Jetty in Moreton Bay, Queensland

*I have been investigating a similar project in Moreton Bay, QLD, where a historical 230 metre jetty has been rebuilt using a combination of modern materials and recycled timber.*

*I have been the Council representative on the Bunbury Timber Jetty Environment & Conservation Society for 2 years and its clear to me that It is more desirable to re-build the heritage listed jetty as a structure that uses the best modern features and is still sympathetic to the original form and detail,*

*Threats such as vandalism, wood borers, termites, sea level rises and increased storm events can be safeguarded through clever modern design.*

*A modern structure can then be overlayed with recycled timbers, providing the full scale look, and feel, of the original.*

*In the event of damage the modern substructure will remain intact and allow machinery to access the damaged areas.*

*Several full width sections, each representing the original construction stages dating from 1906, can then be joined by sections of narrower modern bridge which is still wide enough to take the heaviest vehicles safely. So within the funding, this approach could provide the longest possible structure, hopefully back to the original bend which would provide a structure of about 350 metres in length.*

*And the benefits of having the jetty for public recreation will all make sense when people are finally allowed back out there, you really feel like you are in the middle of the bay.*

*I have heard many people express concern about the durability and potential cost burden of a restored jetty structure and I want them to know that modern materials may be an option.*

Environmental Impact

*Demolition will disturb and release the mound of silt trapped by 1777 timber piles. There are serious implications for the condition of the waters of Koombana Bay if this is not handled properly.*

### Waste Timber

*The project will generate significant tonnages of surplus timber. Most will be waste, some will potentially have further use in the community. Use as bio-fuel may be an option. Recycling options need to be explored.*

### Demolition versus Redevelopment

*Following full investigation of the redevelopment options, it may be apparent that demolition without replacement may be the best option. However I am advocating that a Project Control Group will still be required in order to bring the project up to that decision point and to remain active throughout the demolition activities in order to ensure that environmental impacts are minimised."*

### **Executive Comments**

Council has previously expressed its concern over the loss of public amenity following the closure of the Ski Beach by the DPI. Council may wish to consider action to re-open the beach by installing a perimeter boom around the jetty, independent of its ultimate longer term preferences for the jetty.

Engineering Services does not have the internal resources, qualifications or expertise to manage and sign off on public work in a marine environment. Any works at the jetty should be completed by fully qualified professional, marine service providers. Interim mitigation strategies employed at the jetty would also need to be undertaken by specialist providers in order to uphold Council's public liability requirements.

The Bunbury Historic Timber Jetty and Environment Committee (BHTJEC) may wish to make representation prior to consideration for Council forming another jetty related committee. The BHTJEC also needs to be offered the opportunity to discuss and make comment on the TABEC report. Its members have requested this and will have their own view on the way forward, including the possible installation of a perimeter boom. The BHTJEC consulting engineer Mr. Woodhouse has also been working on the feasibility of a perimeter boom and has offered to present his findings to Council.

The formation of a Project Control Group (PCG) for the Bunbury Historic Timber Jetty is not recommended at this time because Council has not yet determined its preferences following receipt of the TABEC report. In effect, Council has yet to determine its preferences for a jetty related project.

Legal Advice received indicates that Council has no power under the *Local Government Act 1995* to establish any body other than a committee (under section 5.8). Consistently with this, the Council can delegate any of its powers or duties only to a committee (under sections 5.16 and 5.17) or to the CEO (under section 5.42).

A committee, of 3 or more persons, may be established by the Council 'to assist the Council and exercise the powers and discharge the duties of the local government that can be delegated to committees' (section 5.8).

In determining whether the Proposed Project Control Group would properly be established as a committee under section 5.8 of the *Local Government Act*, it would



be necessary to identify, in more detail than it exercise any of its powers, or discharge any of its duties, and if so, precisely what powers or duties.

A copy of the full extent of the legal advice is **attached** at Appendix 6.

### **Cr Whittle's Motion**

Council forms a Timber Jetty Redevelopment Project Control Group for the duration of the Timber Jetty Redevelopment Project, its role to include the following tasks (and others that may be identified and agreed to by the Council):

1. Preliminary Role:
  - 1.1 The procurement and use of the proposed floating boom.
  - 1.2 Investigate the environmental impacts of disturbance of the seabed.
2. Concept Plan Development:
  - 2.1 Consideration of the input from the Bunbury Timber Jetty Environment & Preservation Society.
  - 2.2 Integration of amenity to suit key stakeholders such as the training vessel 'Leeuwin'.
  - 2.3 Review of similar historical jetty redevelopments such as the Woody Point Jetty in Moreton Bay, Queensland.
  - 2.4 Consideration of heritage implications and requirements as determined by the Heritage Council of Western Australia.
  - 2.5 Investigate recycling options for the surplus timber.
  - 2.6 Community and stakeholder consultation.
3. Project Execution
  - 3.1 Oversee project progress and funding management.
  - 3.2 Respond to project variations.
  - 3.3 Develop a strategy in order to progress the jetty precinct.

## 12.2 Motion on Notice - Greater Bunbury Regional Scheme Amendment – Eastside

<b>File Ref:</b>	A00217
<b>Applicant/Proponent:</b>	Councillor Michelle Steck
<b>Author:</b>	Councillor Michelle Steck
<b>Executive:</b>	<i>If adopted by Council refer to:</i> Geoff Klem, Executive Manager City Development

Cr Steck has given notice that she intends to move the following motions at the Council Committee Meeting on 23 February 2010:

1. *That Council immediately update the council website with the following :*
  - a. *Showing the revised Eastside Plan and where documents can be collected from.*
  - b. *Provide an indication of when the Greater Bunbury Regional Scheme Amendment submission period will close.*
  - c. *Encourage citizens to have their say: i.e. - If they are happy or unhappy with the proposal then fill in the submission form.*
  
2.
  - a. *That councillors seek an immediate apology from the Mayor and the Executive Manager City Development, officer of planning Mr Geoff Klem, for not advising the community and it's councillors that the documents for Eastside and GBRS would be made available to the Public and Council from February 15<sup>th</sup>. Further, that several meetings would be made available to the community with the session times and finally, the community presentation intended*
  
  - b. *If they are not prepared to apologise then the following motion be put: That councillors seek legal opinion on whether the Mayor and Executive Officer Mr Geoff Klem acted within accordance of the Local Government Act by not disclosing information to councillors and on when information would be available in regards to the GBRS and Eastside, and whether they have acted within a conflict of interest and did not declare that interest.*
  
  - c. *That councillors, be provided with written information on insurance coverage in relation to these matters, including appointments to other boards or commissions*
  
3. *That a formal letter from council be written to the Taskforce indicating council's disappointment with how the taskforce has managed information going to both council and the community. Along with a strong request for the Taskforce to update their website as the last posting was from its first meeting in May 2009.*

### Comments - Cr Steck

In support of her motion, Cr Steck states that,

- "1. *Council has not posted any updated press release since the start of the New Year. This issue is too important to the community not to be on the front foot in providing information. One of the greatest issues always presenting to council is information exchange from the council, to the community.*
  
2.
  - a. *The Mayor and Mr Klem are members of the Eastside Taskforce and have attended regular meetings throughout the process. The information that has been presented to councillors up to now has been very vague. Councillors were totally uninformed of the intended release dates and the community planned meetings, when both could have provided that information. To hide behind an embargo of the taskforce is not acceptable, as their obligation is to the council, councillors and the community.*  
  
*The Mayor in the past has occupied positions on the Port Authority and the Water Board and in both of these positions, when needed has provided information to councillors."*
  
  - b. *Council needs to identify the legal rights of Councillors and staff when positions are held on specially convened taskforces such as the current Eastside and the GBRS. Remember, ALL councillors are liable we do not have Parliamentary Privilege in Protection on decisions and information.*
  
3. *The Eastside Development was such a divided issue within the community last time I would have been expecting the task force to manage communication during the release period more effectively. A formal letter should have been written to the CEO and council. By choosing to have an "embargo of communication" the taskforce has possibly already antagonised the community. Councillors were even unaware of the release date and the community meetings planned, even though specially targeted persons/groups in the community were invited to these smaller meetings, prior to councillors even being informed. To minimise misunderstandings or possible mistrust between the task force and the community and also to facilitate more effective communication the website should be upgraded immediately.*

#### **Executive Comments**

Nil

#### **Cr Steck's Motions**

- "1. *That Council immediately update the council website with the following:*
  - a. *Showing the revised Eastside Plan and where documents can be collected from.*
  - b. *Provide an indication of when the Greater Bunbury Regional Scheme Amendment submission period will close.*
  - c. *Encourage citizens to have their say: i.e. - If they are happy or unhappy with the proposal then fill in the submission form.*
  
2.
  - a. *That councillors seek an immediate apology from the Mayor and the Executive Manager City Development, officer of planning Mr Geoff*

*Klem, for not advising the community and it's councillors that the documents for Eastside and GBRS would be made available to the Public and Council from February 15<sup>th</sup>. Further, that several meetings would be made available to the community with the session times and finally, the community presentation intended*

- b. If they are not prepared to apologise then the following motion be put:  
That councillors seek legal opinion on whether the Mayor and Executive Officer Mr Geoff Klem acted within accordance of the Local Government Act by not disclosing information to councillors and on when information would be available in regards to the GBRS and Eastside, and whether they have acted within a conflict of interest and did not declare that interest.*
  - c. That councillors, be provided with written information on insurance coverage in relation to these matters, including appointments to other boards or commissions*
- 3. That a formal letter from council be written to the Taskforce indicating council's disappointment with how the taskforce has managed information going to both council and the community. Along with a strong request for the Taskforce to update their website as the last posting was from its first meeting in May 2009."*

**13. Urgent Business (With Approval of Majority of Members Present as Permitted Under Standing Order 5.1.13)**

**14. Items to be Noted or Endorsed**

**14.1 Items to be Noted (No Discussion) at the Council Committee Meeting**

<b>File Ref:</b>	Various
<b>Applicant/Proponent:</b>	Internal Report
<b>Author:</b>	Various
<b>Executive:</b>	Various

Committee Members to refer to the report circulated under separate cover.

**Recommendation**

The following items listed in the report circulated under separate cover, are noted for information only:

1. Title: Schedule of Accounts Paid for the Period 1 January 2010 to 31 January 2010  
Author: David Ransom  
File: A00083

**14.2 Items to be Endorsed (No Discussion) at the Council Committee Meeting**

There are no items recommended for endorsement.

**15. Confidential Business as Stipulated Under Section 5.23(2) of the Local Government Act 1995**

NOTE: Pursuant to Standing Order 15.10, the following Procedural Motion needs to be moved if there are items to be discussed under this heading: *"The meeting exclude members of the public to permit Confidential Business (as defined by the Local Government Act 1995) to be discussed."*

**15.1 Contract of Sale – Lot 102 Spencer Street, Bunbury (Former Perth Dental Clinic Site)**

<b>File Ref:</b>	A00420
<b>Applicant/Proponent:</b>	Cantalupo Pty Ltd (CAN 141 967 679) & Tony Monaco
<b>Author:</b>	John Beaton, Manager Administration & Property
<b>Executive:</b>	Ken Weary, Executive Manager Corporate Services

A confidential report and recommendation has been circulated to members **under separate cover**.

**16. Close of Meeting**