



---

# MINUTES

---

## SPECIAL MEETING OF COUNCIL

Held on  
Tuesday 22 May 2012  
5.15pm  
City of Albany Council Chambers

---

## **DISCLAIMER**

---

No responsibility whatsoever is implied or accepted by the City of Albany for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Staff. The City of Albany disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation or approval made by a member or officer of the City of Albany during the course of any meeting is not intended to be and is not taken as notice of approval from the City of Albany. The City of Albany warns that anyone who has an application lodged with the City of Albany must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the City of Albany in respect of the application.

**TABLE OF CONTENTS**

	<b>Details</b>	<b>Page</b>
1.0	Declaration of Opening and Announcement of Visitors	2
2.0	Opening Prayer	2
3.0	Public Question and Statement Time	2
4.0	Record of Attendance/Apologies/Leave of Absence (Previously Approved)	3
5.0	Declaration of Interest	4
6.0	Items for discussion	
6.1	Proposed Fees and Charges for Community Services Business Units for 2012-13	5-8
7.0	Closure of Meeting	9

## 1.0 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Mayor declared the meeting open at 5.15PM.

### ITEM 1.0: RESOLUTION

**MOVED: COUNCILLOR HOLDEN**

**SECONDED: COUNCILLOR SUTTON**

**THAT Council SUSPEND Standing Order clause 3.1 to allow recording of proceedings.  
CARRIED 8-0**

## 2.0 OPENING PRAYER

**The Mayor read the opening prayer.**

*“Heavenly Father, we thank you for the beauty and peace of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”*

## 3.0 PUBLIC QUESTION AND STATEMENT TIME

Council’s Standing Orders Local Laws provide that each Ordinary Meeting of the Council shall make available a total allowance of 30 minutes, which may be extended at the discretion of Council, for residents in attendance in the public gallery to address clear and concise questions to His Worship the Mayor on matters relating to the operation and concerns of the municipality.

Such questions should be submitted to the Chief Executive Officer, **in writing, no later than 10.00am** on the last working day preceding the meeting (the Chief Executive Officer shall make copies of such questions available to Members) but questions may be submitted without notice.

Each person asking questions or making comments at the Open Forum will be **LIMITED** to a time period of **4 MINUTES** to allow all those wishing to comment an opportunity to do so.

**No Members of the public were present.**

**4.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

**Mayor** D Wellington

**Councillors:**

Frederickstown Ward	C Dowling
Frederickstown Ward	G Stocks
Kalgan Ward	C Holden
Vancouver Ward	D Bostock
Vancouver Ward	S Bowles
Yakamia Ward	R Sutton
Breaksea Ward	V Calleja

**Staff:**

Chief Executive Officer	F James
Executive Director Community Services	L Hill
Executive Director Planning and Development Services	D Putland
Manager Recreation Services	C Woods
Minutes	J Williamson

**Public Gallery and Media:**

No members of the media or public were present.

**Apologies/Leave of Absence:**

West Ward	J Gregson
Yakamia Ward	A Hortin
Kalgan Ward	Y Attwell
Breaksea Ward	R Hammond
West Ward	D Dufty
Executive Director Works and Services	S Grimmer

**5.0 DECLARATION OF INTEREST**

[Elected members of Council and staff are asked to use the forms prepared for the purpose, aiding the proceedings of the meeting by notifying the presiding member prior to the conduct of the meeting]

<b>Name</b>	<b>Item Number</b>	<b>Nature of Interest</b>
NIL		

**6.1: PROPOSED FEES AND CHARGES FOR COMMUNITY SERVICES  
BUSINESS UNITS FOR 2012-13**

**Responsible Officer(s)** : Executive Director Community Services (L Hill)  
**Attachment** : Proposed Fees and Charges

**IN BRIEF**

- As part of the City of Albany budget preparation process, Council is requested to determine the following:
  - Community Services Directorate Fees and Charges for 2012-13 financial year

**RECOMMENDATION**

**ITEM 6.1: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR STOCKS  
SECONDED: COUNCILLOR CALLEJA**

1. **THAT Council NOTE that many community organisations are currently preparing their 2012-13 budget and require certainty regarding fees and charges which such organisations will have to bear and possibly charge their members for.**
2. **THAT Council ENDORSE the fees and charges for Community Services Business Units as detailed in Attachment 1, for the period of 1 July 2012 to 30 June 2013.**

**CARRIED 7-1  
ABSOLUTE MAJORITY**

**Record of Vote**

Against the Motion: Councillor Bostock

**BACKGROUND**

1. For several weeks now, Council members have met with City Executive staff in Council budget workshops to consider and prepare the City of Albany budget for 2012-13.
2. At those Councillor budget workshops, Council Members were presented with proposed fees and charges revenue regarding Community Services Directorate business units.
3. These proposed fees and charges were considered at the Ordinary Council Meeting held on 15 May 2012. Council required further consideration of the proposed fees and charges.

**DISCUSSION**

4. In order for business units across the City to impose fees and charges within the 2012-13 financial year, it is necessary for Council to endorse those fees and charges. Some of the fees and charges for services which users and community groups utilise may need to be collected (from their members by those community groups), prior to 1 July 2012. For service provision effective from 1 July 2012.
5. While most fees and charges proposed for the 2012-13 financial year in the Community Services directorate have increased from those charged in 2011-12, the increases represent commensurate increases in the costs of providing those services.

6. Fees and charges changes of note within the Community Services directorate are:

**Albany Visitor Centre:**

- Introduction of a key charge to cover some of the cost that the Centre incurs acting as the 'on-site' manager for many accommodation operators.

**Albany Leisure and Aquatic Centre (ALAC):**

- Most fees charged are below that of other like recreation centres in regional Western Australia. Membership fees as a whole have increased on average 8% but are still less expensive than other benchmarked centres.
- Casual gym and fitness classes will increase from 10%. In context, a casual visit to the gym for a non concession adult will rise from \$10.00 to \$12.00.
- ALAC has the largest swim school outside the metropolitan area but the current charge is 25% less than Bunbury for the same nationally recognised and endorsed program. Albany, in comparison to Bunbury, has higher energy and staff costs. The swim school increase for 2012-13 will be 16%.

**GOVERNMENT CONSULTATION**

7. In the review of the City's budgeted fees and charges, there is no requirement for formal government consultation. However, information was obtained from other local governments and comparable business units, to determine comparable fee structures.

**PUBLIC CONSULTATION / ENGAGEMENT**

8. Once fees and charges are endorsed by Council, the financial year 2012-13 fees and charges for each Community Service business unit will be provided on the City of Albany web site and also available for the information of stakeholders at each business unit.

**STATUTORY IMPLICATIONS**

9. Budget processes and endorsement are strictly regulated by the *Local Government Act 1995* and its Regulations.

**STRATEGIC IMPLICATIONS**

10. **Strategic Implications**

*This item relates directly to the following elements of the City of Albany Strategic Plan (2011-2021):*

**Key Focus Area**

*Organisational Performance*

**Community Priority**

*Policy and procedures*

**Proposed Strategies**

*Regularly review all policies in consultation with community and key stakeholders.*



**POLICY IMPLICATIONS**

11. There are no Policy implications in relation to the proposed fees and charges structure.

**RISK IDENTIFICATION & MITIGATION**

12. The risk identification and categorisation relies on the City's Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Revenue projections within the draft City of Albany 2012-13 budget are not endorsed by Council, leading to budget deficit and cashflow difficulties</i>	<i>Possible</i>	<i>Significant</i>	<i>High</i>	<i>Mitigation entirely within Council control, regarding budget preparation and endorsement</i>
<i>Proposed Community Service fees and charges not endorsed until 1 July does not allow Community Service Business units to charge now for activities post 1 July. This would impact on revenue for 12-13.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Endorse fees and charges and communicate to community</i>

**FINANCIAL IMPLICATIONS**

13. From a Community Services perspective, fees and charges for upcoming programs (starting July 2012) need to be confirmed well before 1 July 2012, so that these fees and charges can be clearly communicated to the community and stakeholders who may be impacted by those fees and charges. For example, enrolments for the ALAC Swim School will open shortly, and fees to be paid, for programs being held in July 2012.
14. Proposed amendments to the City's fees and charges for financial year 2012-13 more adequately reflects the range, and cost of providing, services by the individual business units of the City.

**LEGAL IMPLICATIONS**

15. Nil.

**ALTERNATE OPTIONS**

16. The Council can determine to impose alternate fees and charges, or different revenue structures. However, any change in proposed revenue may have significant financial implications, including cash flow implications, for the City.

**SUMMARY CONCLUSION**

17. The proposed amendments to the City of Albany fees and charges more adequately reflects the range, and cost of providing, services provided by the individual business units of the directorate.
18. It is important that those fees and charges are endorsed in a timely manner, and information provided to relevant stakeholders that may be impacted by those changes.

**7.0 CLOSURE OF MEETING**

**ITEM 7.1: RESOLUTION**

**MOVED: COUNCILLOR HOLDEN**

**SECONDED: COUNCILLOR STOCKS**

**THAT Standing Order 3.1 be RESUMED to stop recording of proceedings.**

**CARRIED 8-0**

There being no further business the Presiding Member declared the meeting closed at 5.19PM.



Dennis W Wellington  
**MAYOR**