



A G E N D A

SPECIAL MEETING OF COUNCIL

**on
Tuesday, 31st July 2001
5.30pm
City of Albany - Mercer Road Office**

City of Albany

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Signed _____

Date: 26th July 2001

Andrew Hammond
Chief Executive Officer



NOTICE OF A SPECIAL COUNCIL MEETING

Her Worship The Mayor and Councillors

A Special Meeting of the City of Albany will be held on Tuesday, 31st July 2001 in the Council Chambers, Mercer Road, Albany commencing at 5.30 pm.

(Signed)

Andrew Hammond
CHIEF EXECUTIVE OFFICER

26th July 2001

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1.0 DECLARATION OF OPENING

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

3.0 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.”

4.0 PUBLIC QUESTION 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 Her 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.

5.0 DECLARATIONS OF FINANCIAL INTEREST

[Members of Council are asked to use the forms prepared for the purpose, aiding the proceedings of the meeting by notifying the disclosure by 3.00pm on that day.]

6.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.0 REPORTS – CORPORATE & COMMUNITY SERVICES

7.1 Principal Activities Plan

7.2 Adoption of Draft 2001/02 Budget

8.0 CLOSED DOORS

9.0 NEXT ORDINARY MEETING DATE

Tuesday 21st August 2001, 7.30pm

10.0 CLOSURE OF MEETING

7.0 CORPORATE & COMMUNITY SERVICES

7.1 Principal Activities Plan

File/Ward	:	STR 014 (All Wards)
Proposal/Issue	:	Council requested to adopt the Principal Activities Plan
Subject Land/Locality	:	N/A
Proponent	:	N/A
Owner	:	N/A
Reporting Officer(s)	:	Manager Finance (S Goodman)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	That Council adopt the Principal Activities Plan.
Locality Plan	:	N/A

BACKGROUND

1. The City of Albany Principal Activities Plan is an annual overview of the significant programmes and activities proposed by the Council over the next four years. The objectives are:
 - to provide the community with information related to the proposed principal activities; and
 - to offer the community the opportunity to lodge submissions in relation to those proposals for consideration by the Council.

STATUTORY REQUIREMENTS

2. Section 5.56 of the Local Government Act (1995) requires that Council prepare a plan of principal activities each year, and make the plan available for public discussion over a period of at least six weeks. Submissions relating to the Plan must be considered before the City's annual budget is approved. Council must report any significant variances from the 2001/05 Plan in its 2001/02 Annual Report.

POLICY IMPLICATIONS

3. There are no policy implications relating to this item.

FINANCIAL IMPLICATIONS

4. There are no financial implications relating to this item.

Item 7.1 continued.

STRATEGIC IMPLICATIONS

- 5. The proposed principal action plan has been prepared in accordance with existing strategic plans.

COMMENT/DISCUSSION

- 6. A Draft Principal Activities Plan was prepared in April 2001. The availability of the plan has been advertised locally, and the statutory period of 6 weeks allowed for public comment. Any public submissions will be tabled at the meeting.
- 7. At the time the Draft Principal Activities Plan was prepared, the operating budget had not been finalised. The proposed Principal Activities Plan has been amended in accordance with budget changes since that time. There are no major changes in the activities.
- 8. Council is requested to adopt the 2001/02 Principal Activities Plan.

RECOMMENDATION

THAT Council adopt the 2001/02 Principal Activities Plan.

Voting Requirement Simple Majority

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7.2 Municipal Fund Budget 2001/02

File/Ward	:	FIN 021 (All Wards)
Proposal/Issue	:	Municipal Fund Budget 2001/02
Subject Land/Locality	:	N/A
Proponent	:	N/A
Owner	:	N/A
Reporting Officer	:	Manager Finance (S Goodman)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	That the 2001/02 Budget be adopted.
Locality Plan	:	N/A

BACKGROUND

1. The draft annual budget for 2001/2 has been prepared in accordance with the Local Government Act 1995.

STATUTORY REQUIREMENTS

Adoption of Budget

2. Section 6.2(1) of the Local Government Act 1995 requires that prior to 31st August 2001, Council to adopt a budget for its municipal fund for the year ending 30th June 2002.
3. The annual budget is to incorporate:-
 - a) particulars of the estimated expenditure proposed to be incurred by the local government;
 - b) detailed information relating to the rates and service charges which will apply to land within the district including:-
 - i. the amount it is estimated will be yielded by the general rate; and
 - ii. the rate of interest (if any) to be charged by the local government on unpaid rates and service charges.
 - c) the fees and charges proposed to be imposed by the local government;
 - d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
 - e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
 - f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - g) such other matters as are prescribed.

Item 7.2 continued.

POLICY IMPLICATIONS

4. There are no policy implications relating to this item.

FINANCIAL IMPLICATIONS

5. The adopted budget will form the financial basis for operations of the City of Albany in 2001/02. Once adopted, the budget will be reviewed in October 2001, January 2002 and April 2002.

STRATEGIC IMPLICATIONS

6. The proposed budget has been reviewed against existing strategic plans.

COMMENT/DISCUSSION

Rating

7. Council has restricted the proposed increase in 2001/02 rates to 3.0%

Capital Works Programme

8. Total Programme \$15 million

Funding Sources

Municipal Fund	\$3 million
External Sources (mainly grants & asset trade-ins)	\$4 million
Loan Funds	\$6 million
City Reserve Funds	\$2 million

Major Projects

Wellstead Resource Centre
Library Extension – Stage 1
Civic / Admin Centre design
Strategic Bushfire Equipment
Roads Asset Upgrade Program
Various Parks / Reserves
Liquid Waste Facility

Loans

8. The asset upgrade program will be partially funded by a \$4.5 million loan. Other capital works funded by loans include plant replacements, the liquid waste facility, and Library building (Stage 1). Principal repayments in the year total \$866,123.

Reserve Funds

9. City Reserves Funds show an estimated balance as at 30th June 2002 of \$3.5 million.

Item 7.2 continued.

10. It is proposed that three new reserves be created.
- **Liquid Waste Project Reserve**
The City will jointly fund a new liquid waste facility with the Water Authority. The reserve will hold business unit funds and allow provision for other waste issues.
 - **Software Enhancement Reserve**
The City has carried funds over from its 2000/01 IT budget to use for future software development / enhancement.
 - **Saleyards – additional Agent Levy**
Stock Agents have agreed to pay their annual levy on sales in excess of 70,000 head provided the additional funds are used for capital works in the yards.

Fees and Charges

11. Council has kept increases in Council’s fees and charges to the minimum. The proposed schedule of fees and charges is included in the Draft budget document.

Waste Charges

12. In determining a refuse collection/recycling fee for 2001/02, the following components of the proposed Waste Budget were considered:-

Operation of Tips	463,568	
Rubbish Tip Rehabilitation/monitoring	349,210	
Tip income	(306,000)	
Rubbish Collection	396,658	
Recycling Collection	229,764	
Admin / Customer Service / other	73,625	
Income Required	1,206,825	
Number of Services		10828
Recommended Refuse Collection/Recycling Fee		\$111.00

RECOMMENDATION

- a) **Budget Adoption**
That the 2001/02 Budget which has been prepared in accordance with the Local Government Financial Regulations (1997) and has incorporated AAS27 principles, be adopted.
- b) **General Rates**
- i) That in accordance with Section 6.32 of the Local Government Act 1995, a General Rate of 9.501 cents in the dollar be imposed on Gross Rental Valuations for those properties to be rated on Gross Rental Value.
 - ii) That in accordance with Section 6.32 of the Local Government Act 1995, a General Rate of .5860 cents in the dollar be imposed on all Unimproved Valuations for properties to be rated on Unimproved Value.

Item 7.2 continued.

- c) **Concessional Rebate – former Shire of Albany GRV and UV area**
That in accordance with Section 6.47 of the Local Government Act 1995, a concession equivalent to 20% of current rates levied be allowed for on properties deemed to be ‘Urban Farmland’, where payment of the account is made in full by no later than 4.30pm on the 18th September 2001.
- d) **Discount for Early Payment**
That in accordance with Section 6.46 of the Local Government Act 1995, an early payment discount equal to 5% of current rates levied be allowed where payment of the account is made in full by no later than 4.30pm on the 18th September 2001.
- e) **Minimum Rates – All Properties**
That in accordance with Section 6.35 of the Local Government Act 1995, a minimum rate be set at \$390 for all categories.
- f) **Specified Area Rate**
That in accordance with Section 6.37 of the Local Government Act 1995, a Specified Area Rate of 0.01 cents in the dollar be imposed on gross rental valuations, in addition to the differential rates imposed, on the following specified properties in Location 103, Little Grove and a minimum specified area rate be set at \$264.28 in addition to the minimum rate set an item 8 above.

A73514	Lot 125 The Esplanade
A14893	Lot 124 Henry Street
A63080	Lot 114 Henry Street
A42511	Lot 1 Albert Street
A5803	Lot 130 Albert Street
A33962	Lot 28 William Street
A5693	Lot 110 Albert Street
A5976	Lot 109 Henry Street
A36760	Lot 27 William Street
A5878	Lot 107 George Street
A5982	Lot 108 Henry Street
A66545	lot 124 George Street
A63062	Lot 121 Henry Street
A42309	Lot 9 The Esplanade
A5921	Lot 131 Albert Street
A5691	Lot 118 George Street
A20513	Lot 104 Henry Street
A6134	Lot 109 Albert Street
A6137	Lot 108 William Street
A45571	Lot 100 Albert Street
A73528	lot 126 The Esplanade
A45959	Lot 102 Henry Street

Item 7.2 continued.

- g) Refuse Service Charges**
That the refuse Services Charge for 2001/02 be \$111.00 per annum for residential properties for weekly removal of one MGB.
- h) Instalment Options**
That in accordance with Section 6.45 of the Local Government Act 1995, the following payment options are available:
- Option 1** Payment in full up to 35 days after date of issue of Rate Notice – Due Date 18th September 2001.
- Option 2** Payment of two equal or nearly equal instalments:
1st Instalment Due Date 18th September 2001;
2nd Instalment Due 4 months after 1st
Due date: 18th January 2002.
(Instalment interest payable on rate amount only, all arrears to be paid in 1st instalment)
- Option 3** Payment of four equal or nearly equal instalments:
1st Instalment Due 35 days after date of issue of Rate Notice. Due date 18th September 2001.
2nd Instalment Due 2 months after 1st. Due date 19th November 2001.
3rd Instalment Due 2 month after 2nd. Due Date 18th January 2002.
4th Instalment Due 2 months after 3rd. Due Date 18th March 2002.
(Instalment interest payable on rate amount only, all arrears to be paid in 1st Instalment)
- i) Instalments – Interest Rates & Administrative Charges**
That in accordance with Section 6.45 of the Local Government Act 1995:
- i) an additional charge by way of interest where payment of a rate is made by instalments with the rate of interest being set at 5.5%;
- ii) an additional charge by way of an instalment fee, where payment of a rate is made by instalment be set at \$3.00 for each instalment excluding the first of any payment option. Therefore option (2) will attract a total administration charge of \$3.00 and option (3) will attract a total administration charge of \$9.00.
- j) Late Payment Interest Rates**
- i) Interest on Overdue Rates & Service Charges
Late payment interest be set at a rate of 11% per annum (.03014% daily) and continue to be charged on overdue/arrears rates and service charges, and current rates and service charges that remain unpaid after 35 days from the date of issue.

Item 7.2 continued.

- ii) **Interest on Overdue Rubbish Collection Fees**
Late payment interest be set at a rate of 11% per annum (.03014% daily) and continue to be charged on overdue/arrears Rubbish Collection Fees, and current rubbish charges that remain unpaid after 35 days from the date of issue.

- k) **Early Payment Prize**
That

- i) **six prizes will be awarded as follows:**

- 1st A \$2000 Commonwealth Bank Streamline account
- 2nd An accommodation package with Quest Harbour Village Apartments (Fremantle), including return flights sponsored by Skywest Airlines and vehicle hire provided by Thrifty Car Rentals
- 3rd An accommodation package with Cottesloe Beach Chalets
- 4th An accommodation package with the Travel Inn – Albany
- 5th An accommodation package with the Esplanade Hotel – Albany
- 6th A 12 bottles of Wignall Wines new release "Albany Dew" wine

in order to be eligible to enter the draw for the prizes, all rates and charges on the individual assessment must be paid in full 2 weeks prior to the due date (ie on or before 4th September 2001)

- l) **Fees and Charges**
That the schedule of fees and charges for the City of Albany be adopted.
- m) **Budget Surplus**
That any budget surplus arising from 2001/02 operations be transferred to reserve accounts for purposes as designated by Council.

Item 7.2 continued.

n) Creation of Reserves

That the following reserves be created:-

- i) Liquid Waste Project Reserve**
 - **Purpose – to hold Liquid Waste Business Unit funds and allow provision for other waste issues.**
- ii) Software Enhancement Reserve**
 - **Purpose – to allow for future software development / enhancement.**
- ii) Saleyards – Additional Agency Levy**
 - **Purpose – to provide for additional capital works funded from agent levies in excess of 70,000 head per year.**

Voting Requirement Absolute Majority

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