



# **A G E N D A**

## **ORDINARY MEETING OF COUNCIL**

**on  
Tuesday, 18<sup>th</sup> May 2004  
7.30pm  
City of Albany - Mercer Road Office**

## **City of Albany**

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Signed \_\_\_\_\_

Date: 11<sup>th</sup> May 2004

***Andrew Hammond***  
Chief Executive Officer



**NOTICE OF AN ORDINARY COUNCIL MEETING**

Her Worship The Mayor and Councillors

The next Ordinary Meeting of the City of Albany will be held on Tuesday, 18<sup>th</sup> May 2004; in the Council Chambers, Mercer Road, Albany commencing at 7.30 pm.

(Signed)

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*Andrew Hammond*  
CHIEF EXECUTIVE OFFICER

11<sup>th</sup> May 2004

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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 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**5.0 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.

**6.0 CONFIRMATION OF MINUTES OF PREVIOUS MINUTES**

6.1 Ordinary & Special Council Meeting Minutes (as previously distributed).

DRAFT MOTION:

THAT the following minutes:

- Ordinary Council meeting held on 20<sup>th</sup> April 2004; as previously distributed be confirmed as a true and accurate record of proceedings subject to the following amendment:-

**Item 11.3.8 Final Approval on Scheme Amendment - Pt Lot 376 La Perouse Road, Goode Beach**

The minutes including the amended "Schedule of Submissions" (copy included in the Elected Members Report / Information Bulletin) which formed part of the amended resolution, but was omitted from the minutes.

**7.0 APPLICATIONS FOR LEAVE OF ABSENCE**

**8.0 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.]

**9.0 MATTERS FOR WHICH MEETING MAY BE CLOSED**

**10.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**11.0 REPORTS – DEVELOPMENT SERVICES**

[Reports from this portfolio are included in the Agenda and photocopied on green – See Pages 6-19]

**12.0 REPORTS – CORPORATE & COMMUNITY SERVICES**

[Reports from this portfolio are included in the Agenda and photocopied on yellow – See Pages 20-55]

**13.0 REPORTS – WORKS & SERVICES**

[Reports from this portfolio are included in the Agenda and photocopied on pink – See Pages 56-58]

**14.0 REPORTS – GENERAL MANAGEMENT SERVICES**

[Reports from this portfolio are included in the Agenda and photocopied on buff – See Pages 59- 68]

**15.0 ELECTED MEMBERS' MONTHLY REPORT/INFORMATION BULLETIN**

15.1 Elected Members' Report/Information Bulletin

DRAFT MOTION

THAT the Elected Member's Report/Information Bulletin, as circulated, be received and the contents noted.

**16.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**17.0 MAYORS REPORT**

**18.0 URGENT BUSINESS APPROVED BY MAYOR OR BY DECISION OF THE MEETING**

**19.0 CLOSED DOORS**

**20.0 NEXT ORDINARY MEETING DATE**

Tuesday 15<sup>th</sup> June 2004, 7.30pm

**21.0 CLOSURE OF MEETING**



# **Development Services**

## **REPORTS**

**DEVELOPMENT SERVICES REPORTS**

**- R E P O R T S -**

**11.1 DEVELOPMENT**

Nil

**11.2 INSPECTION SERVICES**

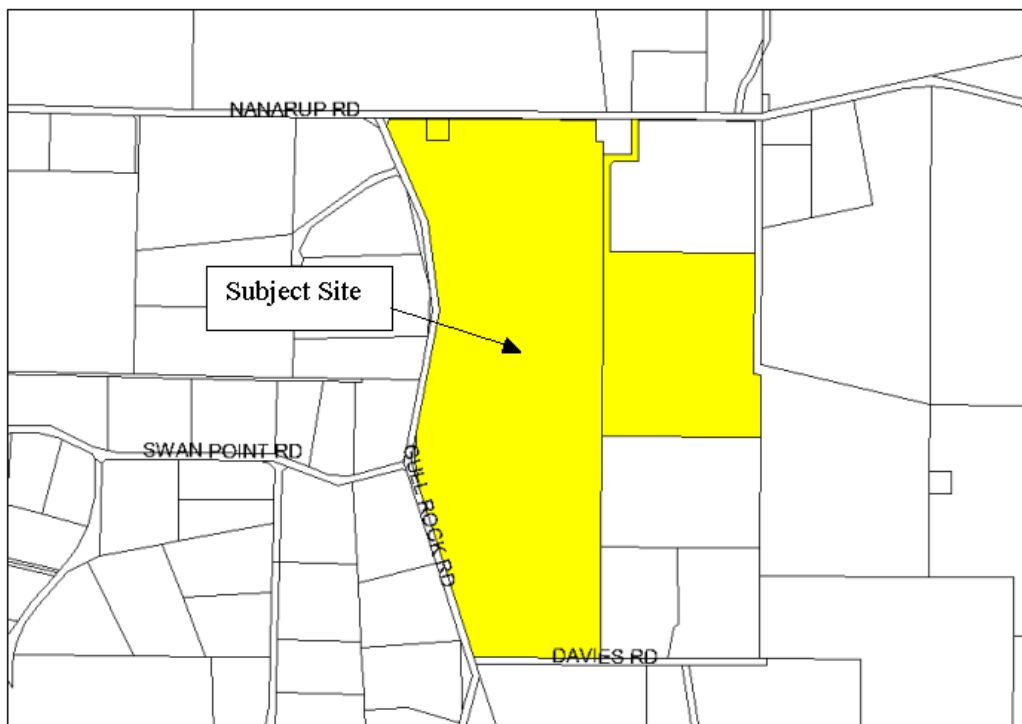
Nil

**DEVELOPMENT SERVICES REPORTS**

**11.3 DEVELOPMENT POLICY**

**11.3.1 Scheme Policy – Request to Introduce - Local Planning Policy, Special Rural Area No 9**

<b>File/Ward</b>	: STR 127 (Kalgan Ward)
<b>Proposal/Issue</b>	: Advertise draft Local Planning Policy to guide future Subdivision and Development
<b>Subject Land/Locality</b>	: Lots 11, 300 and 1301 Nanarup/Gull Rock Road, Kalgan
<b>Proponent</b>	: Ayton, Taylor Burrell
<b>Owner</b>	: Erujin Pty Ltd & Melrob Pty Ltd
<b>Reporting Officer(s)</b>	: Manager Development (M Selby)
<b>Disclosure of Interest</b>	: Nil
<b>Previous Reference</b>	: Nil
<b>Summary Recommendation</b>	: Initiate advertising on Local Planning Policy
<b>Bulletin Attachment</b>	: Original Subdivision Guide Plan Proposed modified Subdivision Guide Plan Identified differences Draft Local Planning Policy
<b>Locality Plan</b>	:



**DEVELOPMENT SERVICES REPORTS**

Item 11.3.1 continued

**BACKGROUND**

1. In 1996 the subject land was rezoned from “Rural” to “Special Rural” and appropriate provisions were introduced into Town Planning Scheme No 3.
2. The proponent, on behalf of the landowner, has previously applied to the Western Australian Planning Commission for subdivision approval for stage one of the development. The Western Australian Planning Commission, after consultation with Council, approved stage one of the development, which changed the lot configuration slightly and also increased the lot density for the site overall. This approval has now lapsed.
3. It should be noted that the Western Australian Planning Commission has the ability to approve variations to the Subdivision Guide Plan, as they are not “fettered” by Council’s adopted Town Planning Scheme. The power is confirmed to them under the Town Planning and Development Act.
4. Council last year provided a response to the Western Australian Planning Commission on stage two of the subdivision (balance of site). Advising that the variation to the original Subdivision Guide Plan sought by the proponent, was not supported by Council: The variation requested was not consistent with the adopted Subdivision Guide Plan for the site. The Western Australian Planning Commission also agreed with this rationale and refused to grant approval to the application.
5. Discussions have been held with the proponent as to how to progress the subdivision, given the impasse between Council, the Western Australian Planning Commission and the landowner. At the meeting it was suggested that a Local Planning Policy be prepared to allow, where appropriate, Council the ability to support any further subdivision application.

**STATUTORY REQUIREMENTS**

6. Town Planning Scheme No 3 (hereby referred to as the “Scheme”), allows Council the power to make policies (clause 6.9). This draft policy is submitted so that it can be adopted as an operational Local Planning Policy, and be adopted in accordance with clause 1.1 of Schedule One of the Scheme.
7. Development controls for the subject site is specified in Schedule One – Special Rural Zones (Area 9) within the Scheme.
8. It should be noted that the minimum lot size specified in the Scheme is 1.0 hectare. The proposed Subdivision Guide Plan conforms with this requirement.

**POLICY IMPLICATIONS**

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

**DEVELOPMENT SERVICES REPORTS**

Item 11.3.1 continued

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

11. There are no strategic implications relating to this item.

**COMMENT/DISCUSSION**

12. In principle, the revamping of the Subdivision Guide Plan is supported by staff. The following comments provide a statement of what the differences are, and what modifications are required, prior to advertising of a draft Local Planning Policy.

Differences

- i) 9 additional lots created – Area “A”, “C” and “E” 1 lot each, Areas “B”, “D” and “F” 2 lots each (see Plan following this report).
  - Result/Comment – The result is that the individual lot sizes have decreased the overall lot average, from approximately 1.30ha to 1.14ha. The net result is also the reduction in road frontages to some lots. Frontages of some lots have dropped below 60 metres. When this occurs, lots become long and narrow (as in the eastern section) and little opportunity for horizontal separation from neighbours results. At some point within the building envelope the width should be a minimum of 60 metres (frontage of three blocks in a suburban setting)
  - Some of the areas of the site (eastern area and south eastern corner) have physical constraints, which do not allow the staggering of building envelopes towards the rear of the block.
  - The majority of the additional blocks are located in the lower areas of the site and with the more visible lots, these additional dwellings and outbuildings over time will fade into the landscape with the requirement to re-vegetate the area.
- ii) The proponent has provided a connection with the land to the east of the southern portion of the site (servicing lot 1879), to allow legal road access to a land locked block. No objections to this portion.
- iii) The POS area has been increased in size and allows 10m from the top of the bank for conservation purposes. No objection to this modification as it is an improvement to the original subdivision guide plan.
- iv) Access is being sought from Gull Rock Road for proposed lots 1 and 52.

**DEVELOPMENT SERVICES REPORTS**

Item 11.3.1 continued

Required Modifications Prior To Advertising

- i) The alignment of the battle-axe leg servicing lot 34 should be changed so that both lots 33 and 34 can enjoy views and access to the POS area to the south. Battle-axe leg to be moved to the common boundary between lots 32 and 34.
- ii) Provision of a battle-axe leg to service lots 1 & 52. Adequate site lines do not exist to allow for access onto Gull Rock Road. No significant constraint exists in the area to permit this change in philosophy from the original Subdivision Guide Plan.
- iii) Identification of Development Exclusion Areas (via a suitable method) on the legend and plan.
- iv) Building Envelopes to have a setback distance as defined by clause 5.1 of Schedule One of the Scheme. Building envelopes on the plan are not consistent with the requirements of the Scheme.
- v) The building envelopes for lots 27 to 32 to have a maximum depth from the internal subdivision road of 120 metres.
- vi) Removal of the annotation “Access to adjoining lot 1879 to be constructed by developer of lot 1879”. The developer shall construct the road shown on the Subdivision Guide Plan. If the owner of lot 1879 is successful in obtaining rezoning, the Town Planning and Development Act allows the developer of the subject land to recoup costs within 7 years for the road works undertaken. This is therefore a matter between the two landowners.
- vii) Identification of a dual use path linking the community centre to the internal subdivision road adjacent to lot 51.
- viii) Removal of the joint crossovers from the legend and lots 1 and 52.
- ix) Annotations to be placed on the Subdivision Guide Plan addressing Schedule One of the Scheme and in particular:
  - a. Clause 1.4
  - b. Clause 7.2
  - c. Clause 7.5
  - d. Clause 7.7
  - e. Clause 10.7

**RECOMMENDATION**

**THAT Council, pursuant to clause 6.9 of the City of Albany Town Planning Scheme No. 3 resolves to advertise the draft ‘City of Albany – Local Planning Policy – Special Rural Area No 9 Kalgan’ as a Town Planning Scheme policy and advertise as such in accordance with the Scheme, after the required modifications identified in paragraph 12 above have been carried out.**

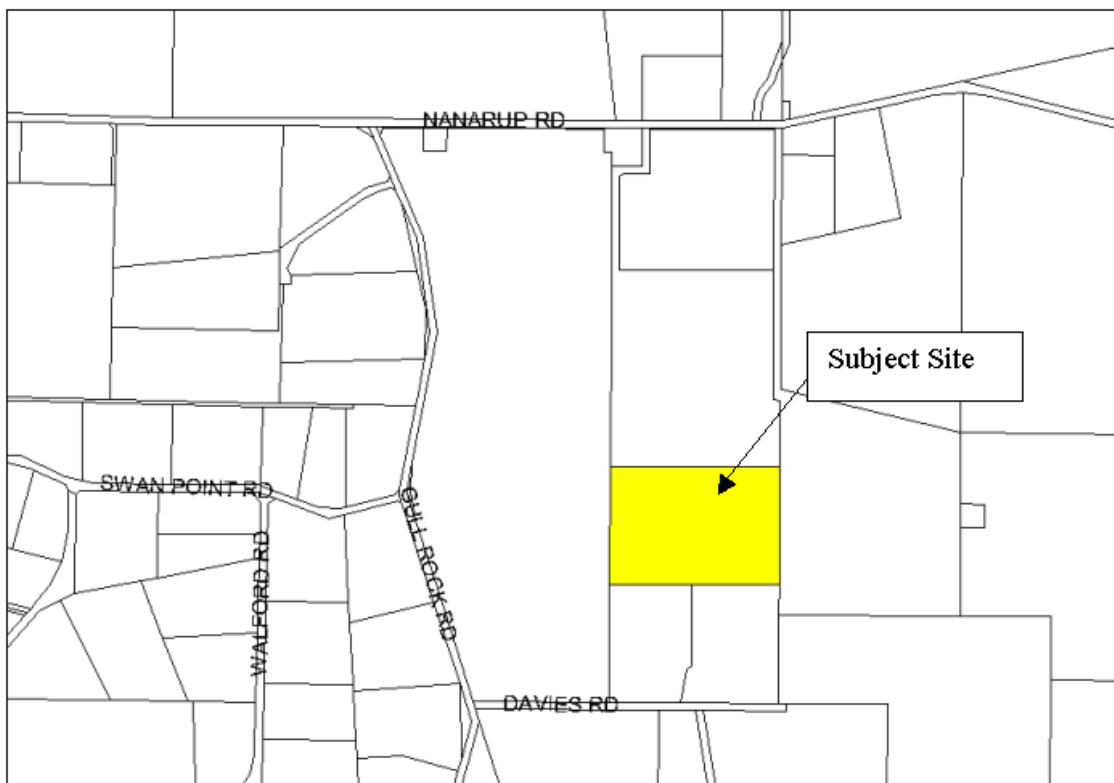
*Voting Requirement Simple Majority*

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**DEVELOPMENT SERVICES REPORTS**

**11.3.2 Scheme Amendment Request – Pt Lot 1879 Davies Road, Kalgan**

<b>File/Ward</b>	:	A5766A (Kalgan Ward)
<b>Proposal/Issue</b>	:	Preliminary request to rezone Pt Lot 1879 Davies Road, Kalgan from ‘Rural’ to ‘Special Rural’
<b>Subject Land/Locality</b>	:	Pt Lot 1879 Davies Road, Kalgan
<b>Proponent</b>	:	Ayton Taylor Burrell
<b>Owners</b>	:	M & B O’Dea
<b>Reporting Officer(s)</b>	:	Planning Officer – Policy (R Hindley)
<b>Disclosure of Interest</b>	:	Nil
<b>Previous Reference</b>	:	Nil
<b>Summary Recommendation</b>	:	Support the request.
<b>Bulletin Attachment</b>	:	Scheme Amendment Request
<b>Locality Plan</b>	:	



**DEVELOPMENT SERVICES REPORTS**

Item 11.3.2 continued

**BACKGROUND**

1. An application was received from Ayton Taylor Burrell seeking Council's preliminary support to rezone Pt Lot 1879 Davies Road, Kalgan from 'Rural' to 'Special Rural'.
2. The application seeks to facilitate the creation of rural residential lots. No design has been prepared as it is proposed to design the site with reference to a detailed site analysis. The land subject to this request has an area of 14.164 hectares.
3. A copy of the applicant's proposal is contained in the Elected Members Report/Information Bulletin.

**STATUTORY REQUIREMENTS**

4. A Scheme Amendment Request (SAR) is not a statutory process under the Town Planning and Development Act 1928. The purpose of the SAR process is to give an applicant feedback as to whether an amendment is likely to be supported or not, and the issues to be addressed in the Scheme Amendment documents.
5. If an applicant decides to pursue a Scheme Amendment, the Council will be required to formally consider that request.

**POLICY IMPLICATIONS**

6. There are various policies and strategies that have relevance to this proposal. They include:
  - The State Planning Strategy;
  - Statement of Planning Policy No. 1 - State Planning Framework Policy (Variation No. 1) (SPP 1);
  - The Albany Regional Strategy (1994); and
  - The Local Rural Strategy (1996);
7. The purpose of SPP 1 is to bring together existing State and regional policies that apply to land use and development in Western Australia. Local Government is to have regard for Statements of Planning Policy when preparing a Town Planning Scheme or Town Planning Scheme Amendment.
8. The subject site is located within Oyster Harbour 14 Precinct of the City's Local Rural Strategy. The policy statement for this precinct states that Council may support proposals for "Rural Residential" development subject to compliance with relevant general policies, the land being revegetated and the proponents being able to demonstrate that the constraints and management needs of the land can be overcome/met. The policy statement also identifies that specific consideration needs to be given to the effect of any proposal on the visual amenity of the area.
9. The Local Rural Strategy seeks to encourage and facilitate development which is sympathetic to community and environmental considerations, but also does not impact upon surrounding rural pursuits.



**DEVELOPMENT SERVICES REPORTS**

Item 11.3.2 continued

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

11. There are no strategic implications relating to this item.

**COMMENT/DISCUSSION**

12. A copy of the proposal was referred to the Western Australian Planning Commission and the Department of Environment. The major issues and concerns that were identified include:

- Protection of the creek on the south west portion of the lot is required;
- Appropriate setbacks for development from waterways, low lying land and flood prone land is required;
- A stormwater management plan is required;
- Revegetation may be required to protect erosion prone areas caused by an earlier fire as well as to provide a visual screen;
- Detailed land capability assessment is required;
- Any amendment proposal should specifically address the requirements of Clause 5.9 - Landscape contained in the WAPC's Statement of Planning Policy No. 2;
- The proposed zone is consistent with the recommendations of the City's Local Rural Strategy; and
- Fire management has been raised as an issue. A fire management plan is required which links into the strategic firebreak network in the adjacent Special Rural zone.

13. Other issues of concern relate to the steepness of the land and will require careful design of roads and drainage to ensure there is minimal impact on the environment.

14. The proposed development will be reliant on the adjoining development for infrastructure connections.

15. A subdivision guide plan is required to show how development on this site will be integrated with surrounding development.

16. The applicant has identified that, should this SAR be supported, the following issues will need to be addressed:

- the preparation of a detailed land capability assessment to identify house sites and potential constraints associated with housing and road construction, effluent disposal and other environmental considerations;
- protection of the creek and designation of appropriate development setbacks;
- protection of remnant vegetation and revegetation of sensitive areas;

**DEVELOPMENT SERVICES REPORTS**

Item 11.3.2 continued

- visual impact assessment and possible incorporation of portion of the more exposed area of the property within a special design area;
- control/management of the land uses to ensure there is no nutrient export into the waterways;
- provision for access to a gazetted road(s); and
- preparation of a Bush Fire Management Plan.

17. Subject to the applicant addressing the issues mentioned above to the satisfaction of Council, the preliminary request to rezone the land is supported.

**RECOMMENDATION**

**THAT Council advise the applicant that it is prepared to support the request for an Amendment to Town Planning Scheme No. 3 to rezone Pt Lot 1879 Davies Road, Kalgan from ‘Rural’ to ‘Special Rural’ subject to the Scheme Amendment addressing the following to the satisfaction of Council:**

- i) detailed land capability assessment;**
- ii) protection of the creekline;**
- iii) protection of remnant vegetation;**
- iv) preparation of a Subdivision Guide Plan;**
- v) preparation of a Fire Management Plan;**
- vi) preparation of a Revegetation Plan;**
- vii) servicing details and arrangements; and**
- viii) visual amenity.**

*Voting Requirement Simple Majority*

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**DEVELOPMENT SERVICES REPORTS**

**11.3.3 Retail Development Strategy Consultancy Services**

<b>File/Ward</b>	: STR156 (All Wards)
<b>Proposal/Issue</b>	: Appointment of Consultant
<b>Subject Land/Locality</b>	: Albany CBD and Surround
<b>Proponent</b>	: City of Albany
<b>Owner</b>	: Various
<b>Reporting Officer(s)</b>	: Strategic Planning Officer (P Shephard)
<b>Disclosure of Interest</b>	: Nil.
<b>Previous Reference</b>	: OCM 16/12/2003 - Item 11.3.2
<b>Summary Recommendation</b>	: That Council accept quotation to prepare Retail Development Strategy
<b>Bulletin Attachment</b>	: Consultant's Brief
<b>Locality Plan</b>	: Nil.

**BACKGROUND**

1. Councillors in late-November 2003 undertook an intensive workshop session with Planning Consultants Bill Burrell (Taylor Burrell Barnett), Mike Cullen (Patrick Partners) and Tony Shrapnel (Shrapnel Urban Planning) to discuss the existing Commercial Strategy and existing/proposed commercial/retail developments within Albany.
2. One of the outcomes from the workshop, determined at the December 2003 meeting, was the decision that Council undertake a review of the existing Commercial Strategy. Council requested that staff undertake the necessary actions to facilitate the review as a matter of urgency.
3. Staff have now:
  - gained approval from the WA Planning Commission for the review to be undertaken (the endorsement of the Commission is required for commercial strategies).
  - completed a consultant's brief in cooperation with the Department for Planning and Infrastructure. (copy of brief included in Elected Members Report / Information Bulletin)
  - sought and received advice on those consultants (located within Western Australia) that have the known specialist skills and capacity to complete the preparation of a Commercial Strategy for the City.
  - undertaken a targeted and selective quotation process with the three (3) recommended consultants.
  - evaluated the quotations submitted by the recommend consultants.

**DEVELOPMENT SERVICES REPORTS**

Item 11.3.3 continued

**STATUTORY REQUIREMENTS**

4. Due to the amount of the project being less than \$50,000, the project is exempt from the tendering process of the Local Government (Functions and General) Regulations 1996.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

6. The project has been allocated \$45,000 from within the 2003/2004 budget.
7. Details of the tender bids, including cost and their final overall scores, will be provided at the meeting.

**STRATEGIC IMPLICATIONS**

8. The project will assist in achieving the Albany 2020 Port of Call “Managed Healthy Land/Harbour Environment” by implementing the objective:  
  
*“to take an integrated and strategic approach to land use planning”.*
9. The project will review the existing Commercial Strategy (completed in 2000) and provide direct input into the revised Albany Local Planning Strategy and new Community Planning Scheme.

**COMMENT/DISCUSSION**

10. The quotations from the selected consultants were to be submitted by the close of business on the 23 April 2004.
11. The consultant brief documents included details on the evaluation criteria to be used to score the quotations using a weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tenderer. The criteria and weighting are:

<b>CRITERIA</b>	<b>WEIGHT %</b>
Understanding of the Project Brief and Outcomes	25
Technical Capability of the Consultant	25
Method and Approach to Project	10
Experience in Projects of a Similar Nature	20
Value for Money	20
<b>TOTAL</b>	<b>100%</b>

**DEVELOPMENT SERVICES REPORTS**

Item 11.3.3 continued

12. Following the closure of the submission period, the Executive Director Development Services, Manager Development Services, Strategic Planning Officer and Albany DPI Staff carried out an evaluation of the submissions for the consultancy service.
13. The consultancy is required to be completed by the end of October 2004, unless extended by agreement between the Consultant/City.
14. The recommendation that follows this report is silent on the consultancy firm at this stage. Staff will provide Council with a written report on the outcomes of the tender evaluation process prior to the meeting, to allow a decision to be taken at the meeting.

**RECOMMENDATION**

**THAT Council award the “Retail Development Strategy” Consultancy Services to \_\_\_\_\_ for a consultancy fee of \$\_\_\_\_\_ (including GST).**

*Voting Requirement Simple Majority*

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DEVELOPMENT SERVICES REPORTS

**- AMENDED RECOMMENDATION -**

**11.3.3 Retail Development Strategy Consultancy Services**

RECOMMENDATION

THAT Council award the “Retail Development Strategy” Consultancy Services to \_\_\_\_\_ for a consultancy fee of \$\_\_\_\_\_ (including GST).

*Voting Requirement Simple Majority*

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Reason:

- Following receipt of the additional information, the submission from Shrapnel Urban Planning best meets the requirements set out by Council for this project.

**AMENDED RECOMMENDATION**

***THAT Council award the “Retail Development Strategy” Consultancy Services to Shrapnel Urban Planning for a consultancy fee of \$45,000 (including GST).***

*Voting Requirement Absolute Majority*

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**DEVELOPMENT SERVICES REPORTS**

**11.4 DEVELOPMENT SERVICE COMMITTEES**

**11.4.1 Mt Martin Regional Botanic Park Advisory Committee Minutes – 7<sup>th</sup> April 2004**

- File/Ward** : MAN 089 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration
- Reporting Officer(s)** : Executive Director Development Services  
(R Fenn)
- Summary Recommendation** : That the Minutes of the Mt Martin Regional Botanic Park Advisory Committee be adopted.

**RECOMMENDATION**

**THAT the minutes of the Mt Martin Regional Botanic Park Advisory Committee held on 7<sup>th</sup> April 2004 be received (copy of minutes are in the Elected Members' Report/Information Bulletin).**

*Voting Requirement Simple Majority*

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# **Corporate & Community Services**

## **REPORTS**



## - R E P O R T S -

### 12.1 FINANCE

#### 12.1.1 List of Accounts for Payment – City of Albany

<b>File/Ward</b>	:	FIN 022 (All Wards)
<b>Proposal/Issue</b>	:	N/A
<b>Subject Land/Locality</b>	:	N/A
<b>Proponent</b>	:	N/A
<b>Owner</b>	:	N/A
<b>Reporting Officer(s)</b>	:	Manager of Finance (S Goodman)
<b>Disclosure of Interest</b>	:	Nil.
<b>Previous Reference</b>	:	N/A
<b>Summary Recommendation</b>	:	Approve accounts for payment
<b>Bulletin Attachment</b>	:	Summary of Accounts
<b>Locality Plan</b>	:	N/A

#### COMMENT/DISCUSSION

- The list of accounts for payment for the City of Albany is included in the Councillor Report/Information Bulletin and contains the following:-

Municipal Fund			
Cheques		totalling	327,281.79
Electronic Fund Transfer		totalling	1,482,248.15
Payroll		totalling	678,416.41
<b>TOTAL</b>			<b>\$2,487,946.35</b>

- As at 3<sup>rd</sup> May 2004, the total outstanding creditors, stands at \$458,899.34.

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Item 12.1.1 continued.

**RECOMMENDATION**

**THAT the following City of Albany accounts be passed for payment: -**

<b>Municipal Fund</b>	<b>totalling</b>	<b>\$2,487,946.35</b>
<b>Total</b>		<b><u>\$2,487,946.35</u></b>

*Voting Requirement Simple Majority*

.....

### 12.1.2 Third Quarter 2003/2004 Budget Review

<b>File/Ward</b>	:	FIN 047 (All Wards)
<b>Proposal/Issue</b>	:	Council requested to adopt the 3rd Quarter Review
<b>Subject Land/Locality</b>	:	N/A
<b>Proponent</b>	:	N/A
<b>Owner</b>	:	N/A
<b>Reporting Officer(s)</b>	:	Senior Accounting Officer (D Evers)
<b>Disclosure of Interest</b>	:	Nil
<b>Previous Reference</b>	:	Nil
<b>Summary Recommendation</b>	:	That Council adopt the 3rd Quarter Review
<b>Bulletin Attachment</b>	:	List of proposed adjustments and year to date results.
<b>Locality Plan</b>	:	N/A

#### BACKGROUND

1. Council officers have reviewed the quarterly operating results for their areas together with determinations by Council for the first nine months of the 2003/2004 financial year.
2. Variances in the anticipated full year results have been identified.

#### STATUTORY REQUIREMENTS

3. Section 6.4 of the Local Government Act 1995 requires that financial reports be prepared and presented in the manner and form prescribed and contain the prescribed information. Clause 35 (d) of the Local Government (Financial Management) Regulations 1996 states: "A quarterly report is to be in a form, which identifies any significant variations between the year-to-date income and expenditure totals and identifies areas where the activities of the local government are not in accordance with the estimates set forth in the annual budget that year". Section 6.8 (1) (b) of the Local Government Act 1995 requires that proposed Municipal Fund expenditure which is not included in the Annual Budget must be authorised in advance by a resolution of Council (absolute majority required).

#### POLICY IMPLICATIONS

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

Item 12.1.2 continued.

**FINANCIAL IMPLICATIONS**

- 5. Council has adopted a balanced budget for 2003/2004. Any surplus for the financial year can be used to fund the following year’s budget with the balance to be reviewed by Council and transferred to reserves for specified purposes. An end of year deficit would require funding from the following year’s budget.

**STRATEGIC IMPLICATIONS**

- 6. There are no strategic implications relating to this item.

**COMMENT/DISCUSSION**

- 7. The quarterly review conducted by officers in April 2004 identified savings, deferred projects and additional costs, resulting in a projected net deficit of \$115,000 for the year. This included the allowance of an additional cost of \$ 255,000 for the new Administration Building which was included in the March item adopted by Council. Officers’ estimates of final costs/ revenues for a year tend to be conservative. Despite the projected deficit, experience has indicated that the most likely final result will be a small surplus. A comprehensive list of the proposed reallocations by responsibility is contained in the Elected Members’ Report / Information Bulletin.
- 8. The following is information on significant proposed adjustments:
  - i) Interest on Investments and Reserves Interest are likely to provide additional income of \$ 65,000 and \$ 130,000 respectively. The reserves interest will be allocated to individual reserve accounts.
  - ii) The Wellstead Resource Centre cost has exceeded budget by \$ 24,000 because of Western Power headworks costs. It is projected that \$ 20,000 of this will be recovered through additional grant funds and the sale of a community shed..
  - iii) Planning income exceeded budget by \$55,000 due to increased activity in the City.
  - iv) Waste and Sanitation / litter budgets have been adjusted to reflect the new contracts previously agreed by Council. There is no bottom line impact on ‘03/04 results.
  - v) Roads to Recovery funding for future years was paid in advance. A total of \$ 928,974 will be transferred to reserves.
  - vi) The Emu Point Coastal works will not be completed in ‘03/04. It is proposed to carry over the unexpended balance of \$ 174.000 by a transfer to reserves.

**RECOMMENDATIONS**

**THAT Council adopt the 3rd Quarter Review**

*Voting Requirement Absolute Majority*

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### 12.1.3 Principal Activities Plan

<b>File/Ward</b>	:	STR 014 (All Wards)
<b>Proposal/Issue</b>	:	Council requested to approve advertising the Draft Principal Activities Plan.
<b>Subject land/Locality</b>	:	N/A
<b>Proponent</b>	:	N/A
<b>Owner</b>	:	N/A
<b>Reporting Officer</b>	:	Manager - Finance (S Goodman)
<b>Disclosure of interest</b>	:	Nil
<b>Previous Reference</b>	:	Nil
<b>Summary Recommendation</b>	:	That Council agree to advertise the availability of the Draft Principal Activities Plan for public comment
<b>Bulletin Attachment</b>	:	Draft Principal Activities Plan
<b>Locality Plan</b>	:	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.
  - 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 that 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 2004/05 Plan in its 2004/05 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.

**STRATEGIC IMPLICATIONS**

- 5. The Principal Activities Plan is not formally linked to the strategic plan although many in Local Government believe that it should be replaced by the strategic plan.

**COMMENT/DISCUSSION**

- 6. It is important to note that Council is not bound by the contents of the Draft Principal Activities Plan (included in the Elected Member Report and Information Bulletin), particularly as it relates to 2004/2005. The final decision on the Operating Budget, and content of the Adopted Principal Activities Plan will be made by Council in its public deliberations, after considering any public submissions.
- 7. Council is requested to provide authorisation for the release of the Draft Principal Activities Plan for public consideration.

**RECOMMENDATION**

**THAT Council approve the public advertising of the Draft Principal Activities Plan and invite written submissions in relation to the planned principal activities.**

*Voting Requirement Simple Majority*

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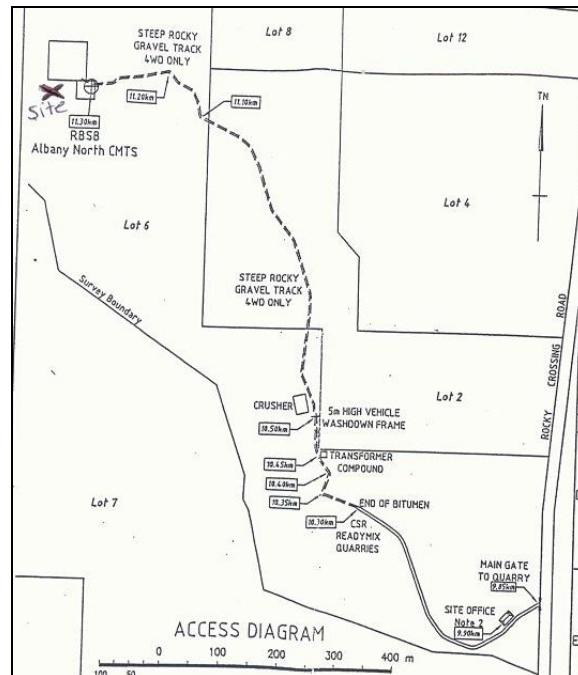
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**12.2 ADMINISTRATION**

**12.2.1 Proposed Telstra Lease – Reserve 43591**

- File/Ward** : PRO 307 (Kalgan Ward)
- Proposal/Issue** : New Lease
- Subject Land/Locality** : Willyung Hill, Reserve 43591, Plantagenet Location 7727
- Proponent** : Telstra Corporation Limited
- Owner** : Crown Land (Managed by the City of Albany)
- Reporting Officer(s)** : Administration Officer (A Wiseman)
- Disclosure of Interest** : N/A
- Previous Reference** : OCM 16/04/02 Item 12.2.2  
OCM 19.08.03 Item 12.2.1
- Summary Recommendation** : To approve a new lease for Telstra Corporation Limited for a term of 9 years and 11 months.
- Bulletin Attachment** : Nil

**Locality Plan**



Item 12.2.1 continued.

### **BACKGROUND**

1. Council has previously agreed to a lease for United KFPW Pty Ltd on behalf of Telstra Corporation Limited for a portion of Crown Reserve 43591, located on Willyung Hill. The purpose for the lease is to install a replacement tower that will also result in a higher level of service to both the GSM and CDMA mobile phone networks, and at the same time upgrade Council operational and emergency radio facilities.
2. The current Management Order for Reserve 43591 is for the purpose of a “Navigational Aid Site and Telecommunications” with power to lease.

### **STATUTORY REQUIREMENTS**

3. Section 3.58 of the Local Government Act 1995 – “Disposing of Property” requires that Council may issue a lease over a property, however it must first give statewide public notice of its intention to do so and therein invite submissions from interested persons.
4. Council must then give consideration to those submissions before resolving whether or not to proceed with the lease.
5. Should submissions be received, Section 3.58 further requires that the reasons for a Council’s decision also to be recorded in the minutes of the meeting at which a decision to a lease is made.
6. Advertising has already occurred and there were no submission received.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

8. All costs relating to the proposed lease and costs for the new tower will be borne by Telstra Corporation Limited.

### **STRATEGIC IMPLICATIONS**

9. In the City of Albany’s 2020 – Charting our Course, the following Port of Call is identified:  
*Port of Call:*  
*Managed Healthy land/harbour environment*  
*Objective:*  
Reserve Management – to manage reserves for environmentally sustainable use, community enjoyment and benefit.



Item 12.2.1 continued.

### COMMENT/DISCUSSION

10. The land in question is a portion of Reserve 43591, being Plantagenet Location 7727 and has a Management Order to the City of Albany for the purpose of Navigational Aid Site and Telecommunications. Council currently utilises this site for bushfire brigade communication purposes and to display navigational lights for the airport.
11. The Management Order for Reserve 43591 has been amended to allow the City of Albany power to lease for periods up to and including 21 years, for the purpose of “Navigational Aid Site and Telecommunications”. United KFPW Pty Ltd on behalf of Telstra Corporation Limited applied for a lease with the City of Albany to construct a new tower and storage hut for their mobile telephone network and service base station currently located on Willyung Hill. This tower will then be available for the upgrading of Council’s works and bushfire communication network and will result in a higher level of service to both the GSM and CDMA mobile phone networks for Telstra. All costs involved with upgrading the tower will be borne by Telstra Corporation Limited and be at no cost to the City of Albany.

### RECOMMENDATION

**THAT in accordance with Section 3.58 of the Local Government Act 1995, Council agrees:**

- i) to a new lease with Telstra Corporation Limited for a period of 9 years and 11 months from 1 June 2004 until 30 April 2014 for a portion of Reserve 43591 Plantagenet Location 7727;**
- ii) to the rental being charged for the equipment hut only and being set at \$1,500.00 per annum, subject to GST and will be reviewed annually with rent reviews being based on a 3% per annum increase or in accordance with movements in CPI, (whichever is the greater);**
- iii) that Telstra not be charged for the separate use of the tower given that they will build the tower at their own expense and revert ownership to the City of Albany after construction;**
- iv) that the lease agreement be prepared by the Australian Government Solicitor on behalf of Telstra Corporation Limited and checked by Council’s solicitors to ensure that our interest is protected;**
- v) that Telstra construct the tower at their own cost;**
- vi) that ownership of the tower will be transferred to the City of Albany at no cost following the construction;**
- vii) that Telstra be advised and consulted when other users (other than those already on the existing City of Albany tower) apply to use the new tower;**

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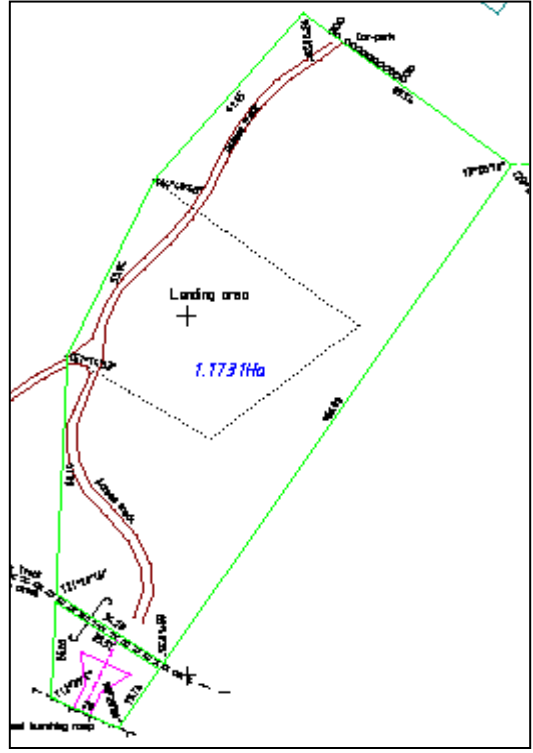
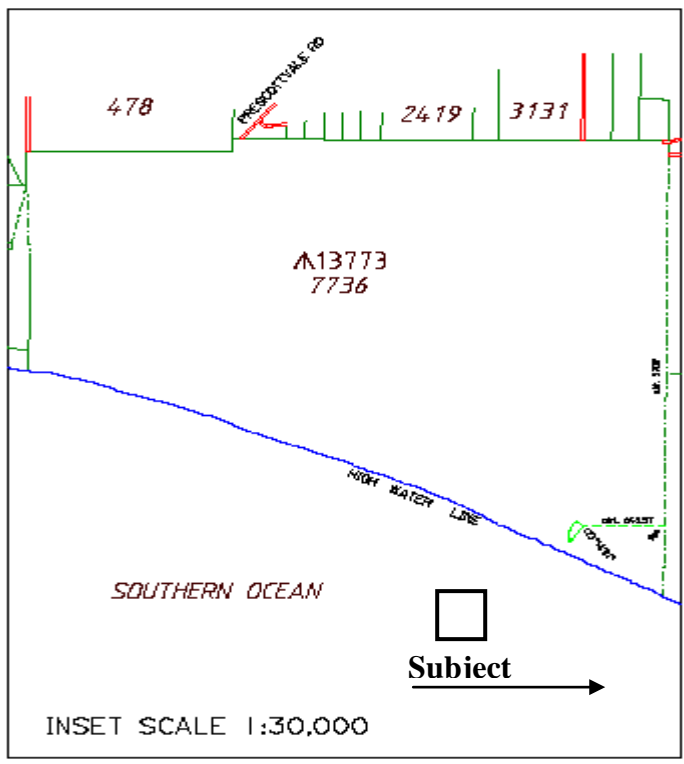
- viii) **that if the current users or new users wish to add additional antennas or other equipment to the new tower then the City of Albany may require a structural assessment of the tower to verify the tower’s capacity to support additional equipment, with all costs being borne by the applicants;**
- ix) **that Telstra guarantee the soundness of the structure, confirming that the tower will be in good order for at least 10 years;**
- x) **If other telecommunication carriers apply to use the site then Telstra will be entitled to recover a proportion of the construction costs. The formula for Telstra recovering the construction costs from the other telecommunication carriers is to be as follows:**
  - **The first additional carrier shall reimburse Telstra half of the construction costs. The second additional carrier shall reimburse Telstra and the first additional carrier one third of the construction costs (half of one third to each) so that each of the carriers has contributed equally to the cost of the construction. The third additional carrier shall reimburse each of Telstra, the first additional carrier and the second addition carrier one quarter of the construction costs (one third of one quarter to each) so that each of the carriers has contributed equally to the construction costs;**
- xi) **Telstra and the other carriers if applicable be responsible via an independent Radio Frequency Management Contractor for the Radio Frequency costs and management of the tower following the handover of the site;**
- xii) **the City of Albany will be responsible for the insuring the tower;**
- xiii) **to all fees associated with this lease be payable by Telstra Corporation Limited including all expenses associated with removing the existing tower and relocating current users (including the City of Albany) to the new tower; and**
- xiv) **the Common Seal of the City of Albany be affixed to the documentation.**

*Voting Requirement Simple Majority*

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**12.2.2 Proposed New Licence for Albany Hang Gliding Club Inc**

- File/Ward** : PRO 328 (West Ward)
- Proposal/Issue** : New Licence
- Subject Land/Locality** : Portion of Plantagenet Location 7736 Reserve 13773
- Proponent** : Hang Gliding Association of Western Australia Inc
- Owner** : City of Albany
- Reporting Officer(s)** : Administration Officer (J Twaddle)
- Disclosure of Interest** : Nil
- Previous Reference** : Nil
- Summary Recommendation** : That Council approve the request for a new licence to be prepared for a 21 year term from 1 June 2004.
- Bulletin** : Nil
- Locality Plan** :



Item 12.2.2 continued.

### **BACKGROUND**

1. A request has been received from the Albany Hang Gliding Club Inc for Council to consider granting a licence agreement for a term of 21 years to the Hang Gliding Association of Western Australia Inc, for a portion of Location 7736 Reserve 13773.
2. Reserve 13773 is located off Sand Patch Road, and also comprises the Wind Farm. Council has a Management Order for Reserve 13773, which states the purpose as “Conservation, Recreation, Water Supply and Wind Power Generation”, with power to lease (or sub lease or licence) for Wind Power Generation and associated purposes for periods up to and including 21 years.
3. The City of Albany has requested that the Department of Land Information amend the wording of this Management Order to “power to lease for any of the listed purposes”.

### **STATUTORY REQUIREMENTS:**

4. Section 3.58 of the Local Government Act 1995 – “Disposing of Property” requires that Council may issue a licence over a property, however it must first give statewide public notice of its intention to do so and therein invite submissions from interested persons.
5. Council is however able to dispose of property by other means, provided that it gives Statewide public notice (2 weeks) of the proposed disposition and invite submissions on the proposal.
6. Clause 30 of the Local Government (Function and General) Regulations 1996 provides an exemption to Council from the application of Section 3.58 of the Act if the land is being disposed of is a body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature.
7. The Hang Gliding Association of Western Australia Inc is a sporting body and therefore the proposed disposition of land is exempt from the provisions of Section 3.58 of the Act.
8. Section 18 (1) of the Land Administration Act 1997 states that a person must not, without the prior approval in writing of the Minister assign, sell, transfer or otherwise deal with interests on crown land. Approval by the Minister was requested on 22 March 2004.

### **POLICY IMPLICATIONS**

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

Item 12.2.2 continued.

### **FINANCIAL IMPLICATIONS**

10. Council no longer enters into peppercorn rentals but charges an amount equivalent to the minimum gross rental value land rate to all non-profit sporting, and community groups. The rental is reviewed annually in accordance with Council's budget and is subject to GST. For the 2003/2004 financial year the Council adopted a minimum land rate of \$445.00.
11. All costs associated with this proposed new licence are to be borne by the applicant.

### **STRATEGIC IMPLICATIONS**

12. This request complies with Council's 'Albany 2020', which in part states as follows:  
  
*"Quality Parks, gardens and reserves maintaining their feature status – A diverse range of passive & active recreational areas that are creative, attractive, safe and enjoyable to use."*

### **COMMENT/DISCUSSION**

13. This site has been utilised for the purpose Hang Gliding and Para Gliding for over 20 years.
14. All Hang Gliding and Para Gliding operations at the site comply with Civil Aviation Regulations.
15. A licence is required under this circumstance due to the fact that the Hang Gliding Association of Western Australia Inc will not have exclusive use of the land, as it will not be removed from public use.
16. The Albany Hang Gliding Association Inc will construct a permanent launching ramp, to prevent possible environmental issues with the site.
17. The Hang Gliding Association of Western Australia Inc will be responsible for ongoing maintenance and insurance of all structures in the licensed area, including the launching ramp, access tracks and landing area.
18. Western Power have agreed to this licence as it does not encroach on their leased area, and have stipulated that gliders using the facility must remain 100m from each turbine at all times.

Item 12.2.2 continued.

**RECOMMENDATION**

**THAT subject to Ministerial approval, Council agree:**

- i) to a new licence for the Hang Gliding Association of Western Australia Inc being prepared for a period of 21 years, from 1 June 2004 to 30 June 2025 on a portion of Location 7736 Reserve 13773;**
- ii) the rental be set at \$445.00 per annum, subject to GST, in accordance with Council’s 2003/2004 minimum GRV land rate figure, with rent reviews being carried out annually based on the minimum GRV land rate set by Council;**
- iii) the licence be prepared in accordance with Council’s standard licensing terms and conditions, with all maintenance, repairs and insurance costs being the responsibility of the Hang Gliding Association of Western Australia Inc;**
- iv) the Club ensure all Hang Gliding and Para Gliding operations at the site comply with Civil Aviation Regulations;**
- iv) all fees associated with this licence be payable by the Hang Gliding Association of Western Australia Inc; and**
- vi) the Common Seal of the City of Albany be affixed to the documentation.**

*Voting Requirement Simple Majority*

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### 12.2.3 Emu Point Slipway

<b>File/Ward</b>	: PRO 314 (Breaksea Ward)
<b>Proposal/Issue</b>	: Emu Point Slipway / Marine Lifting Device
<b>Subject Land/Locality</b>	: Reserve 42934, Lot 1240 Emu Point Boat Pens
<b>Proponent</b>	: City of Albany
<b>Owner</b>	: City of Albany
<b>Reporting Officer(s)</b>	: Executive Director Corporate & Community Services (WP Madigan)
<b>Disclosure of Interest</b>	: Nil.
<b>Previous Reference</b>	: OCM 20/05/03 - Item 12.2.2 OCM 16/12/03 - Item 12.2.3
<b>Summary Recommendation</b>	: That Council agree to install marine lifters infrastructure at the Emu Point Slipway.
<b>Bulletin Attachment</b>	: Nil.
<b>Locality Plan</b>	: N/A

### BACKGROUND

1. On Monday 24<sup>th</sup> February 2003 during slipway operations at the Emu Point Slipway, damage was caused to the concrete slabs that make up the slipway construction.
2. A report on the condition of the slipway and repairs necessary was prepared by R.R. Unger Pty Ltd, constructing Civil, Structural and Municipal Engineers.
3. The estimated costs to refurbish the slipway were between \$20,000-\$25,000.
4. Council subsequently resolved:-

*“THAT in consideration of the community service provided, and subject to the Emu Point Sporting Club Inc undertaking to surrender the head lease agreement and satisfactory negotiations with the sub-lease in relation to future maintenance requirements, Council agree to undertake the replacement works to the Emu Point Slipway outlined by R.R. Unger Pty Ltd at a cost of \$25,000 to be funded from the Emu Point Boat Pen Development Revenue.”*

Item 12.2.3 continued.

5. Following this decisions:
  - RR Unger were commissioned to design and construct a new slipway to replace the damaged existing slipway;
  - Initial cost estimates were \$28,226 to supply and construct including supervision;
  - Upon investigation by the installation contractor it was discovered that a significantly large hole at the end of the existing slipway would need to be filled before work could commence on constructing the slipway;
  - A revised price of \$60,582 plus fill materials was then submitted to complete all works to a satisfactory condition;
  - Investigation by Council officers in conjunction with a local contractor verified the presence of this hole, and revised estimates to do all the works using local contractors and Council staff/equipment still indicated costs of approximately \$47,000.
  
6. To date, although the head lease has been surrendered, no works have been undertaken and other options have been explored.

#### **STATUTORY REQUIREMENTS**

7. Section 6.8 (1)(b) of the Local Government Act 1995 requires that proposed Municipal Fund expenditure which is not included in the Annual Budget must be authorised in advance by a resolution of Council (absolute majority required).

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

9. The current balance of the Emu Point Boat Pen Development Reserve is \$96,000.
10. This project could be funded through this reserve.

#### **STRATEGIC IMPLICATIONS**

11. Refurbishment of the Slipway would comply with Council's Albany 2020 – Charting our Course' which in part states:-

*“Managed healthy land / harbour environment*

*Reserve Management – to manage reserves for environmentally sustainable use, community enjoyment and benefit.”*



Item 12.2.3 continued.

**COMMENT/DISCUSSION**

- 12. The Slipway provides an essential community services to the boating and recreational community.
- 13. Given the escalation in costs, it was considered preferable to install the infrastructure to provide for a marine boat lifter operation.
- 14. This consists of a large steel frame that has two hydraulic operated slings and requires two ramps extending out from the shore. Once the boat lifter is out on the ramps the slings are lowered down, a boat is then driven between the slings and when in position the operator lifts the boat, which then drives the boat ashore for washing. Then the boat gets propped up on the hard standing for further works.
- 15. Following detailed design, the cost of the infrastructure is \$95,000 (previously estimated at \$65,000).
- 16. The current operator has indicated he would acquire the marine lifter itself, provided the Council agree to install the necessary infrastructure, and has agreed to payment of a fee of \$10.00 per vessel lifted, with this amount being reviewed annually.

**RECOMMENDATION**

**THAT Council agree to install the marine boat lifter infrastructure works at the Emu Point Slipway at a cost of up to \$95,000 to be funded from the Emu Point Boat Pen Development Reserve.**

*Voting Requirement Absolute Majority*

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**- AMENDED RECOMMENDATION -**

**12.2.3 Emu Point Slipway**

RECOMMENDATION

THAT Council agree to install the marine boat lifter infrastructure works at the Emu Point Slipway at a cost of up to \$95,000 to be funded from the Emu Point Boat Pen Development Reserve.

**AMENDED RECOMMENDATION**

**THAT;**

- i) Council agree to install the marine boat lifter infrastructure works at the Emu Point Slipway at a cost of up to \$95,000 to be funded from the Emu Point Boat Pen Development Reserve; and**
- ii) the Executive Director Corporate & Community Services prepare an economic sustainability plan for the Emu Point Boat Harbour precinct.**

*Voting Requirement Absolute Majority*

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## EMU POINT BOAT HARBOUR

### FACILITY FOR TRAVELLING BOAT LIFTER

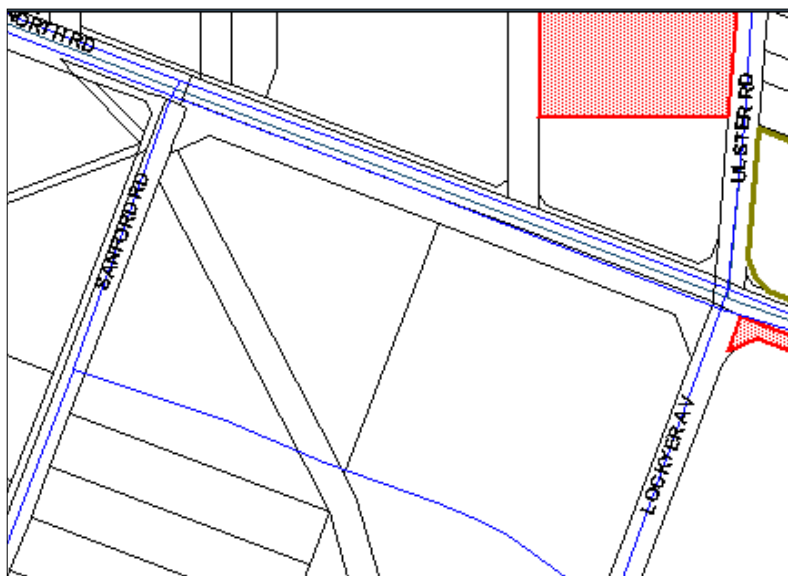
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>1.0 Preliminaries</b>					
	Design and drawings	item	1	9,500.00	\$ 9,500.00
<b>2.0 Siteworks</b>					
	Construct rock retaining wall ( 25m x 2.5m high)	m <sup>3</sup>	415	40.00	\$ 16,600.00
	Excavator to dredge	Hr	24	130.00	\$ 3,120.00
	Construct hardstand area	m <sup>2</sup>	450	30.00	\$ 13,500.00
<b>3.0 Pylon &amp; concrete runway</b>					
	Purchase pylons	ea	24	400.00	\$ 9,600.00
	Install pylons	ea	24	1,200.00	\$ 28,800.00
	Steel beams ( 6m x 0.5m x 0.3m)	ea	12	750.00	\$ 9,000.00
<b>4.0 Drainage</b>					
	Extend existing pipe	item	1	800.00	\$ 800.00
	Construct new pit	item	2	1,500.00	\$ 3,000.00
	Separator and pump	item	1	1,000.00	\$ 1,000.00
				<b>TOTAL</b>	<b>\$ 94,920.00</b>

**NOTE:** *The costs estimates are based on recent plans submitted by Searle eng. and approved by DPI.  
 Costs have risen since first estimate due to DPI requirements.*

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**12.2.4 Proposed New Lease for Fire and Emergency Services Authority of Western Australia**

<b>File/Ward</b>	:	PRO 043 (Frederickstown Ward)
<b>Proposal/Issue</b>	:	New Lease
<b>Subject Land/Locality</b>	:	Part of Albany Suburban Lots 4 and 5 and being part of the land comprised in Certificate of Title Volume 2134 Folio 44, and a portion of Lot 1003 on Reserve 20788 being the land described in Certificate of Title Volume 1189 Folio 628
<b>Proponent</b>	:	Albany Volunteer Fire Brigade/Fire and Emergency Services of WA
<b>Owner</b>	:	City of Albany
<b>Reporting Officer(s)</b>	:	Administration Officer (A Wiseman)
<b>Disclosure of Interest</b>	:	Nil
<b>Previous Reference</b>	:	OCM 19.08.2003 Item 12.2.9
<b>Summary Recommendation</b>	:	That Council approve the request for a new lease to be prepared for a 10 year term plus a 5 year option from 1 January 2004.
<b>Bulletin</b>	:	Nil
<b>Locality Plan</b>	:	



Item 12.2.4 continued.

## **BACKGROUND**

1. Previously Council approved a request from the Albany Volunteer Fire Brigade to renew their lease agreement, which expired on 31 December 2003. The previous lease was for a term of 21 years, which commenced on 1 January 1983.
2. The Albany Volunteer Fire Brigade training building is located on North Road on a portion of Albany Suburban Lots 4 and 5 and being part of the land comprised in Certificate of Title Volume 2134 Folio 44 and a portion of Lot 1003 on Reserve 20788 and being a portion of that land comprised in Certificate of Title Volume 1189 Folio 628. Lots 4 and 5 are located on City of Albany freehold land. Lot 1003 is located on Reserve 20788, which is a Crown Grant in trust managed by the City of Albany for the purpose of “Municipal Purposes”. For all intensive purposes the City of Albany is the registered proprietor of the land in fee simple, however still require approval from the Minister for Lands to issue a Lease.
3. A new request has been received since Council approved the last request. The Albany Volunteer Fire Brigade have now proposed that a new lease be prepared in the name of the Fire and Emergency Services Authority of Western Australia with the same terms and conditions previously adopted by Council.

## **STATUTORY REQUIREMENTS**

4. Section 18 (1) of the Land Administration Act 1997 states that a person must not, without the prior approval in writing of the Minister assign, sell, transfer or otherwise deal with interests on crown land. Preliminary approval from the Minister has been sought.
5. Section 3.58 of the Local Government Act 1995 – “Disposing of Property” requires that Council may issue a lease over a property, however it must first give statewide public notice of its intention to do so and therein invite submissions from interested persons.
6. Council is however able to dispose of property by other means, provided that it gives Statewide public notice (2 weeks) of the proposed disposition and invite submissions on the proposal.
7. Clause 30 of the Local Government (Function and General) Regulations 1996 provides an exemption to Council from the application of Section 3.58 of the Act if the land is being disposed of is a body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature.
8. The Fire and Emergency Services Authority of Western Australia is part of the state government body and therefore will require advertising under Section 3.58 of the Local Government Act 1995.

Item 12.2.4 continued.

### **POLICY IMPLICATIONS**

9. This Lease complies with the Centennial Park and Yakamia Recreation Precinct Plan that was adopted by Council in June 2003. This Plan states:

***“Volunteer Fire Brigade***

*The track has been recently upgraded and should remain in its present location until the timing of constructing the realignment of Lockyer Avenue and Yakamia Drive is known.”*

### **FINANCIAL IMPLICATIONS**

10. The current rent is \$10.00 per annum (not subject to GST) and is fixed for the term of the Lease. Being as though the Fire and Emergency Services Authority of Western Australia are requesting to take over the lease of this area on behalf of the Albany Volunteer Fire Brigade, a commercial valuation has been obtained at \$6,500.00 per annum subject to GST. However, it is proposed to offer a minimum land rate rental for the lease premises based on the fact that it will be used by the Albany Volunteer Fire Brigade as a training facility.
11. All costs associated with this proposed new lease are to be borne by the applicant.

### **STRATEGIC IMPLICATIONS**

12. This request complies with Council’s ‘Albany 2020’, which in part states as follows:
- “Quality Parks, gardens and reserves maintaining their feature status – A diverse range of passive & active recreational areas that are creative, attractive, safe and enjoyable to use.”*

### **COMMENT/DISCUSSION**

13. The Albany Volunteer Fire Brigade has written to Council requesting that a lease now be prepared in the name of Fire and Emergency Services of Western Australia for 10 years with an option of a further 5 years, commencing from 1 January 2004 for a portion of Albany Suburban Lots 4 and 5 and Lot 1003 on Reserve 20788.
14. Based on further discussions with Council’s Executive Director Development Services, it has been recommended to offer a lease term of 10 years plus a further 5-year option. The Lease area minimally crosses the reserve on Lot 1003, adjacent to Lot 4 and this Lease term is recommended to ensure that the Lease does not jeopardise the future realignment of Lockyer Avenue to meet the future Yakamia Drive.

Item 12.2.4 continued.

15. The reason for the change of lessee to Fire and Emergency Services Authority of Western Australia is because the Albany Volunteer Fire Brigade does not have the power to lease property and as a result the lease needs to be prepared in the names of the individual authorised officers of the brigade. This also causes problems when those nominated individual authorised officers leave the brigade. The lease will state that the stipulated purpose of the property is for the use and requirements of the Albany Volunteer Fire Brigade.
16. Ministerial consent has already been granted on 1 October 2003 to lease this site.

**RECOMMENDATION**

**THAT in accordance with Section 3.58 of the Local Government Act 1995, Council agree that, should no submissions be received as a result of advertising:**

- i) **to a new lease in the name of Fire and Emergency Services Authority of Western Australia for use solely by the Albany Volunteer Fire Brigade being prepared for a period of 10 years with a 5 year option, commencing on 1 January 2004 on a Portion of Albany Suburban Lots 4 and 5 being part of the land comprised in Certificate of Title Volume 2134 Folio 44, and a portion of Lot 1003 on Reserve 20788 and being a portion of the land comprised in Certificate of Title Volume 1189 Folio 628, North Road;**
- ii) **the rental be set at \$445.00 per annum, subject to GST, in accordance with Council's 2003/2004 minimum land rate figure, with rent reviews being carried out annually based on the minimum land rate set by Council's budget;**
- v) **the lease be prepared in accordance with Council's standard leasing terms and conditions,**
- iv) **all fees associated with this lease be payable by the Fire and Emergency Services Authority of Western Australia; and**
- v) **the Common Seal of the City of Albany be affixed to the documentation.**

*Voting Requirement Simple Majority*

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**12.2.5 Ministerial Appointment to Committee – Hay River Land Conservation Committee**

<b>File/Ward</b>	REL 080 (West Ward)
<b>Proposal/Issue</b>	Nomination for Re-appointment to Hay River Land Conservation Committee
<b>Subject Land/Locality</b>	N/A
<b>Proponent</b>	Agriculture WA
<b>Owner</b>	N/A
<b>Reporting Officer(s)</b>	PA/Executive Director Corporate & Community Services (S Day)
<b>Disclosure of Interest</b>	Nil
<b>Previous Reference</b>	OCM 05/10/99 - Item 13.2.5 OCM 19/12/00 – Item 12.2.3
<b>Summary Recommendation</b>	That nominations be invited to the Hay River Land Conservation District Committee
<b>Bulletin Attachment</b>	N/A
<b>Locality Plan</b>	N/A

**BACKGROUND**

1. Agriculture WA has written to Council to advise the term of appointment for members of the Hay River Land Conservation District Committee is due to expire on the 31<sup>st</sup> July 2004, and has invited Council to re-nominate a representative for the Committee.
2. Councillor Diane Evers was the Council representative, however, left this position when she resigned from Council in 2003.
3. Any nomination received by Agriculture WA is subject to Ministerial scrutiny, prior to appointment to the committee.

**STATUTORY REQUIREMENTS**

4. Section 23(2b)(b) of the Soil and Land Conservation Act 1945, states that, subject to the nomination of Council, the Minister may appoint a person to a designated District Committee for a specific term, usually three years.



Item 12.2.5 continued.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

7. This request is in accordance with the City of Albany’s 2020 Objectives and Council Activities, Port of Call – *Attraction and development of a broad range of social, cultural and economic entities*
- *Community Development – to encourage a vibrant community where all are encouraged to participate and contribute.*

**COMMENT/DISCUSSION**

8. Council’s currently has no representative on the Hay River Land Conservation District Committee.
9. Agriculture WA will require a nomination information sheet (included in Elected Members Information Bulletin) to be completed by any new nominees.

**RECOMMENDATION**

**THAT Council,**

- i) endorse Councillor \_\_\_\_\_ as the nominee for the Hay River Land Conservation District Committee, and**
- ii) the name of the nominated Councillor and his/her nomination information sheet be forwarded to the Minister for Agriculture, for his consideration.**

*Voting Requirement Simple Majority*

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**12.2.6 Adoption of Policy - “Memorial / Memorial Seat Policy”**

<b>File/Ward</b>	: MAN 169 (All Wards)
<b>Proposal/Issue</b>	: Adoption of City of Albany Memorial / Memorial Seat Policy
<b>Subject Land/Locality</b>	: N/A
<b>Proponent</b>	: N/A
<b>Owner</b>	: N/A
<b>Reporting Officer(s)</b>	: Executive Director Corporate & Community Services (WP Madigan)
<b>Disclosure of Interest</b>	: N/A
<b>Previous Reference</b>	: N/A
<b>Summary Recommendation</b>	: That Council adopts the proposed Memorial/ Memorial Seat Policy.
<b>Bulletin Attachment</b>	: Nil.
<b>Locality Plan</b>	: N/A

**BACKGROUND**

1. The City of Albany has received numerous requests from the public to erect memorials or memorial seats within the Albany municipal.
2. With no current policy in place regarding the establishment of memorials, and with requests becoming more regular, a draft policy has been established to ensure future memorials established within the Albany area satisfy predetermined criteria, including ongoing maintenance requirements.

**STATUTORY REQUIREMENTS**

3. There are no statutory requirements relating to this item at the present time.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

Item 12.2.6 continued.

**STRATEGIC IMPLICATIONS**

6. Albany Charting Our Course 2020 – Port of Call states:-

*“Community Events*

*To promote Albany and facilitate the celebration of events and achievements of significance to the Albany Community.”*

**COMMENT/DISCUSSION**

7. A draft policy has been prepared to allow residents who have made a significant contribution to the Albany Community to have memorial / memorial seats within the Albany area.

8. A criteria has been established with the memorials, covering:-

- provision of seat / memorials;
- specifications for seat / memorials;
- location of seat / memorials; and
- application procedure/ form.

9. A copy of the proposed Memorial / Memorial Seat policy is attached to this report.

**RECOMMENDATION**

**THAT the Memorial / Memorial Seat Policy be endorsed and adopted.**

*Voting Requirement Simple Majority*

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## Memorial / Seat Policy

### **Policy Objective:**

The objective of the policy is to recognise residents who have made a significant contribution to the Albany community.

### **Policy:**

The City of Albany will consider applications for the installation of a memorial or memorial seat where:-

- Such memorial or memorial seat recognises residents who have made a “significant” contribution to the Albany community;
- The person being recognised has been deceased for a period of at least 5 years; and
- The location sought for the placement of the memorial or memorial seat does not compromise existing Council policies or development plans for the long term maintenance or upgrading of the reserve.

All proposals satisfying this criteria will be presented to Council for consideration, including the proposed location and style for the memorial or memorial seat.

Council reserves the right to remove the memorial or memorial seat, without referral or compensation, should the memorial or memorial seat fall into disrepair, become vandalised or pose a risk to the public.

The cost of providing and installing the memorial or memorial seat shall be borne by the applicant and upon placement / erection the memorial or memorial seat shall become the property of the City of Albany.

The applicant shall seek and obtain City of Albany approval prior to carrying out any maintenance or modification to the memorial or memorial seat or the area surrounding the memorial or memorial seat.

All formal requests are to be submitted in accordance with the guidelines developed for this purpose.

**12.2.7 Council Appointment to Committee – Wilson Inlet Management Advisory Group**

<b>File/Ward</b>	MAN 063 (All Wards)
<b>Proposal/Issue</b>	Nomination for Re-appointment to Wilson Inlet Management Advisory Group
<b>Subject Land/Locality</b>	N/A
<b>Proponent</b>	Department of Environment – Water & Rivers Commission
<b>Owner</b>	N/A
<b>Reporting Officer(s)</b>	PA/Executive Director Corporate & Community Services (S Day)
<b>Disclosure of Interest</b>	Nil
<b>Previous Reference</b>	OCM 05/10/99 - Item 13.2.5 OCM 19/12/00 – Item 12.2.3
<b>Summary Recommendation</b>	That nominations be invited to the Wilson Inlet Management Advisory Group
<b>Bulletin Attachment</b>	N/A
<b>Locality Plan</b>	N/A

**BACKGROUND**

1. Department of Environment – Water & Rivers Commission, has written to Council to advise the term of appointment for members of the Wilson Inlet Management Advisory Group has expired, and has invited Council to re-nominate a representative for the Committee.
2. Councillor Diane Evers was the Council representative, however, left this position when she resigned from Council in 2003.
3. Any nomination received by Department of Environment is subject to Ministerial scrutiny, prior to appointment to the Committee.

**STATUTORY REQUIREMENTS**

4. Section 23(2b)(b) of the Soil and Land Conservation Act 1945, states that, subject to the nomination of Council, the Minister may appoint a person to a designated District Committee for a specific term, usually three years.

Item 12.2.7 continued.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

7. This request is in accordance with the City of Albany’s 2020 Objectives and Council Activities, Port of Call – *Attraction and development of a broad range of social, cultural and economic entities*
- *Community Development – to encourage a vibrant community where all are encouraged to participate and contribute.*

**COMMENT/DISCUSSION**

8. Council’s currently has no representative on the Wilson Inlet Management Advisory Group.

**RECOMMENDATION**

**THAT Council;**

- i) endorse Councillor \_\_\_\_\_ as the nominee for the Wilson Inlet Management Advisory Group, and**
- iii) the name of the nominated Councillor be forwarded to the Minister for Environment for his consideration.**

*Voting Requirement Simple Majority*

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**12.2.8 Date for Future Local Government Elections**

<b>File/Ward</b>	:	MAN 016 (All Wards)
<b>Proposal/Issue</b>	:	WALGA seeking Council support to have election dates changed.
<b>Subject Land/Locality</b>	:	N/A
<b>Proponent</b>	:	WA Local Government Association
<b>Owner</b>	:	N/A
<b>Reporting Officer(s)</b>	:	Executive Director Corporate & Community Services (WP Madigan)
<b>Disclosure of Interest</b>	:	Nil.
<b>Previous Reference</b>	:	Nil.
<b>Summary Recommendation</b>	:	That Council support the continuation of the current election date system.
<b>Bulletin Attachment</b>	:	Nil
<b>Locality Plan</b>	:	Nil

**BACKGROUND**

1. The West Australian Local Government Association is seeking Council's comment on a request from several of the Association's Zones that consideration be given to changing the date for the conduct of biennial Local Government Elections. Currently all elections are held on the first Saturday in May each two years, with the next election due in 2005.
2. Zones suggested a date later in the year, possibly September or October, as this will allow all newly elected members to participate in the budget process for the following financial year, in a meaningful way rather than being elected in the May when a larger number of Councils have already established their budget parameters. With the proposed change to the budget timetable where Councils will be able to adopt the budget during June, this situation could be exacerbated.
3. One Zone suggested holding Local Government elections on the first Saturday in October and another proposed it be held during September.

Item 12.2.8 continued.

### **STATUTORY REQUIREMENTS**

4. Under Section 4.7 of the *Local Government Act 1995*, elections for a Mayor or President are to be held on the first Saturday in May each four years and in regard to the election of Councillors on the first Saturday in May every two years, with one half of the seats (or as near to) being filled for a four year term.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

7. This request is in accordance with the City of Albany’s 2020 Objectives and Council Activities,

*“Port of Call – a reputation of professional excellence.  
Governance – to comply with the statutory requirements of the organisation.”*

### **COMMENT/DISCUSSION**

8. The State Council at its April meeting decided to survey all members to determine if there is general support for the suggested change in date for the biennial Local Government elections from May to October. It was felt that this change would enable Elected Members to be better informed before having to vote on the adoption of the Local Government’s annual budget.
9. WALGA has pointed out that as the Department of Local Government and Regional Development has already indicated that it is undertaking a review of the electoral provisions, it was seen as appropriate for the Association to develop a position on the proposal after consultation with members.
10. The proposal has been further analysed by the City’s Manager of Finance, who, while acknowledging that the proposal would allow new Councillors to participate meaningfully in the next budget process, this initial period would include a budget in which they had no impact.
11. The Manager of Finance also believes that an election held shortly after the annual rating levy, could politicise any rate increase.
12. The option of recommending a change in the financial year from July/June to October/September was also analysed as a possible better solution, but overall it was considered the current system provided the best outcomes for all involved.



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Item 12.2.8 continued.

13. The role of the elected member involves a great deal more than the annual budget process, and with greater emphasis being given to asset preservation and long term budgetary plans, the emphasis on the budgetary process is lessened.

**RECOMMENDATION**

**THAT Council support a continuation of the current election date system for Mayor and Councillors.**

*Voting Requirement Simple Majority*

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**12.3 LIBRARY SERVICES**

Nil.

**12.4 DAY CARE CENTRE**

Nil.

**12.5 TOWN HALL**

Nil.

**12.6 ALBANY LEISURE AND AQUATIC CENTRE**

Nil.

**12.7 GREAT SOUTHERN REGIONAL CATTLE SALEYARDS**

Nil.

**12.8 CORPORATE & COMMUNITY SERVICES COMMITTEES**

**12.8.1 Town Hall Theatre Advisory Committee meeting minutes – 7<sup>th</sup> April 2004**

- File/Ward** : SER 047 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Executive Director Corporate & Community Services (WP Madigan)
- Summary Recommendation** : That the Minutes of Town Hall Theatre Advisory Committee held on 7<sup>th</sup> April 2004 be adopted.

**RECOMMENDATION**

**THAT the minutes of Town Hall Theatre Advisory Committee held on 7<sup>th</sup> April 2004 be received (copy of minutes are in the Elected Members Report/Information Bulletin)**

*Voting Requirement Simple Majority*

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**12.8.2 Albany Arts Advisory Committee meeting minutes – 23<sup>rd</sup> March 2004**

- File/Ward** : MAN 116 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Executive Director Corporate & Community Services (WP Madigan)
- Summary Recommendation** : That the Minutes of Albany Arts Advisory Committee held on 23<sup>rd</sup> March 2004 be adopted.

**RECOMMENDATION**

**THAT the minutes of Albany Arts Advisory Committee held on 23<sup>rd</sup> March 2004 be received (copy of minutes are in the Elected Members Report/Information Bulletin)**

*Voting Requirement Simple Majority*

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# **Works & Services**

# **REPORTS**

**WORKS & SERVICES REPORTS**

**- R E P O R T S -**

**13.1 WASTE MANAGEMENT**

Nil

**13.2 ASSET MANAGEMENT**

Nil

**13.3 WORKS**

Nil

**13.4 AIRPORT MANAGEMENT**

Nil

**13.5 RESERVES PLANNING & MANAGEMENT**

Nil

**WORKS & SERVICES REPORTS**

**13.6 WORKS & SERVICES COMMITTEES**

**13.6.1 Albany Streetscape Advisory Committee Minutes – 7<sup>th</sup> April 2004**

- File/Ward** : MAN 161 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Executive Director Works & Services
- Summary Recommendation** : That the Minutes of the Albany Streetscape Advisory Committee meeting held on 7<sup>th</sup> April 2004 be adopted.

**RECOMMENDATION**

**THAT the minutes of the Albany Streetscape Advisory Committee held on Wednesday, 7<sup>th</sup> April 2004 be received (copy of minutes are in the Elected Members Report/Information Bulletin).**

*Voting Requirement Simple Majority*

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# **General Management Services**

## **REPORTS**



**14.1 STRATEGIC DEVELOPMENT**

Nil.

## 14.2 ORGANISATIONAL DEVELOPMENT

### 14.2.1 Review of Council Meeting and Briefing Arrangements

<b>File/Ward</b>	: MAN 006 (All Wards)
<b>Proposal/Issue</b>	: Review of Meeting and Briefing Arrangements
<b>Subject Land/Locality</b>	: N/A
<b>Proponent</b>	: N/A
<b>Owner</b>	: N/A
<b>Reporting Officer(s)</b>	: Chief Executive Officer (A Hammond)
<b>Disclosure of Interest</b>	: Nil
<b>Previous Reference</b>	: OCM 20/04/04 - Item 14.2.1 OCM 20/01/04 - Item 14.2.1
<b>Summary Recommendation</b>	: Various Options
<b>Bulletin Attachment</b>	: Refer March Elected Member Report & Information Bulletin
<b>Locality Plan</b>	: N/A

### BACKGROUND

1. At the Council Meeting of 20/04/04, Council considered several options of briefings and meetings but was unable to agree upon a suitable alternative.

### STATUTORY REQUIREMENTS

2. Part 5 of the Local Government Act 1995 sets out the framework for Council meetings and decision making processes.
3. It is the intent of the Act that Councils make decisions:
  - Openly and transparently
  - With a high level of accountability to the community
  - Efficiently and effectively
  - With due probity and integrity
  - Acknowledging relevant community input
  - With all available information and professional advice
  - With the fullest possible participation of elected members.

Item 14.2.1 continued.

**POLICY IMPLICATIONS**

4. Changes to the current system may create a need for change to Council's Standing Orders Local Law.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

6. Albany 2020 – Charting our Course and the draft Corporate Plan aligned to Albany 3D both provide for sound governance and statutory systems.

**COMMENT/DISCUSSION**

7. Councillors will be given the opportunity to obtain further details on the ramifications of each option at a briefing session to be convened prior to the this meeting.

**RECOMMENDATION 1.**

**THAT Council;**

- i) create a **General Standing Committee comprising all Councillors meeting on the second Tuesday of each month commencing at 5.30pm followed by the Ordinary Council Meetings on the third Thursday of each month commencing at 5.30pm. The Standing Committee is to be open to the public and operate under an agenda framework, generally the same as the current Council agenda;**
- ii) **convene Concept Briefings on the first, fourth and fifth Tuesdays of the month as required and being behind closed doors; and**
- iii) **issue the Committee Agenda on the afternoon of the Thursday prior to the committee meeting and the Council Agenda on the Friday prior to the Ordinary Council Meeting.**

**OR**

**THAT Council;**

- i) **conduct an Agenda Briefing Session on the second Tuesday of each month at 5.30pm followed by the Council Meeting on the third Tuesday of each month commencing at 5.30pm. The Agenda Briefing Session is to be open to the public except for matters that are prescribed as “behind closed doors Items” in the Local Government Act;**
- ii) **convene Concept Briefings on the first, fourth and fifth Tuesday as required and being behind closed doors commencing at 5.30pm; and**
- iii) **issue the Council Agenda on the Thursday afternoon prior to the Agenda Briefing Session.**

Item 14.2.1 continued.

**OR**

**THAT Council;**

- i) conduct Council Meetings on the third Tuesday of the month, commencing at 5.30pm;**
- ii) convene Concept Briefings on the first, second, fourth and fifth Tuesdays of the month as required commencing at 5.30pm; and**
- iii) issue the Council Agenda on the second Monday prior to the ordinary Council Meeting.**

*Voting Requirement Absolute Majority*

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**RECOMMENDATION 2.**

**THAT Council initiate amendments to Standing Orders to accommodate the selected meeting/briefing option, based upon the following key principles:**

**Briefing Sessions:**

- All discussion to be through the Chair.**
- The intention to vote not to be revealed.**
- No opportunity should be provided to create a collective Council decision.**
- Financial Interest Provisions of the Local Government Act to be ensconced into Standing Orders. Provisions relating to remaining in chamber if extent of interest revealed not to apply if briefing is behind closed doors.**
- Mayor to Chair briefings.**
- Agenda Briefing Session (if selected) business will be limited to matters listed for debate at the next ordinary Council Meeting.**

**Committee Meetings (if selected):**

- Delegations of proponents may be received immediately prior to their agenda item being deliberated upon with question and answers permitted.**
- All Councillors permitted to speak on agenda matters irrespective of order of debate.**
- Agenda format to accommodate en bloc acceptance of committee recommendations and determination of matters upon which debate will be had.**

*Voting Requirement Absolute Majority*

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## 14.3 ECONOMIC DEVELOPMENT

### 14.3.1 Tourism Strategy

<b>File/Ward</b>	: STR 103 (All Wards)
<b>Proposal/Issue</b>	: Tourism Strategy
<b>Subject Land/Locality</b>	: N/A
<b>Proponent</b>	: N/A
<b>Owner</b>	: N/A
<b>Reporting Officer(s)</b>	: Chief Executive Officer (A Hammond)
<b>Disclosure of Interest</b>	: Nil
<b>Previous Reference</b>	: Nil
<b>Summary Recommendation</b>	: That the City proceed with the Development of a Tourism Strategy
<b>Bulletin Attachment</b>	: Nil
<b>Locality Plan</b>	: N/A

### BACKGROUND

1. The City has generally been involved in tourism activities since amalgamation, continuing funding the visitor servicing functions of the Albany Visitors Centre but also engaging in some low key marketing activities which have included advertising in magazines and journals such as 'Postcards', 'Destinations', 'Scope' and 'Perth Woman', brochure production and distribution and more recently funding the 'Surfing the Menu' television program based in Albany.
2. The City's involvement in tourism also extends to managing the Princess Royal Fortress and the former HMAS Perth artificial dive reef. Further involvement with the Albany Wind Farm project will see Council considering expressions of interest for food and beverage facilities at the July Ordinary Council meeting. On a broader economic development front the City is actively involved in visiting cruise ship support and participating in industry forums and workshops that are convened from time to time.
3. In July 2003 the writer accepted an invitation from the Heritage Council of Western Australia to sit on a reference group to assist in establishing a State Heritage Tourism Strategy. Whilst the development of the Strategy has taken longer than anticipated and is still in the conceptual stage, an opportunity has emerged for the City to become involved in a pilot project relating to tourism heritage and marketing.

Item 14.3.1 continued.

4. The City is a major stakeholder in tourism in Albany and it maybe timely to consider the development of an overall Tourism Plan or Strategy that clarifies the City's role in tourism and establishes a strategic plan of action encompassing the areas that Council considers it appropriate to resource and become involved with.

#### **STATUTORY REQUIREMENTS**

5. No statutory constraints exist for the implementation of this recommendation provided that resource allocation is effected by way of an absolute majority vote.

#### **POLICY IMPLICATIONS**

6. The City of Albany Tourism Policy vision provides that Albany will be a tourist destination that is highly attractive to national and international visitors and to achieve this vision, the City will provide leadership and support to market Albany as a tourist destination.

*NB. Elements of the Tourism Policy will be superceded by this proposal and a more comprehensive Economic Development Strategy. A Council Briefing session is planned for the 1<sup>st</sup> of June 2004 to discuss the strategy framework.*

#### **FINANCIAL IMPLICATIONS**

7. The WA Heritage Commission is prepared to contribute \$10,000 to the project. It is proposed to transfer \$25,000 from the Economic Development Reserve (current balance \$47,000) and seek a \$5,000 contribution from the Great Southern Development Commission. Total project cost to be a maximum of \$40,000

#### **STRATEGIC IMPLICATIONS**

8. Council's '3 D' Strategic Plan, states in part:

##### ***“A Growing City***

Albany's Community will enjoy economic growth, outstanding opportunities for our youth and a flourishing natural environment through:

- Providing a complete tourism experience;
- Excellent community infrastructure and services;
- Dynamic promotion & marketing of Albany's advantages and opportunities;
- Innovative development complementing Albany's unique sense of place;
- Being the regional retailing and services hub;
- Providing a complete tourism experience;

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Item 14.3.1 continued.

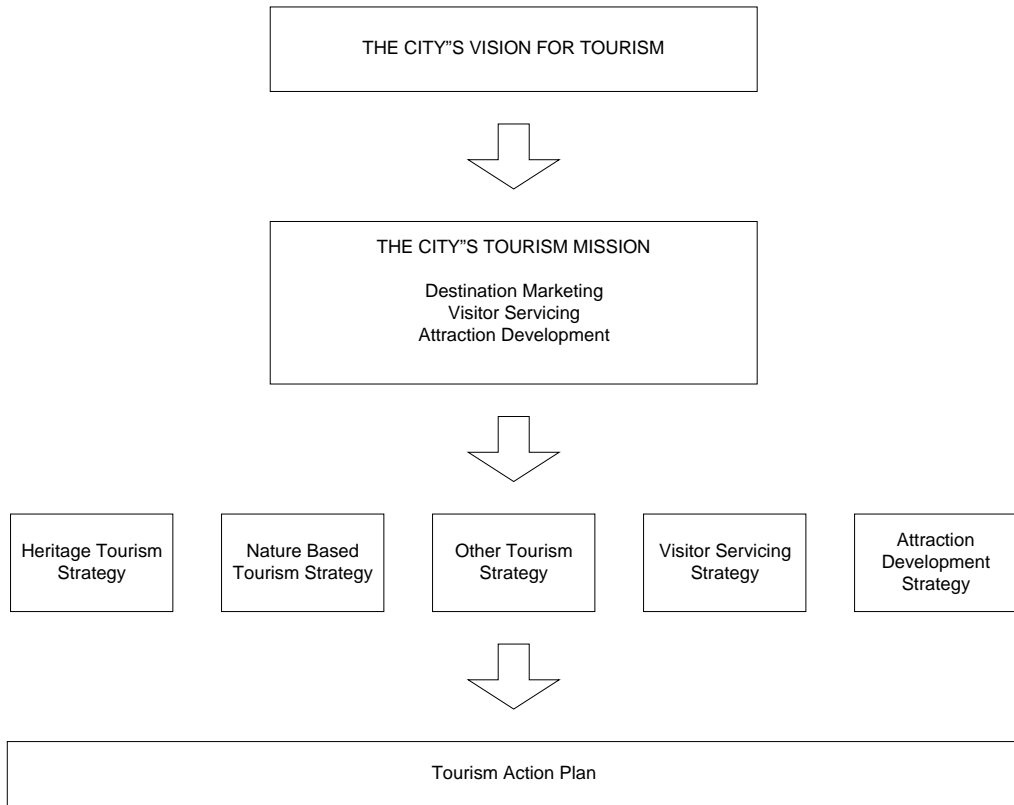
- Healthy freshwater and saltwater marine ecosystems; and
- A unique waterfront facility providing a functional boat harbour and shore based facilities accessible to the community, economically sustainable and attractive to investment.”

**COMMENT/DISCUSSION**

9. The proposal from the Heritage Council provides the City with an excellent opportunity to establish an integrated Tourism Strategy that would act as a strategic guide for marketing, promotional and visitor servicing activities for the next 3 to 5 years.
10. The Strategy would establish:
  - A City Vision for Tourism.
  - The City’s mission for Tourism. That is an identification of those activities the City will actively be involved in with marketing and promoting Albany as a tourism destination and servicing visitors to Albany.
  - Three separate marketing strategies within the plan would focus upon:
    - Heritage Tourism.
    - Eco Tourism.
    - Other Tourism – i.e. conventions, events, visiting friends and relatives, visitor servicing.
  - Two further strategies would be required for visitor servicing and attraction development.
11. These strategies would be developed undertaking separate analysis of stakeholders, market segment, target markets and developing specific action plans and objectives.
12. It is considered necessary to take a component approach to the marketing strategies given the very different target markets that exist for each of the components.
13. The action plans and objectives coming from analysis at the strategies will then form the basis for the tourism action plan.
14. It is proposed to fund the recommended actions of the plan by way of:
  - Existing Council expenditure on tourist related activities.
  - Use of the tax equivalent payment and capital return dividend anticipated from the Airport Business Unit.
  - Industry contribution
  - Recently announced Australian Tourism Development Program.

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Item 14.3.1 continued.



**RECOMMENDATION**

**THAT Council proceed with the development of an integrated Tourism Strategy to be funded by way of \$25,000 from the Economic Development Reserve and \$10,000 from the WA Heritage Council and \$5,000 from the Great Southern Development Commission.**

*Voting Requirement Absolute Majority*

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ORDINARY COUNCIL MEETING – 18/05/04  
\*\*REFER DISCLAIMER\*\*  
**GENERAL MANAGEMENT SERVICES REPORTS**

**14.4 GENERAL MANAGEMENT SERVICES COMMITTEE**

Nil.