

Council (Standing) Committee

Notice of Meeting & Agenda 22 June 2010

Committee Terms of Reference *(last updated 24/11/09)*

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



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GLOSSARY OF ABBREVIATED TERMS

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

GLOSSARY OF ABBREVIATED TERMS

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

Council (Standing) Committee Notice of Meeting

TO: Council Committee Members

The next Ordinary Meeting of the Council (Standing) Committee will be held in the Council Chambers, City of Bunbury Administration Building, 4 Stephen Street, Bunbury on **Tuesday, 22 June 2010** at 6.00pm.

Greg Trevaskis
Chief Executive Officer
(Date of Issue: 17/06/2010)

Agenda 22 June 2010

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

Council Committee Members:

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

- 1. Declaration of Opening by the Presiding Member**

- 2. Record of Attendance, Apologies and Leave of Absence**

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

4. Public Question Time

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

6. Confirmation of Previous Minutes

The minutes of the Council (Standing) Committee Meeting held 1 June 2010, have been circulated.

Recommendation

The minutes of the Council (Standing) Committee Meeting held 1 June 2010, be confirmed as a true and accurate record.

7. Disclosures of Interest Under the Local Government Act 1995

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

9. Chief Executive Officer Reports/Discussion Topics

9.1 Request for Leave of Absence – Councillor Ross Slater

File Ref:	A00215
Applicant/Proponent:	Councillor Ross Slater
Author:	Greg Trevaskis, Chief Executive Officer
Executive:	Greg Trevaskis, Chief Executive Officer

Summary/Background

Councillor Ross Slater requests leave of absence from all Council-related business on 29 June 2010.

Section 2.25 of the Local Government Act 1995, allows a council to grant leave of absence to one of its members provided that the period of leave does not exceed six consecutive ordinary meetings of the Council.

Recommendation

Pursuant to Section 2.25 of the Local Government Act 1995, Councillor Ross Slater is granted leave of absence from all Council-related business on 29 June 2010.

10. Reception of Formal Petitions and Memorials

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

11.1 Council Endorse Naming of the Roads in Riverlea Subdivision Glen Iris

File Ref:	R00561
Applicant/Proponent:	Bunbury Project Pty Ltd
Author:	Amanda Mitchell, Engineering Technical Officer
Executive:	Michael Scott, Executive manager city services
Attachments:	Appendix 1

Recommendation

Council approves the names:

- **Barker Boulevard**
- **Moonlight Drive**
- **Riverlea Entrance**
- **Meadow Lane**
- **Rivergum Way**
- **Equine Avenue**
- **Sanders Parade**
- **Swan Street**

for road names within the Riverlea subdivision in Glen Iris.

Summary

On 3 June 2010 a request was received by Bunbury Projects Pty Ltd for the use of the abovementioned names within the Riverlea subdivision in Glen Iris.

Background

The Geographic Names Committee determines the criteria for appropriate street names and has the ultimate authority in this regard. However, before any street name is approved, Council approval is required from the Council.

A copy of the site plan is **attached** at Appendix 1.

The name "Barker"

The late Mr Lex Barker and his family owned the Riverlea property for many years and carried out dairy farming. The family owned the property until it was purchased by Moorlands Pty Ltd for subdivision. This is proposed for the main road within the subdivision.

The name "Moonlight"

The historical local name for the bridge over the Preston River near Moorland Avenue was "Moonlight Bridge".

The name "Riverlea"

This is proposed for the entrance road into the Estate and is the name the developers have chosen for the Estate, as the area is in the lea of the Preston River.

The name "Meadow"

The Moorlands area in Glen Iris is still currently farmed and was heavily cut with meadow hay for many years.

The name "Rivergum"

There have been major stands of river gums within the Riverlea subdivision property.

The name "Equine"

Once dairy farming was no longer carried out within the Riverlea subdivision property, the Barker Family ran horses on the property for many years. The equine link with the property is very strong, with horse adjustment and riding schools being run from the property until recently.

The name "Sanders"

The Sanders family were the second owners of the Riverlea subdivision property early in the 20th Century. The late Theodora Sanders wrote the book "Bunbury – Some Early History", published in 1975, documenting the history of the many old properties of Bunbury at the time and also grew up on this property. Her maiden name was Kimber.

The name "Swan"

The theme is Rivers, Creeks and Brooks from the south west of W.A. Reserve Register approval 15/05/1995 file 323/1944 v6 p.928.

This name has already been approved by Council and the Geographic Names Committee for use.

Should for any reason one of the requested names be deemed unacceptable by the Geographical Names Committee, the developers have requested the name of "St Catherines" is to be used in its place.

The name "St Catherines" comes from a University College at Oxford. This name has already been approved by Council and the Geographic Names Committee for use.

Officer Comments

The requested road names have been evaluated against the Geographic Names Committee Principles, Guidelines and Procedures and are deemed acceptable.

Analysis of Financial and Budget Implications

This proposal will not have any financial or budgetary implications on Council.

Options

Option 1

As per the recommendation.

Option 2

Council does not support the recommendation.

11.2 Bunbury Bicycle Plan

File Ref:	A03830
Applicant/Proponent:	Myles Bovell, Landscape Architect
Author:	Cardno Eppell Olsen
Executive:	Michael Scott, Executive Manager City Services
Attachments:	Nil

Recommendation

To accept the City of Bunbury Bicycle Plan April 2010 as presented at the 15/6/10 Councillor briefing as a guiding document;

- **for future path and cycleway grant submissions,**
- **to be considered with future path preservation and expansion schedules, and**
- **to support future development policies that encourage cycling participation.**

NOTE: A copy of the report will be available for public perusal at the Committee meeting and a copy will also be available at our Customer Service centre during office hours.

Summary

The City of Bunbury Bicycle Plan is a document intended to maximise the efficiency and effectiveness of the existing bicycle network and enhance bicycle facilities for all users.

Background

The previous Bicycle Plan for the City of Bunbury was developed in 1986. A document of this level of detail is necessary to continue the level of grant opportunity offered to the City over the past decade or so. This Bicycle Plan was 50% funded by BikeWest (Department of Transport).

Officer Comments

The document prepared by Cardno Eppell Olsen meets all of the criteria set out at the projects inception. City officers from Development Services, City Life and City Services have provided input into the report and endorse the outcome. Main Roads, South West Development Commission, bicycle groups and members of the public were consulted during its preparation.

Analysis of Financial and Budget Implications

There are no immediate financial implications on accepting this report but there will be if particular suggested projects are implemented.

Options

Option 1

As per the recommendation

Option 2

Council does not support the recommendation

11.3 5 Year Financial Plan 2010 - 2015

File Ref:	A00362-06
Applicant/Proponent:	Internal Report
Author:	David Ransom, City Accountant
Executive:	Ken Weary, Executive Manager Corporate Services
Attachments:	Under Separate Cover

Recommendation

1. Council note that one submission was received.
2. Council adopt the 5 Year Financial Plan 2010 - 2015.

Summary

The draft 5 Year Financial Plan for the five financial years 2010 - 2015 is now referred to Council for adoption.

Background

A copy of the 5 Year Financial Plan 2009/2010 to 2013/2014 has been circulated under separate cover. Councillors developed the draft plan at two (2) Councillor Workshops and one (1) Councillor Briefing Session and have endorsed the plan for advertising.

Council advertised it's proposed 5 Year Financial Plan 2010 - 2015 with a public submission period of twenty one (21) days. Submissions closed 2 June 2010. One submission was received and has been previously distributed to Councillors.

Key projects included in the draft 5 Year Financial Plan are:

Infrastructure Development (Transport, Drainage, Environmental, and Lighting)	\$38.76M
Concept Plans / Project Analysis (Various)	\$ 0.42M
Public Building Improvements (Various)	\$ 0.58M
Bunbury Regional Entertainment Centre	\$ 7.50M
New Visitor Centre	\$ 7.12M
Stirling Street Arts Centre / Queens Garden	\$ 6.83M
Waste Services Plant Replacement	\$ 4.83M
Bunbury Regional Athletics Track & Multi Purpose Club Rooms	\$ 4.28M
New Soccer Pavilion, Hay Park	\$ 4.27M
New Depot	\$ 4.20M
Hands Oval Development	\$ 4.15M
Parking Strategy Implementation	\$ 2.78M
Bunbury Regional Arts Gallery Building Upgrade	\$ 1.30M
South West Sports Centre Solar Energy & Plant Improvements	\$ 1.28M
Hockey Stadium Turf Replacement	\$ 0.42M
Airport Improvements	\$ 0.21M
Fencing Ocean to Preston	\$ 0.10M
TOTAL	<u>\$89.03M</u>

Officer Comments

The City of Bunbury 5 Year Financial Plan has been developed in conjunction with Councillors and Council Staff.

The 5 Year Financial Plan is the financial strategic plan for Council for the next 5 years. The plan is a summary of proposed major works to be undertaken and services to be provided during this time. The plan is dynamic and its components and underlying assumptions are subject to annual review.

Analysis of Financial and Budget Implications

The purpose of the 5 Year Financial Plan is to ensure that Council's annual budget achieves the objectives outlined in City of Bunbury Strategic Plan.

The 5 Year Financial Plan maintains a balanced financial position each year.

The key financial performance indicators including financial ratios, financial assumptions, debt management and projected rate revenues are as detailed in the plan.

Options

Option 1

Council adopt the 5 Year Financial Plan 2010 - 2015.

Option 2

Council endorse the 5 Year Financial Plan 2010 - 2015 with any amendments.

Option 3

Council not endorse the 5 Year Financial Plan and the plan be referred back to Committee for further review and consideration.

11.4 Financial Statements - March 2010

File Ref:	A02838
Applicant/Proponent:	Internal Report
Author:	David Ransom, City Accountant
Executive:	Ken Weary, Executive Manager Corporate Services
Attachments:	Under Separate Cover

Recommendation

The Financial Statements for the periods ending 31 May 2010 be received.

Summary/Background

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

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

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

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

11.5 Cosenza's Seafood Restaurant – Proposed Deed of Assignment of Non-Exclusive Licence Over Portion Reserve 7891 'Guppy Park' Lot 808 on Deposited Plan 219169 Victoria Street, Bunbury

File Ref:	F00101
Applicant/Proponent:	Dominic Cosenza, Licensee/Assignor Lorraine Helen Brant, Assignee Erinfair Pty Ltd, Assignee
Author:	David Whitfield, Property Officer
Executive:	Ken Weary, Executive Manager Corporate Services
Attachments:	Appendix 2

Recommendation

Council agrees to grant a Deed of Assignment of Non-Exclusive Licence to Erin Fair Pty Ltd (Assignee) over portion of Reserve 7891 "Guppy Park", Victoria Street, Bunbury on the following conditions:

- 1. Council agrees to grant the Deed of Assignment in accordance with the terms and conditions of this report.**
- 2. The intention to assign the Non-Exclusive Licence to be advertised pursuant to Section 3.58(3) of the Local Government Act 1995, in a local newspaper, give notice on the public notice boards at the City's public libraries and administration centre and on the City of Bunbury website.**
- 3. Subject to no objecting submissions being received as a result of part 2 above, the Deed of Assignment of Non-Exclusive Licence be finalised.**
- 4. Final approval for the Deed of Assignment of Non-Exclusive Licence be obtained from the Minister for Lands.**

Summary

An application has been received from Lorraine Helen Brant on behalf of Cosenza's Seafood Restaurant ("Licensee/Assignor") seeking Council consideration to assign the Non-Exclusive Licence over portion of Reserve 7891 "Guppy Park", Victoria Street, Bunbury (45m2) ("Assignee") and Erin Fair Pty Ltd ("Assignee") for the balance of the term of the Licence (Expires 30 June 2013).

The Licensee/Assignor has agreed to sell the business referred to as "Cosenza's Seafood Restaurant" to the Assignee. A Condition of Sale is to obtain the consent of Council and approval of the Minister for Lands to assign the Non-Exclusive Licence. The Non-Exclusive Licence area is located adjacent to the restaurant. A location plan is **attached** at Appendix 2.

Background

The original Licensee/Assignor has held the Non-Exclusive Licence over the subject land since 2002. The land is held by the City of Bunbury under Management Order 182270 with the power to Licence for a term not exceeding four (4) years.

Pursuant to Section 18 of the Land Administration Act 1997, the Office of the Minister for Lands has provided "in principle" approval for the proposal.

Current Licence Details

Commencement:	1 July 2009
Term:	Four (4) years
Expiry:	30 June 2013
Rental:	\$3931.20 per annum inclusive of GST (1 July 2009)
Rent Review:	Third anniversary date
Outgoings:	Responsibility of the applicant
Insurance:	The applicant to maintain Public Risk Insurance and General Insurance cover over the premises with Public Liability to be set at \$10 (m)
Permitted Use:	Alfresco dining

Officer Comments

A Deed of Assignment from Dominic Cosenza to Lorraine Helen Brant was approved by Council at its meeting of 24 November 2009 (Decision 224/09). As part of the same decision the Deed of Non-Exclusive Licence was renewed effective 1 July 2009 for a period of 4 years expiring in 2013.

The transfer of the Deed of Assignment will support on ongoing business activity within the City Centre Precinct.

Analysis of Financial and Budget Implications

Landgate Valuation Services' assessment of \$3,931.20 inclusive of GST is based on the permitted use 'alfresco dining'.

The Applicants will be responsible for all costs associated with advertising and the processing of this application.

Options

Option 1

Per the recommendation as listed in this report.

Option 2

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

Option 3

Council refuses the proposal by the Licensee/Assignor to transfer the Assignment to its Non-Exclusive Licence over portion of Reserve 7891 'Guppy Park', Victoria Street, Bunbury.

11.6 Bunbury Netball Association Inc. – Proposed Deed of Renewal of Lease over Portion of Hay Park (Reserve 30601, Lot 3001 on Deposited Plan 43554 Parade Road, Bunbury)

File Ref:	F00020
Applicant/Proponent:	Bunbury Netball Association Inc.
Author:	Ron Boardley, Senior Property Officer
Executive:	Ken Weary, Executive Manager Corporate Services
Attachments:	Appendix 3

Recommendation

Council agrees to renew the Lease with the Bunbury Netball Association Inc. over portion Hay Park Reserve 30601 Parade Road, Bunbury for a term of five (5) years subject to the terms and conditions as specified in the report, and the following:

- 1. Final approval of the Minister for Lands.**
- 2. The applicant to pay all costs associated with the lease application including document preparation, registration and rental assessment.**

Summary

An application has been received from the Bunbury Netball Association Inc. (“applicant”) seeking council’s consent to renew its Lease over portion of Hay Park Reserve 30601, (Lot 3001 on Deposited Plan 43554) Parade Road, Bunbury for a further five (5) year term. A location plan is **attached** at Appendix 3.

Background

The applicant has occupied its current lease site since 1994. The land is comprised within Reserve 30601, (Lot 3001 on Deposited Plan 43554) and is held by the City of Bunbury under Management Order 1902/1967 Crown Land Record Volume 3129 Folio 866 for the purpose of “Recreation” with the power to lease for a term not exceeding twenty-one (21) years.

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

The current lease has been extended to 30 June 2010 through the “Holding Over” clause of the current lease. The proposal to renew the term does not conflict with the Hay Park Feasibility Study short term development options for the location. The Association and the City’s Executive have been in discussions on the proposed co-tenure of the New Sports Pavilion to be located on the south west corner of the new athletics track.

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

Current Lease Details

Commencement:	1 July 1994
Term:	Fifteen (15) years
Expiry Date:	30 June 2009 (Held over to 30 June 2010)
Rental:	\$1,487 + GST
Rent Review:	CPI annually
Outgoings:	Responsibility of the applicant
Insurance:	Lessee to maintain Public Risk and General Insurance cover over the premises with Public Liability to be set at \$5(M)

Proposed Renewal of Lease Details

Commencement:	1 July 2010
Term:	Five (5) years
Expiry Date:	30 June 2015
Rental:	\$1,600 per annum exclusive of GST and indexed annually by CPI
Rent Review:	Third anniversary date
Outgoings:	Responsibility of the Lessee
Insurance:	The Lessee to maintain Public Risk and General Insurance Policies over the premises with Public liability to be set at \$10(M)
Special Conditions:	Lessee responsible for maintaining and upkeep of the demised premises. Upon completion of the proposed new sports pavilion on the adjoining athletics track, should Council so require, the Lessee will be required to vacate the existing netball pavilion, at which time the pavilion will be removed from the lease.
Document Preparation:	The applicant to pay full cost of document preparation and registration

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

Officer Comments

The applicant has leased the site 1994 and has satisfactorily fulfilled its obligations and responsibilities under the Lease during this time. The applicant provides like-minded participation from local community members and visitors.

Analysis of Financial and Budget Implications

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

The lease rental has been calculated on the clubrooms and based on an independent valuer's assessment with the applicant responsible for all outgoings and maintenance to the courts.

Options

Option 1

Per the recommendation as listed in this report.

Option 2

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

Option 3

Council refuses the proposal by the applicant to renew its lease over portion of Hay Park Reserve 30601 Parade Road, Bunbury.

11.7 Proposed Sale of Part Lot 53 on Deposited Plan 66476 Brittain Road, Davenport

File Ref:	A00420
Applicant/Proponent:	Loctor Pty Ltd and B R & G E Linaker
Author:	Ron Boardley, Senior Property Officer
Executive:	Ken Weary, Executive Manager Corporate Services
Attachments:	Appendix 4

Recommendation

- 1. Council offer the portions of Part Lot 53 Brittain Road, adjoining Lots 9 and 89 Barnard Street, for sale to the adjoining land owners on the condition that the land is amalgamated with the adjoining lots and the purchasers meet all costs associated with surveying, subdivision and Certificate of Title preparation.**
- 2. The City to apply for a caveat over the new Certificates of Title preventing ingress/egress from the amalgamated properties onto Brittain and Richter Roads.**
- 3. The Department of Water be requested to relinquish its interest in Reserve 30569 (Lot 520) for vesting in the City of Bunbury for drainage purposes**

Summary

Applications have been received from Loctor Pty Ltd, the owner of Lot 9 (No. 1) Barnard Street, Davenport and B R & G E Linaker, the owners of Lot 88 (No. 3) Barnard Street, Davenport to purchase a portion of Lot 53 on Deposited Plan 66476 Brittain Road, Davenport for amalgamation with their respective adjoining lots.

A copy of Deposited Plan 66476 is **attached** at Appendix 4.

Background

The City of Bunbury is the Registered Proprietor of Lot 53 Richter Road. This lot is the remaining portion of the former Lot 454 Richter Road, Davenport.

On 8 October 2009, the Western Australian Planning Commission granted subdivision approval to excise a portion of the former lot 454 to allow for construction of the section of Brittain Road, between South Western Highway and Richter Road. The remaining portions of the former lot 454, is now referred to as lot 53, as indicated above.

Both of the adjoining owners have expressed their interest in purchasing the land for amalgamation with their adjoining lots.

Valuations will be obtained from Landgate and an independent valuer.

As indicated on the deposited plan, there is an existing small Reserve (No. 30569, Lot 520) between the two Barnard Street lots, which is vested in the Department of Water. Preliminary enquiries with the Department have ascertained that the Reserve is no longer required by the Department. The City of Bunbury has a drainage pipe across the Reserve and this has been extended across the northern portion of lot 53 to link with the new section of Brittain Road. It is proposed that the Reserve be extended to include the new section of pipe and that the Department of Water be requested to relinquish its interest in the Reserve so that this can be vested in the City of Bunbury.

The City's Engineering Services Section has advised that it is not possible to permit access to the northern portion of Lot 53, from either Richter Road or Brittain Road and therefore the land is only suitable for sale to the adjoining landowners for amalgamation with their lots.

This matter was considered by the Land Rationalisation & Acquisitions Committee on 11 February 2010, when the following recommendation to Council was passed:

- "1. Council offer the portions of Lot 454 Richter Road adjoining Lot 9 and 89 Barnard Street for sale to the land owners on the condition that the purchasers meet all costs associated with surveying, subdivision and Certificate of Title preparation.*
- 2. The City to apply for a caveat over the new Certificates of Title preventing ingress/egress from the amalgamated properties onto Brittan Road."*

(Note: The title description of the land has changed with the issue of the new Certificate of Title)

Officer Comments

As access is not permitted to the northern portion of Lot 53, from either Richter Road or Brittain Road, the land is only suitable for sale to the adjoining landowners for amalgamation with their lots.

As Reserve 30569 (Lot 520) is no longer required by the Department of Water, the department be requested to relinquish its interest in the Reserve so that this can be vested in the City for drainage purposes.

Analysis of Financial and Budget Implications

The applicants will be responsible for all costs associated with the proposed subdivision/amalgamation.

Councillor/Officer Consultation

This matter has previously been considered by the City's Land Rationalisation & Acquisitions Committee, which recommended the course of action proposed by this report.

Options

Option 1

Per the recommendation listed in this report.

Option 2

Per the recommendation listed in this report, with amendments suggested by council members.

Option 3

Council do not support the recommendation.

11.8 Council Administrative Policies Review

File Ref:	A00410
Applicant/Proponent:	Internal Report
Author:	Jack Dyson, Senior Administration Officer
Executive:	Greg Trevaskis, Chief Executive Officer
Attachments:	Appendix 5 & Under Separate Cover

Recommendation

That the Administrative Policies Manual incorporating amendments as previously circulated to Councillors be adopted as the Administrative Policy Manual of the City of Bunbury effective from 29 June 2010.

Summary

This report is to adopt a policy manual (issued under separate cover) that accurately reflects current practices and procedures in order to ensure compliance with relevant legislative and administrative requirements.

Background

A review of Council's existing Administrative Policies was last officially undertaken on 7 August 2007.

In December 2009, Council resolved to establish a Policy Review and Development (Standing) Committee with Terms of Reference including:

1. To work with the Mayor, Councillors and Executive staff on the review of existing Council policies and the development of new Council policies.
2. To provide Bunbury City Councillors with assistance and support to develop new Council policies.
3. To make recommendations to Council on matters of policy, policy review and policy development; and
4. To explore opportunities that promotes policy development in all matters under Council jurisdiction.

This committee held its first meeting on Wednesday 24 March 2010 with subsequent monthly meetings being conducted in April and May 2010 respectively.

At the committee meeting held on 21 April 2010, Committee Members were advised of some of the difficulties staff were encountering with regard to "what is current policy" given that an internal review of all policies had recently been completed.

It was agreed at that meeting that a full copy of the "internally reviewed" document be presented to the committee and that the document identify or track changes.

This was facilitated for the May 26 2010 meeting of the committee, at which time it was agreed to circulate the document to all councillors with a request to peruse the document and advise of any comments, suggested further amendments and/or improvements by Monday 14 June 2010.

This was actioned under memorandum dated 27 May 2010 (a copy **attached** at Appendix 5)

At the time of preparing this agenda item no comments or further suggestions have been received from any elected members.

It is the intention of the committee, that once this manual is adopted; a regular rolling system of review will be implemented to ensure that policies are at all times current and that ample opportunity is allocated to facilitate the introduction of new policy.

Officer Comments

A copy of the existing Council Administrative Policies identifying proposed amendments and tracking changes which followed an internal review, was issued to members under separate memorandum dated 27 May 2010.

The internal review of Councils Administrative Policies actually commenced in November 2009 and was finalised in mid February 2010.

In December 2009, Council resolved to establish the aforementioned committee for the purposes of reviewing and developing Council Policy, therefore the internally reviewed document was not presented to Council for consideration. It was referred to the committee instead.

A number of the changes made through the internal review were necessitated as a result of either changes in legislation, identified or suggested reforms and requests as a result of other external factors such as the global financial crisis.

In the last three years, none of these existing policies have proved problematic and very few, if any complaints have been received which arose from the implementation of any policy.

Council approval for adoption of the manual is sought in order to give a clear indication to staff of current policy and as previously mentioned, the intention is to commence a rolling system of ongoing review of all policies and the introduction of new policy.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications arising as a result of this proposal.

Options

Option 1

As per the recommendation.

Option 2

As per the recommendation with amendments.

Option 3

Council not support the proposed recommendation

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

File Ref:	Various
Applicant/Proponent:	Internal Report
Author:	Various
Executive:	Various
Attachments:	Under Separate Cover

Recommendation

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

1. **Title: Minutes –City Promotions Committee (13/05/10 & 19/04/10)**
Author: Nardine Walford-Jones, Events Officer
File: A03402

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

12. Motions on Notice

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

14. Items to be Noted or Endorsed

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

File Ref:	Various
Applicant/Proponent:	Internal Report
Author:	Various
Executive:	Various

Recommendation

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

- 1. Title: Write Off of Account Receivables Balances**
Author: David Ransom, City Accountant
File: A00088-02
- 2. Title: Outstanding Community Law and Safety Infringements**
Author: David Ransom, City Accountant
File: A00566
- 3. Title: Building Application / Development Approvals May 2010**
Author: Gary Fitzgerald, Manager Development Services
File: A00088-02
- 4. Title: Schedule of Accounts Paid for the Period 1 to 31 May 2010**
Author: David Ransom, City Accountant
File: A00083

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

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

There are no items recommended for endorsement.

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

NOTE: Pursuant to Standing Order 15.10, the following Procedural Motion needs to be moved if there are items to be discussed under this heading: <i>"The meeting exclude members of the public to permit Confidential Business (as defined by the Local Government Act 1995) to be discussed."</i>
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15.1 Appointment of New Chief Executive Officer

File Ref:	A01918-03
Applicant/Proponent:	Internal Report
Author:	Aileen Clemens, Manager Human Resources
Executive:	Greg Trevaskis, Chief Executive Officer
Attachments:	Confidential Report Under Separate Cover

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

16. Close of Meeting