

SHIRE OF BROOME**ORDINARY COUNCIL MEETING
1 JULY 2003****INDEX - MINUTES**

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President: Date:

If such a permanent home is not secured, recently introduced Government Regulations could mean BOSCCA ceasing its operations in 2005, resulting in the loss of after school care to 95 working families in Broome.

A small working group, involving BOSCCA, the Departments of Education and Family and Community Services, chaired by Councillor Chris Mitchell, has been established to examine options for such a facility.

Although Councillor Mitchell acts as Chair, he does so as an independent. However, given the community focus of such a proposal, it has been strongly suggested that the Shire of Broome be invited to become more directly involved in the development of such a proposal.

Therefore, BOSCCA is requesting that the Shire consider agreeing to permit Councillor Mitchell to act as its representative, as well as Chair of the Working Group."

Before this matter was presented to Council, further correspondence was sent to the Working Group requesting additional information on the terms of reference for the Group and information on meeting schedules, to assist Council in making a determination on whether or not it is considered appropriate to have Shire representation on this organisation. The following correspondence has been received:

"I refer to your letter of 15 May in which you requested the terms of reference of the group and meeting schedules.

The group was established to:

- Identify the opportunities and locations available in Broome for the acquisition of a facility that would allow BOSCCA to continue to provide secure after school care for working families and a venue for other community activities; and*
- The working group would identify the funding sources available to progress such a community facility.*

In regard to the meeting schedules, I do not believe that the working group would meet more than once a month for the next six months, with the next meeting to be held in mid June.

I look forward to your reply to our request to Council in the near future."

COMMENT

Current arrangements see BOSCCA providing this service out of various venues over the last five years, generally utilising whatever surplus space was available at the various education centres in town. This arrangement is not suitable under the new licensing requirements.

It is intended that BOSCCA will continue to provide the service and are not looking for assistance with staffing or management aspects, but rather the provision of a suitable venue, that meets the requirements to licence the service.

Breakdown of information shows that over half the children attending the service come from the Roebuck Estate area, which indicates this area would be the most suitable location for the service. With the plans to build a new school in this estate, it is considered appropriate, if possible, to locate this service on adjacent land or within the school site.

The strategy at this point is to seek a contribution of land from the developer through the Education Department towards a "community facility". BOSCCA would then apply through the various funding schemes available to obtain funds to build the required facility, including the licensing requirements, utilising their own funds as seed funding.

The venue could be used by other 'community groups' and organisations outside of the times it would be required by BOSCCA.

There is a preference that the facility is separate from the Education Department, though on an adjacent block, and that the land be vested in the Shire of Broome, and leased to BOSCCA.

CONSULTATION

Councillor Chris Mitchell has verbally indicated his agreement to represent the Shire of Broome in his existing role on this Working Group.

STATUTORY ENVIRONMENT

Local Government Act, 1995

POLICY IMPLICATIONS

It is Council policy that community groups and organisations should not utilise Council Chambers for meetings or functions, except in exceptional circumstances. The Broome Recreation and Aquatic Centre has indicated an ability to accommodate the meetings of this working group, subject to room availability, at minimal cost.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council's Strategic Action Plan Social Support and Development goal area seeks to participate in meetings, forums and events that fosters cooperative planning and service coordination. The outcome for this goal area is to "facilitate opportunity for quality social and community development in health, leisure, education and human services which supports individual and community well being.

VOTING REQUIREMENTS

Simple Majority

President: Date:

REPORT RECOMMENDATION

That Councillor Chris Mitchell, represent the Shire of Broome on the Broome Out of School Child Care Activities Inc. Working Group.

COUNCIL RESOLUTION

Moved: Cr P J Mitchell

Seconded: Cr A K Grosse

That Councillor Chris Mitchell, be appointed by the Shire of Broome to the Broome Out of School Child Care Activities Inc. Working Group.

CARRIED UNANIMOUSLY

9.1.3 BROOME CEMETERY

LOCATION/ADDRESS:	N/A
APPLICANT:	N/A
FILE:	RES.1647
RESPONSIBLE OFFICER:	Chief Executive Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	5 June 2003

SUMMARY: To advise Council of the proposal to appoint a Management Committee for the Broome Cemetery of interested persons and organisations to oversee the day-to-day management of the Cemetery.

BACKGROUND

This matter was presented to Council at its Ordinary Meeting held 19 December 2003, where the following was resolved:

- "1. That Council advise the Minister for Local Government and Regional Development of the issues associated with the day-to-day management of the Broome Cemetery and request that consideration be given to the appointment of a Management Board to oversee the administration and operation of this facility, with consideration being given to representation on the Board including representatives from indigenous, religious, commercial and local government.
2. That, in the meantime, Council regain control of the day-to-day management of the Broome Cemetery and undertake to update the burial register with the latest available information and implement processes and procedures that will assist Council in meeting its obligations under the Cemeteries Act 1986.
3. That Council review its Cemetery budget during 2003/2004 budget deliberations to ensure all obligations of the trusteeship are funded."

President: Date:

Subsequent correspondence with the Minister indicated that a Management Board (managing the cemetery independently from the Shire) would only be appointed if the Shire could provide the names of suitable people or organisations within the community, with the necessary skills to undertake this role. Should suitable people or organisations not be available, the Shire would be able to appoint a Management Committee, which would see it retain trusteeship and overall responsibility for the facility, but a Committee would be responsible for the day to day operations.

As a result of this information, an advertisement was placed in the Broome Advertiser seeking registrations of interest from members of the Community to participate in this project and correspondence sent to the following organisations with a short questionnaire:

- Broome Anglican Church
- Broome Baptist Church
- Broome Congregation of Jehovah's Witnesses
- Catholic Church Broome
- Catholic Diocese of Broome
- Christian Brothers
- Seven Day Adventist Church
- Uniting Church
- Bishop Riable Cooperative
- Okuri Funeral Service
- Broome Chinese Community Incorporated
- Kimberley Land Council

Seven responses were received, with 85.7% of those favouring a Management Committee over a Management Board, with four of the seven expressing an interest in being part of the Management Committee, these being:

- Okuri Funeral Services
- Broome Chinese Community Incorporated
- Catholic Church Broome
- Sisters of St John of God

In response to the advert, two community members indicated an interest in participating in the project, both with personal interests rather than professional, and one Councillor.

A number of initiatives have commenced with regard to management processes and procedures, however, these are proving difficult to implement as the Bishop Riable Cooperative is difficult to contact and do not respond to correspondence.

Cemetery records up to February 2002 have been obtained and some work has commenced on inputting the data in the electronic cemetery system, which is a component of the Synergysoft software recently installed.

COMMENT

Recent physical inspections of the Cemetery have shown a number of issues that require addressing, these include:

- A number of "family" areas have been created, which has resulted in burials being performed in a 'hodge podge' manner giving no real order to the way the cemetery is laid out.
- New signage is required to depict the areas within the cemetery.

President: Date:

- Gardens have been planted without approval, and contribute to the lack of order within the cemetery.
- A significant number of graves are unmarked.
- There is no numbering system, which makes graves difficult to locate.
- Pathways and tracks have been formed on a random basis.
- A number of the older graves are overgrown and damaged.

In addition to this, it is obvious that a number of burials have taken place recently, however, the details of these have not been provided to Council.

There is a growing interest in genealogy and the number of queries administration staff deal with related to the cemetery and who is buried there is increasing. At present, the burial register indicates that a person is buried at the Broome Cemetery, but finding the grave requires staff to look at each gravesite. Often limited time or damaged gravesites or unmarked graves means that family and friends are unable to locate graves.

It is suggested that Council call a meeting of all parties that have expressed an interest in the Broome Cemetery and form the Broome Cemetery Management Committee to deal with the issues identified at this site.

In the meantime, staff will continue to collect and collate information associated with the cemetery and produce up to date site maps which will allow for a numbering system to be implemented.

CONSULTATION

Through the above processes, a number of organisations and individuals have been sourced, however, staff will continue to recruit interested persons to assist in the projects associated with the cemetery as identified by the Management Committee.

STATUTORY ENVIRONMENT

Cemeteries Act, 1986
Council's Local Law (Cemeteries)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As identified in the December 2002 resolution of Council, it is imperative that an appropriate budget allocation be provided for in the 2003/2004 budget to ensure that funds are available to carry out maintenance and upgrade works at the Broome Cemetery.

STRATEGIC IMPLICATIONS

The Shire of Broome Strategic Action Plan goal area Unique Heritage and Environment seeks to complete a Management Plan and Structure for the Broome Cemetery.

VOTING REQUIREMENTS

Absolute Majority

President: Date:

REPORT RECOMMENDATION

1. That the Council call a meeting of interested persons and organisations with a view to appointing a "Broome Cemetery Management Committee" and drafting terms of reference for the overseeing of the day-to-day management of the Broome Cemetery.
2. That Council advise the Minister for Local Government of its decision to proceed with the appointment of a Management Committee to oversee the day-to-day management of the Broome Cemetery and to ensure overall compliance with Council's obligations under the Cemeteries Act 1986, and the progress of the development of procedures and processes to date.

COUNCIL RESOLUTION

Moved: Cr C R Mitchell

Seconded: Cr A C Griffiths

That the Report Recommendation be adopted.

CARRIED UNANIMOUSLY

9.1.4 LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES LOCAL LAW 2003

LOCATION/ADDRESS: N/A
APPLICANT: N/A
FILE: BYL.11
RESPONSIBLE OFFICER: Chief Executive Officer
DISCLOSURE OF ANY INTEREST: Nil
DATE OF REPORT: 9 June 2003

SUMMARY: To advise Council of the changes made to this Local Law as a result of the submission period and to seek endorsement of the proposal to adopt the Local Government Property and Public Places Local Law 2003.

BACKGROUND

At the Ordinary Meeting of Council held 28 March 2002, an item dealing with the proposed Local Government Property and Public Places Local Law 2002 was presented and the following was resolved:

"That Council give public notice that it proposed to adopt the Local Government and Pubic Property Local Law 2002 and invite submissions on the proposed law for a period of six weeks from the date of the advertisement."

In accordance with statutory requirements, the proposed local law was advertised in the West Australian newspaper on 10 April 2002 and the Broome Advertiser on 11 April 2002, inviting the public to make submission on the proposed law.

The submission period closed on 24 May 2002, with three submissions being received from:

President: Date:

- Department of Local Government and Regional Development (Joint Standing Committee on Delegated Legislation).
- Friends of Herbert Street Bush Block Project.
- Councillors of the Shire of Broome.

COMMENT

These submissions covered a number of clauses within the document. Comments below address the significant changes within the document. It should be noted that a number of smaller changes have also been made, but these are not listed below.

Clause 4.1(1) - Activities Requiring Approval

The original clause read "A person shall not on any local government property or public place without first having obtained approval from the local government do so:"

Concern was expressed that the requirement to obtain permission to do a number of these things in a public place outside the Broome town site was impractical and as such the clause was amended to read:

A person shall not on any local government property or public place within the Broome townsite area, without first having obtained an approval from the local government to do so:

Clause 4.2 – Activities Prohibited unless Permitted by a Sign

Following consideration of the comment received, it was considered that this Clause did not adequately address the requirements of the Shire and as a result was completely rewritten addressing the concerns from a different perspective.

Clauses 5.1 (2) & (3) – Setting aside of Local Government Property

Advice from Council's solicitors recommended retaining these clauses as they provide guidelines as to how the powers under this local law may be used. This advice has been complied with and the clauses retained.

Clause 7.1(d) – Power of Manager or Attendant

The original clause read "suspend admission for any period to any person who has committed a breach of any provision of this local law in relation to the pool premises; and"

On advice from the solicitors, the clause has been amended to read:

- (d) suspend admission for a maximum period of two weeks to any person who has committed a breach of any provision of this local law in relation to the pool premises; and

Clause 8.2(ii) – Boat Launching

The original clause indicated that launching a boat or personal watercraft was not permitted unless permitted by a sign.

There was concern about this applying outside of the town boundary and as such the clause has been amended so that a person should not launch a boat or personal watercraft from a beach within the townsite area unless permitted to do so by a sign.

Clause 9.2 – Verge Treatment

Some concern was expressed as to the covering of gullies, especially those created through heavy rain and that the best prevention of these was to plant a verge garden. The clause has been amended to clarify its intention that manholes, inspection pits, constructed drains etc not be covered, obstructed or adversely affected.

Clause 9.3 – Permissible Verge Treatments

Comments received indicated that the Shire should not promote lawn as a verge treatment due to water restrictions, questioned the 600mm height restriction and suggested that the Shire should promote the planting of indigenous species on the verge.

The height restriction ensures that clear sight lines available for pedestrians and motorists.

Advice indicates that through the local law Council is able to restrict what cannot be planted, however, it would be difficult to enforce the 'suggestion' of what should be planted on verges, particularly if what is acceptable now becomes unacceptable after the law comes into effect.

Clause 9.4 – Owner's or Occupier's Responsibility for Verge Treatments

The Department of Local Government and Regional Development (Joint Standing Committee on Delegated Legislation) has advised it is objecting to clauses such as this requiring owners/occupiers indemnifying Council against all damage or injury caused by the verge treatment.

As such this clause has been amended to require that the owner/occupier keep the verge in a good and tidy conditions and ensure no obstruction is caused to any accessway, footpath, pavement or carriageway.

Clause 9.6 – Public Works on Verges

Advice from Council's solicitors is that as a verge is a public thoroughfare, Council should not restrict its capacity to do works on a verge when and as it considers necessary, and that the clause in its original format should be retained.

This would not prevent Council adopting a policy that it would, when circumstances allow, inform residents when works would be undertaken on the verge adjoining their property.

Clause 9.8 – Standard Vehicle Crossings

A number of minor changes have been made to this clause, clarifying acceptable materials and sizes of vehicle crossings.

The following existing Local Laws will be repealed as part of the process to adopt the Local Government Property and Public Places Local Law 2003:

- Local Laws Relating to Broome Aquatic Centre;

President: Date:

- Local Laws Relating to the Use of Vehicles and Bathing Appliances on Cable Beach;
- Local Laws Relating to the Control and Management of Council Property;
- Local Government Model By-Laws (Street Laws and Gardens) No 11;
- Local Laws Relating to the Removal of Refuse, Rubbish and Disused Materials;
- Local Laws Relating to the Control and Management of the Shire Civic Centre;
- Local Laws Relating to the Prevention of Damage to Streets; and
- Local Law Relating to the Prevention of Damage to Roads.

As significant changes have been made to this local law from the first time it was advertised, Council is required to start the process from the beginning, advertising the proposed local law for six weeks for public comment.

In addition to this, the title of the Local Law has been changed from Local Government Property and Public Places Local Law 2002 to Local Government Property and Public Places Local Law 2003 to differentiate between the two local laws.

CONSULTATION

The six week public consultation period as required under the Local Government Act 1995, resulted in these submissions. Extensive consultation has been undertaken with Council's solicitor's and senior staff, to accommodate the comments made wherever practicable.

STATUTORY ENVIRONMENT

Local Government Act, 1995

Local Government (Functions and General) Regulations, 1996

POLICY IMPLICATIONS

None at this stage, however, should this local law be gazetted, it may result in the development of a number of new policies.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Section 1.9 of the Shire of Broome's Strategic Action Plan's Leadership and Governance area seeks to maintain and ongoing review and continuous improvement of Council services to ensure best value outcomes.

Section 3.1 of the Economic Prosperity section seeks review and adopt relevant policies and local laws.

VOTING REQUIREMENTS

Absolute Majority

President: Date:

Shire President to read aloud during the Council meeting

As a result of a review of the Shire's Local Laws, today we are proposing to make a Local Law which will repeal a number of existing Local Laws and replace them with a Local Law that will provide for the regulation, control and management of activities and facilities on Local Government and Public Property within the Shire. The effect of this Local Law is to establish the requirements with which any person using or being on Local Government and Public property within the Shire must comply.

As part of the adoption of this Local Law, it is intended to repeal the following:

1. Local Laws Relating to Broome Aquatic Centre;
2. Local Laws Relating to the Use of Vehicles and Bathing Appliances on Cable Beach;
3. Local Laws Relating to the Control and Management of Council Property;
4. Local Government Model By-Laws (Street Laws and Gardens) No 11;
5. Local Laws Relating to the Removal of Refuse, Rubbish and Disused Materials;
6. Local Laws Relating to the Control and Management of the Shire Civic Centre;
7. Local Laws Relating to the Prevention of Damage to Streets; and
8. Local Law Relating to the Prevention of Damage to Roads.

A notice inviting comments on this proposal will be advertised in the newspapers and copies of the proposed Local Law can be viewed at the Shire Office. Submissions will be received for up to 6 weeks from the date of the advertisement and I encourage anyone interested to write in with their views.

REPORT RECOMMENDATION

That Council give public notice that it proposes to adopt the Local Government and Public Property Local Law 2003 and invite submissions on the proposed law for a period of six weeks from the date of the advertisement.

Shire President read aloud:

As a result of a review of the Shire's Local Laws, today we are proposing to make a Local Law which will repeal a number of existing Local Laws and replace them with a Local Law that will provide for the regulation, control and management of activities and facilities on Local Government and Public Property within the Shire. The effect of this Local Law is to establish the requirements with which any person using or being on Local Government and Public property within the Shire must comply.

As part of the adoption of this Local Law, it is intended to repeal the following:

1. **Local Laws Relating to Broome Aquatic Centre;**
2. **Local Laws Relating to the Use of Vehicles and Bathing Appliances on Cable Beach;**
3. **Local Laws Relating to the Control and Management of Council Property;**
4. **Local Government Model By-Laws (Street Laws and Gardens) No 11;**
5. **Local Laws Relating to the Removal of Refuse, Rubbish and Disused Materials;**
6. **Local Laws Relating to the Control and Management of the Shire Civic Centre;**
7. **Local Laws Relating to the Prevention of Damage to Streets; and**
8. **Local Law Relating to the Prevention of Damage to Roads.**

A notice inviting comments on this proposal will be advertised in the newspapers and copies of the proposed Local Law can be viewed at the Shire Office. Submissions will be

received for up to 6 weeks from the date of the advertisement and I encourage anyone interested to write in with their views.

COUNCIL RESOLUTION

Moved: Cr P J Mitchell

Seconded: Cr A K Grosse

That this item be deferred until the next Council meeting.

CARRIED UNANIMOUSLY

[Attachment: 32 pages](#)

9.1.5 POLICY REVIEW 2.1.30 THROUGH 2.1.33

LOCATION/ADDRESS:	N/A
APPLICANT:	N/A
FILE:	ADM28
RESPONSIBLE OFFICER:	Manager Corporate Services
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	29th April 2003

SUMMARY: Review of Policies 2.1.30 through to 2.1.33 covering Senior Staff Housing, Community Consultation, Council Business Plans, Local Price Preference Policy and new policies, internet & email, Cyclone Procedures and Emergency Services Staff.

BACKGROUND

Council policies are required to be reviewed annually. Policies under the Finance and Administration Section have been submitted to Council in batches and this is the final batch. Council has so far reviewed policies 2.1.1 to 2.1.29. The next batch is now submitted.

There are a number of new policies covering finance, administration and human resource matters however completion of the policy drafts will not occur until later on in the year.

COMMENT

- 2.1.30 Senior Staff Housing
- 2.1.31 Community Consultation – No change
- 2.1.32 Council Business Plans – No Change
- 2.1.33 Local Price Preference Policy – Some discussion on the practicalities and also beneficiaries of the policy
- New Cyclone policy – Clarify for staff when they will be dismissed on Alerts
- New Internet & Email Policy
- New Emergency Services Staff Policy – To support local groups

CONSULTATION

Staff

President: Date:

STATUTORY ENVIRONMENT

Local Government Act, 1995

POLICY IMPLICATIONS

Confirmation of Council policies

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION

That Council adopt policies 2.1.30, 2.1.31, 2.1.32, 2.1.33 (as amended) and new policies on Cyclones – dismissal of staff, Internet & Email Policy and Emergency Services Staff.

COUNCIL RESOLUTION

Moved: Cr V L Wevers

Seconded: Cr P J Mitchell

1. ***That this policy and any further policies be deferred until a timetable on policy review is received.***
2. ***That the numbering of policies be corrected to reflect the policies received.***

CARRIED UNANIMOUSLY

[Attachments: 14 Pages](#)

9.1.6 MCDANIEL SHELL COLLECTION

LOCATION/ADDRESS:	N/A
APPLICANT:	Museum/Historical Society
FILE:	ROB-2/67
RESPONSIBLE OFFICER:	Chief Executive Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	28 May 2003

SUMMARY: To seek Council endorsement of a 'permanent loan' arrangement for Mrs McDaniels Shell Collection, currently displayed at the Broome Museum.

BACKGROUND

The following correspondence has been received from the Broome Historical Society.

"In response to recommendations that we received as part of our Strategic Plan, we are going through the process of identifying all objects, collections and paintings, etc that we cannot show ownership.

Our display note indicates that the Shire purchased Mrs McDaniel's shell collection sometime in the early 1970's. It consists of 4 display cases and one upright cabinet complete with hundreds of shells and in 1975 (approximately) it was "vested in the care of the Historical Society". We have no other written records to support a donation/ loan.

Can you please advise us if this collection has been donated to the Museum or is it on loan? Our current policy is to not have items on loan as we do not have the financial reserves to conserve these items. This could lead to long term deterioration of the object."

Verbal information provided by past Councillors and Shire Clerk indicate that the collection was purchased by Council and displayed for some time in the old Shire Administration Building before being moved to the Museum/Historical Society for display after they acquired Customs House as a permanent location.

COMMENT

Despite extensive research into existing records and archive documents, staff have been unable to unearth any documentation relating to how and when the Shire acquired the shell collection and under what arrangements the Museum/Historical Society have to display the items.

Whilst it is acknowledged that there does not appear to be any physical documentation to prove the Shire's ownership of the shells, it is apparent that the collection was purchased from Mrs McDaniel's Estate, displayed for some time at the Administration Office and then moved to their current location at the Museum.

It is also acknowledged that the Museum would be reluctant to be responsible for items that it does not own and may be removed from their possession at any time, despite any funds or labour expended to preserve them.

As it is difficult to donate the collection given that no supporting documentation is available for the Shire to claim ownership, it is suggested that the Shire of Broome offer to enter into a 'permanent loan' arrangement with the Museum with regard to Mrs McDaniel's shell collection.

In effect, this will mean that the Shire will retain ownership of the display cases and shells, however, the Museum/ Historical Society will have display rights until they no longer require them, at which time full ownership will revert back to the Shire.

CONSULTATION

Not Applicable

President: Date:

BACKGROUND

Section 5.18 of the Local Government Act 1995, requires that a local government keep a register of delegations and that these are reviewed at least once each financial year.

The current delegations of authority are due to expire on 30 June 2003.

COMMENT

A review of the current delegations has been undertaken by staff, and the following amendments are required:

Item	Amendment
1.3.5 0 68 Venue Hire Charges	Change officer with final delegation to Manager Corporate Services.
Insurance, Public Liability Claims	Officer with final delegation – change Manger to Manager
1.3.5 – 58 Setback Variations	Amend first sentence to read " ...vary setback provisions for commercial and industrial ... "
Local Laws Relating to Control of Fencing	Officer with Final Delegation to include "Manager Building Services"
Notices – Issue of Section 401	Officer with final Delegation to be "Chief Executive Officer".

Delegation of power provided by policy has also been considered during the policy review process.

CONSULTATION

Comments have been sought from Senior Managers as part of the review process.

STATUTORY ENVIRONMENT

Local Government Act, 1995 (Section 5.18)

POLICY IMPLICATIONS

The delegations form part of the Policy Manual with many having a direct link to relevant Council Policies.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council's Strategic Action Plan seeks to undertake reviews of delegations as part of the good governing of Council.

President: Date:

9.2. UNIQUE HERITAGE AND ENVIRONMENT

OUTCOME

Conserve and enhance the natural features, built environment and cultural heritage of our unique municipality.

9.2.1 PROPOSED AMENDMENT TO TOWN PLANNING SCHEME NO. 4 - REZONING PORTION RESERVE 1640 FROM PUBLIC PURPOSES TO RESIDENTIAL R10/20

LOCATION/ADDRESS: Reserve 1640, Cnr Guy and Herbert Sts,
Broome

APPLICANT: Nil

FILE: TPS 4/16

RESPONSIBLE OFFICER: Manager Planning Services

DISCLOSURE OF ANY INTEREST: Nil

DATE OF REPORT: 18 June 2003

SUMMARY: This report outlines the future potential for residential development on the old Tennis Court Reserve and the process required from a planning point of view in order to facilitate future development and recommends that Council initiate an amendment to the Scheme.

BACKGROUND

With the completion of stage 1 of the Broome Recreation and Aquatic Centre (BRAC), including new tennis and netball courts, part of Reserve 1640 which is the location of the Kullarri Patrol building and current tennis courts, has become surplus to Councils requirements.

The potential for this reserve to be developed into residential lots has been recognised by Council and staff for some time. Proceeds from such development have been earmarked for stage 2 of the BRAC.

Staff prepared a detailed business plan to identify the cost and net profit that may be realised, and the logistics involved in acquiring the reserves freehold, developing the lots and selling them for the best market rate. The business plan was considered by Council at its meeting held on the 14 May 2002 and it was resolved:

1. *That Council proceed to acquire Reserve 1640 as a freehold lot from the Crown and make appropriate provisions in next years draft budget.*
2. *That Genuwine Pty Ltd be advised of Council's acquisition and intention to assess any possible partnership arrangements once the land is acquired.*

COMMENT

Reserve 1640 includes the Broome tennis courts, former Kullari Patrol building, Chu Chuus Daycare Centre and is adjacent to the Broome Fire Station and is vested in Council for the purposes of Municipal Endowment. Lot 977 of Reserve 30873 abuts into reserve 1640 and is vested in FESA by way of a crown grant held in trust for the purpose of a Fire Station.

President: Date:

In accordance with Council's resolution staff have commenced the process to purchase the reserve from DOLA. In order to facilitate development of the site, whether it be a residential subdivision undertaken by Council or another party, the land is required to be rezoned from Public Purpose to Residential R10/20.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Town Planning and Development Act, 1928
Town Planning Regulations, 1967

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Cost of advertising

STRATEGIC IMPLICATIONS

The rezoning of the site allows for additional residential land to be made available within the locality and provides funding for stage 2 of BRAC.

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION

- 1. That Council, in pursuance of Section 7 of the Town Planning and Development Act, 1928 (as amended), amend Town Planning Scheme No.4 by:

Amending the scheme maps by rezoning portion of Reserve 1640, Broome from "Public Purposes" reservation to "Residential R10/20" zone.

COUNCIL RESOLUTION

Moved: Cr A K Grosse

Seconded: Cr C R Mitchell

That the Report Recommendation be adopted.

**FOR: 2
AGAINST: 7**

MOTION LOST

Motion lost as the proposed coding does not comply with the Broome Housing Strategy as it relates to "Old Broome".

Moved: Cr C R Mitchell

Seconded: Cr A C Griffiths

That staff be requested to submit a subdivision plan to the next meeting of Council that needs the requirements of the Broome Housing Strategy and that further options for increased density be developed.

**FOR: 8
AGAINST: 1**

MOTION CARRIED

9.2.2 PROPOSED ADOPTION OF COMMUNITY LAYOUT PLAN FOR BURRGUK (BANANA WELLS) ABORIGINAL COMMUNITY

LOCATION/ADDRESS:	Reserve 1012
APPLICANT:	PMD on behalf of the Burrjuk Community
FILE:	ABL02.20
RESPONSIBLE OFFICER:	Manager Planning Services
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	17 June 2003

SUMMARY: The report outlines the community layout plan (CLP) proposed for the Burrjuk (Banana Wells) Aboriginal community, which is located approximately 110 kms north of Broome on the Dampier Peninsula.

The CLP complies with the Western Australian Planning Commissions (WAPC) Statement of Planning Policy – Planning for Aboriginal communities and it is therefore recommended that Council adopt the CLP and refer the document to the WAPC for endorsement.

BACKGROUND

In August 2000 the Western Australian Planning Commissions (WAPC) Statement of Planning Policy – Planning for Aboriginal Communities was gazetted. The purpose of the policy is to provide a framework for the planning of large permanent Aboriginal communities as well as providing a foundation for negotiation between Aboriginal communities and Local Governments about planning controls.

In 2002 funding was set aside for the development of a Community Layout Plan (CLP) for the Burrjuk community in accordance with the Western Australian Planning Commissions (WAPC) Statement of Planning Policy – Planning for Aboriginal Communities.

COMMENT

Burrjuk is a small community that has been permanently occupied since the mid 1980's. The community is not recognised as a major community in terms of securing recurrent and capital funding for infrastructure and housing. However it is recognised as an *emerging* community which has enabled the Community Representative Organisation (Burrjuk Aboriginal Corporation) to secure funding for infrastructure improvements and potentially additional housing for its members.

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Reserve 1012 on which the Aboriginal Community located on is currently vested in the name of the Aboriginal Lands Trust. The current form of land tenure does not provide for an opportunity for lease holders to use their lease as an economic asset. As with all Aboriginal Communities the issue of tenure is considered a priority to be reviewed.

The Community encompasses the whole of the lease area. The existing Community members have over a number of years built their own dwellings in the area surrounding Banana Wells – a natural spring which produces potable water – which is approximately 1 km north of Burrduk. Many of these buildings are considered temporary and need replacing. The CLP reflects the aspirations of the Community in terms of improving living conditions. It is important to note that the CLP encompasses the new living area to be developed for the Burrduk Aboriginal Community.

The CLP has been produced in general terms in accordance with the Guidelines for the Preparation of CLP's however the size of the community suggests that a simple *structure plan* approach is the most appropriate form of planning format. The presentation of CLP is therefore slightly modified to recognise the emerging nature of the community and the need for practicality and flexibility.

The Plan allocates Use Types for each land area throughout the community, which are based on the standards recommended by the Guidelines but simplified to recognise the current status of the community. It also, provides objectives for each Use Type and outlines development guidelines to assist in the control of buildings and other development such as *bulk (the size of what is proposed)* and the location of development on each land area.

Development on land areas (or sites) will be allowed in accordance with the *objectives* of each Use Type. This is except where a *conflicting* use already exists and has been accepted as such. An existing conflicting use may continue until such time as a decision is made to alter the use. After this the use must then comply with the objectives for the new designated Use Type.

The CLP provides appropriate planning guidelines and provisions to guide development of the community in an orderly and proper planning manner and it is therefore recommended that Council adopt the plan.

CONSULTATION

Department of Planning and Infrastructure

STATUTORY ENVIRONMENT

Town Planning and Development Act, 1928, as amended

POLICY IMPLICATIONS

Western Australian Planning Commissions (WAPC) Statement of Planning Policy – Planning for Aboriginal Communities was gazetted.

FINANCIAL IMPLICATIONS

Nil

President: Date:

approved to commence the Jetty-to-Jetty Project, advertisements were placed in the newspaper seeking consultants to undertake a feasibility study.

The funding, received from the Sustainable Regions Programme, must be used to undertake a full feasibility study of the Jetty-to-Jetty project, including community consultation, feasibility and preliminary survey and design requirements.

Due to an early August deadline for the submission of the completed feasibility study to the Sustainable Regions Programme, the call for expressions of interest was advertised with a two week response period, so as to allow at least one month for the preparation of the completed reports.

COMMENT

Advertisements were placed in The West Australian on Saturday 31 May and in the 4 June edition of the Broome Advertiser. The advertisements called for submissions from suitably qualified consultants to prepare one or more of three separate reports. The reports required are as follows:

- Report on Preliminary Survey and Design Work
- Community Consultation Report
- Feasibility Study

A separate set of documents was prepared for each report, outlining the background of the project, specific issues to be addressed in each report, required outcomes, timeframe, reporting guidelines and further information.

The feasibility study is required to be completed before 31 July 2003, in order to be submitted to the Kimberley Sustainable Regions Programme to apply for further funding for project commencement.

In response to the advertisements in The West Australian and the Broome Advertiser a total of 15 expressions of interest were received, some expressing an interest in only one report, others in more than one.

All consultants appear capable of undertaking the required works, and methodology was uniform throughout the submissions. Expressions of interest will be considered by the Jetty-to-Jetty Committee on Thursday 19 June 2003. Minutes of the meeting will be provided prior to the Council meeting.

CONSULTATION

Advertisements placed in The West Australian and the Broome Advertising calling for consultants.

STATUTORY ENVIRONMENT

Local Government Act, 1995

POLICY IMPLICATIONS

Nil

President: Date:

FINANCIAL IMPLICATIONS

Council has committed \$10,000 to this project.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

ADDENDUM

Subsequent to the completion of this agenda item, the Jetty-to-Jetty Committee met and considered the submissions received. The committee subsequently recommended the appointment of Hames Sharley to undertake the three studies at a cost of \$34,850.

This recommendation was electronically communicated to Councillors and Hames Sharley were advised accordingly of their appointment.

REPORT RECOMMENDATION

~~That Council appoint consultants to undertake a Community Consultation Report a Feasibility Report and a Report on Preliminary Survey and Design Work, taking into consideration the recommendation from the Jetty to Jetty Committee.~~

AMENDED REPORT RECOMMENDATION

1. That the action of staff in appointing Hames Sharley to undertake the Jetty- to-Jetty feasibility study at a cost of \$34,850 be endorsed.
2. That the re-appointment of the Jetty-to-Jetty Advisory Committee be deferred until after the outcomes of the feasibility studies are known.

COUNCIL RESOLUTION

Moved: Cr A C Griffiths

Seconded: Cr G T Campbell

That the Report Recommendation be adopted.

CARRIED UNANIMOUSLY

[Attachment: 3 pages](#)

9.2.4 ILLEGAL CAMEL TOURS RED SUN CAMEL SAFARIS

LOCATION/ADDRESS: N/A
APPLICANT: N/A
FILE: ENH22
RESPONSIBLE OFFICER: Manager Health Services
DISCLOSURE OF ANY INTEREST: Nil
DATE OF REPORT: 23 June 2003

SUMMARY: Report on illegal tours and breaches of conditions of the licence to trade by Red Sun Camel Safaris with a recommendation to remove the companies licence to trade.

BACKGROUND

The issue of Red Sun Camel Safaris (RSCS) operating illegal camel tours and non-compliance with licence conditions has arisen again. It has been reported by Council's Rangers that this company is regularly operating tours with nineteen camels in the train and on two occasions the last being Sunday 22 June 2003 two afternoon tours were conducted without approval.

Combined with this RSCS is still selling memorabilia from the rear of a vehicle on the beach despite the Minister for Local Government advising that there was no appeal right against the Council decision requesting them to cease selling memorabilia on the beach.

On the morning of 19 June 2003 the Manager Health Services observed four camels from RSCS walking up Sanctuary Drive with no one walking behind collecting camel manure. The camel route was followed right back to the beach where the patrons can mount and dismount and there was no one collecting manure or with implements to do so.

In August 2002 a meeting was held with all camel tour operators and members from the tourism industry when the same tour operator commenced conducting morning rides without approval. At the meeting in August 2002 there was a rationalisation of tours for all operators and this resulted in an agenda item to Council on 24 September 2002 where it was resolved among other things that:

1. RSCS would be permitted one morning ride and one evening ride each with a maximum of eighteen (18) camels.
2. The camels were to be off the beach by 9.00am and not on the beach again prior to 3.00pm.
3. This approval is valid until 30 June 2004 but that a review be conducted after the 2003 tourist season to establish conditions for permits commencing 1 July 2004.
4. That all operators are to comply at all times with Council's Local Laws Relating to Trading in Public and Council's "Cable Beach Management Policy: Commercial and Tourism Activities".

A full copy of the agenda item is attached, along with a copy of the decision by the Minister for Local Government.

COMMENT

This operator has requested a meeting with the CEO and the MHS to discuss the issues of camel tours but it has been pointed out to them that at the review in August 2002 Council clearly indicated that the current arrangements were to continue until 30 June 2004 and a review was to be held after the 2003 tourism season.

The operator is once again continuing to ignore Council's requirements and breaching almost every condition placed on him.

Options

Council has the power under the provisions of the Local Government Act, 1995 and Council's Trading in Public Place Local Laws to cancel RSCS licence to trade, and given the attitude again to ignore Council's wishes and operate tours contrary to the licence it is felt this is the position Council should take.

If RSCS continue to trade legal proceedings should be undertaken for operating without a licence, the matter referred to Broome Visitors Centre, all other tourist establishments and the insurers advising that RSCS are operating without approval.

Council should be aware that under the Local Government Act, 1995 the proprietors of RSCS will have a right of appeal to the Minister for Local Government against any decision to cancel the licence.

The other option is for Council to accede to RSCS request and agree to a meeting forthwith of all camel operators and other stakeholders to review the situation.

In the interim all operators are to abide by the conditions of their licence and should they fail to comply legal action be instigated. Council should be aware that it would be dangerous to allow RSCS illegal morning tour to continue because the other operators could rightly claim they should be able to operate outside the conditions of their licence.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act, 1995
Shire of Broome Local Laws Relating to Trading in Public

POLICY IMPLICATIONS

Cable Beach Management Policy: Commercial and Tourism Activities

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

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VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION

That:

- 1. Council not renew Red Sun Camel Safaris licence to Trade in Public on Cable Beach for the year commencing 1 July 2003.
- 2. That Red Sun Camel Safaris continue to trade legal action be taken for trading without a licence.
- 3. That Broome Visitor's Centre be advised of Council's action in not renewing Red Sun Camel Safaris licence.

COUNCIL RESOLUTION

Moved: Cr C R Mitchell

Seconded: Cr E R M Foy

That Mr John Geappen be permitted to speak.

CARRIED UNANIMOUSLY

Moved: Cr G T Campbell

Seconded: Cr P J Mitchell

That the Report Recommendation be adopted.

MOTION WITHDRAWN

Moved: Cr C R Mitchell

Seconded: Cr E R M Foy

- 1. **That Council renew Red Sun Camel Safaris licence to Trade in Public on Cable Beach for the year commencing 1 July 2003.**
- 2. **That legal action be initiated against Red Sun Camel Safaris should alleged allegations of a breach of licence conditions be made.**
- 3. **That legal action be initiated against Red Sun Camel Safaris for alleged breaches of the conditions of licence which expired on 30th June 2003.**

FOR: 5

AGAINST: 4

MOTION CARRIED

[Attachment: 9 pages](#)

9.3. ECONOMIC PROSPERITY

OUTCOME

Create an environment which encourages, promotes and facilitates sustainable business development, fosters investment opportunities and complements the unique lifestyle of the Shire.

No Agenda Items

9.4. SOCIAL SUPPORT AND DEVELOPMENT

OUTCOME

Facilitate opportunity for quality social and community development in health, leisure, education and human services which supports individual and community well being.

9.4.1 PERTH INTERNATIONAL ARTS FESTIVAL

LOCATION/ADDRESS: N/A
APPLICANT: Perth International Arts Festival
FILE: ASE01
RESPONSIBLE OFFICER: Chief Executive Officer
DISCLOSURE OF ANY INTEREST: Nil
DATE OF REPORT: 19 June 2003

SUMMARY: Council has received a sponsorship request from the Perth International Arts Festival, to fund the festival in the Kimberley, with a cash contribution of \$25,000 per year for a period of three years.

BACKGROUND

The Perth International Arts Festival held a successful week of events in Broome that was widely supported by local residents and tourists. It is estimated that 1200 people attended paid events and a further 3000 people attended free events.

The 2003 programme featured international and Australian artists of the highest calibre, which contributed to the cultural and social capital of the region. Overall the Festival created a positive and unifying celebration for the community.

The inaugural regional Perth Festival program received considerable regional, state and national media interest and profiled Broome in a positive light through collaborations with Festival events. Due to the success of the Regional 2003 programme, the Festival has committed a further four years of regional programming.

COMMENT

At the 20 May Council Meeting, Council agreed to support a contribution of \$35,000 towards the Perth International Arts Festival, as part of the overall festival and events budget for 2003/04.

Correspondence has since been received from the Perth International Arts Festival, proposing a cash contribution of \$25,000 per year secured for a period of three years.

Key features of the Perth Festival in the Kimberley would include:

- Three contemporary, popular music and world dance bands, selected from the Perth Festival programme
- Words & Ideas: A programme of lectures, workshops and discussions featuring Australian and international writers which will have interest for the local writers and the broader community

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- Award winning films selected from recent international festivals
- Theatre, Opera, Dance – one of the highlight works selected from the main Festival program
- One outdoor performance from the Life of the City – Street Theatre
- A programme of skills development workshops designed to maximise interaction between international artists, local arts practitioners and the broader community

The total budget for the festival is currently being completed and the total cost of the project is estimated to be \$228,000. Other funding received includes:

- | | |
|-------------------------|----------------|
| • PIAF | \$149,000 |
| • WARIS | \$18,750 (tbc) |
| • Qantas Contra Flights | \$10,500 (tbc) |
| • Cable Beach Contra | \$16,320 (tbc) |
| • Shire of Broome | \$25,000 (tbc) |

Additional funding will also be sought through in-kind sponsorship and additional cash contributions to assist in reducing costs associated with travel, accommodation and marketing.

Council's support is vital to the continuation of this successful new initiative in the Kimberley. The Shire of Broome will be profiled as a sponsor of the regional Perth International Arts Festival programme. Benefits for Council for the \$25,000 cash contribution include:

- Logo credit in main Festival programme – circulation 300,000
- Logo credit on sponsor banners displayed at Festival events
- Logo link from the Festival website to Council's website
- Invitations to poster and brochure launch in Perth and all Kimberley functions
- Complimentary ticket allocation commensurate with sponsorship level to Festival events (selected in consultation with the Festival, to the value of \$2500 (approx 120 tickets)
- 20% discount off standard price tickets to any Perth or Kimberley Festival performance for their employees

An Economic Impact and Industry Development assessment shows that the following industries received direct spending from the Perth Festival in Broome:

- Hotels
- Hospitality
- Artists
- Media
- Staging and Lighting
- Venues
- Transport
- Security
- Sound

The Broome Arts & Music Foundation (BAMF) was employed to coordinate and implement the festival programme. BAMF employed a contract staff member for eight weeks for this purpose.

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Where possible, local suppliers were used. By using local suppliers for sound, staging and lighting, the Perth Festival aims to build up the resources available within the region to support the arts and entertainment industries. Over a period of time, this will facilitate the logistical support and financial viability of presenting similar events in the region and build the arts infrastructure in the region.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act, 1995

POLICY IMPLICATIONS

New policy will soon be developed to ensure appropriate acquittal of all Council donations.

FINANCIAL IMPLICATIONS

Budget allocation of \$25,000 for 2003/04, 2004/05 and 2005/06 financial years.

STRATEGIC IMPLICATIONS

The Shire of Broome Strategic Action Plan 2003-2008 seeks to maintain ongoing support for recreational activities, sporting groups and cultural initiatives.

VOTING REQUIREMENTS

Simple Majority

<u>REPORT RECOMMENDATION</u>	
1.	<i>That Council endorse a budget allocation of \$25,000 per year for the 2003/04, 2004/05 and 2005/06 financial years, as sponsorship towards the Perth International Arts Festival.</i>
2.	<i>That Council forward a copy of the Event Sponsorship Policy, once adopted, to the Perth International Arts Festival to ensure appropriate acknowledgement of Council's contribution and appropriate acquittal of funds.</i>
<u>COUNCIL RESOLUTION</u>	
Moved: Cr G T Campbell	Seconded: Cr A C Griffiths
<i>That the Report Recommendation be adopted.</i>	
CARRIED UNANIMIOUSLY	

9.4.2 SKATEBOARDING COMPETITION

LOCATION/ADDRESS: BRAC Cable Beach Road
APPLICANT: Sport & Recreation Officer
FILE: RES 42502.4
RESPONSIBLE OFFICER: Manager Corporate Services
DISCLOSURE OF ANY INTEREST: Nil
DATE OF REPORT: 19 June 2003

SUMMARY: Councils support for a youth event is requested. A free skateboarding competition to be held in Broome during the July school holidays and an expenses paid trip to Perth for the Grand Final is sought from Council.

BACKGROUND

In April this year the Sport & Recreation Officer was approached by the Skateboarding Association of Western Australia (SKAWA) to host a free event for Broome youth consisting of professional skateboarders, demo riders, aerosol artists, and professional DJ Mixers and a SKAWA 'MC'.

The event is coordinated and organised by SKAWA and the major supporting sponsor is Healthways WA Drug Awareness Campaign. The competition will be held in Broome on July 13th, 12:00pm - 4:30pm. It is a professional regional event touring Northern towns from Geraldton, Carnarvon, Karratha, Broome and Kununurra. Each of the participating Councils is being asked to provide the same level of support being;

1. Approval for running the competition.
2. Support in distribution of posters.
3. An expenses paid trip to Perth for the Grand Final for the two local winners of the skateboarding competition.

An outline of the proposed Carnarvon event is attached for Council's perusal, as this will be a similar day in Broome. An opportunity also exists for BRAC staff to utilise the professional skills of the SKAWA visiting professionals to include them in the July School holiday program as part of a 'break dancing and learn how to DJ session' at BRAC on the Monday.

COMMENT

Local businesses such as Broome Barrells, Coke, Peters Brown Group and many others are providing prizes and sponsorship dollars of up to \$150.00. In kind support will come from the schools, radio stations and newspaper and GWN. Harvey World Travel will donate the accommodation for the winners at the Hotel Ibis in Perth however sponsorship for the return airfares through local agents or Qantas has not been able to be obtained. Subsequently Councils support is now requested.

CONSULTATION

The Youth Advisory Council have been involved however it should be noted that the YAC has only just reformed. The enthusiasm shown thus far is very positive and YAC are communicating with the Sport & Recreation Officer about using the event as another

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9.5. ASSETS AND INFRASTRUCTURE

OUTCOME

Provide Sustainable Assets and Infrastructure, which are functional and aesthetically appropriate.

No Agenda Items

10. REPORTS OF COMMITTEES

Nil

11. NOTICES OF MOTION

11.1 CONTRACTED PERSON TO UNDERTAKE ADDITIONAL SUPPORT DUTIES TO ASSIST SHIRE RANGERS

Moved: Cr G T Campbell

Seconded: Cr C R Mitchell

That Council Officers investigate and advise in time for 2003 budget considerations, the benefits or otherwise of a specified contract person (such as a licensed security officer) to undertake duties in addition to and in support of duties normally carried out by Council Rangers but restricted to Cable Beach issues only. Issues such as:

- **On Beach Management**
- **Fires**
- **Illegal Camping**
- **Unauthorised Beach Parties**

The investigation and report should contain what powers could be granted to such appointee and the financial and legal implications thereof.

CARRIED UNANIMOUSLY

STAFF COMMENT

This idea has some merit but there are also some negatives for the proposal and these are outlined as follows. It may be well worth considering expanding the brief to include all beach areas within the townsite, as this would assist with illegal camping in areas such as Riddell and Town Beach.

Positives

- *Would enable activities such as BBQ's at areas such as Gantheaume Point, North Cable Beach etc. to be monitored after rostered ranger hours of especially events that carry on late into the night.*
- *Would, during the tourist season enable monitoring of illegal campers.*

Negatives

- *It would be too expensive for patrols after hours to be done daily by contractors, they would have to be random patrols for a specified number of days.*
- *For safety reasons the contract ranger may not be able to resolve a problem with an unruly or non-compliant event. The option would be to call the Police who have openly stated that, unless they have sufficient resources, they would not intervene in such situations.*

- *Only trained staff could be employed and every time there is a change of staff the new staff will have to be trained by Council's rangers.*
- *Unless Council views the situation otherwise there would have to be clear guidelines on the degree of policing.*

Whilst, on face value, there are more negatives than positives, the positives could go a long way to solving some of the problems at the beach areas.

12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

13. MATTERS BEHIND CLOSED DOORS

Nil

14. MEETING CLOSURE

The President declared the meeting closed at 1.58 pm.