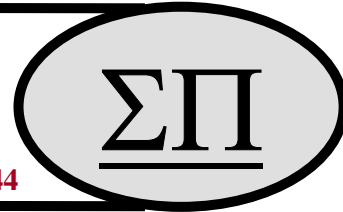


# SMITHSON PLANNING

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## CAPABILITY STATEMENT – ORGANISATIONAL MANAGEMENT

Listed below (and accompanied by a short description of responsibilities) are a selection of representative projects demonstrating Smithson Planning's capability in the area of Organisational Management.

**Project :** Wandgee Resort Hotel  
**Client :** Sharus Pty Ltd  
**Date :** September 2006

Smithson Planning was engaged by Sharus Pty Ltd and Afforestation Pty Ltd to project manage the development of the Wandgee Resort Hotel, a boutique small luxury hotel at Green Range, City of Albany.

Following initial briefings to local and state government agencies and elected representatives, the documentation path will now address the design and environmental management aspects of project development taking into account community engagement and participation.

**Project :** Banda Aceh Nias Transport Plan  
**Client :** Government of Indonesia & United Nations Development Program  
**Date :** June 2006

Smithson Planning was engaged by the United Nations Development Program & BRR Indonesia to produce the Banda Aceh – Nias Transport Plan 2006 (all forms of transport related to land use & environment). Recommendations included the establishment of a Banda Aceh Port Corporation, and a comprehensive review of legislative and administrative areas of transport management responsibility between the various levels of governance.

**Project :** Shire of Ravensthorpe Airport Business Plan  
**Client :** Ravensthorpe Shire Council  
**Date :** September 2002

The Ravensthorpe Shire Council in association with the WA Dept Mineral & Petroleum Resources and BHP Billiton – Ravensthorpe Nickel Operations Pty Ltd, contracted Smithson Planning to project manage the development of an Airport Business Plan for a new facility to service the RNP FIFO operations and other industry opportunities associated with Tourism & Agriculture.

Smithson Planning prepared the Contract Specification, conducted advertising, tender evaluations, panel interviews, and made recommendations for appointment and subsequent study project management.

**Project :** Shire of Ravensthorpe Organisational Management Review  
**Client :** Ravensthorpe Shire Council  
**Date :** September 2002

The Ravensthorpe Shire Council in association with the WA Dept Mineral & Petroleum Resources and BHP Billiton – Ravensthorpe Nickel Operations Pty Ltd, contracted Smithson Planning to project manage the development of an Organisational Management Review.

Smithson Planning prepared the Contract Specification, conducted advertising, tender evaluations, panel interviews, and made recommendations for appointment and subsequent study project management.

**Project :** Standard Conditions of Development Consent Review  
**Client :** Roebourne Shire Council  
**Date :** June 2002

The Roebourne Shire Council contracted Smithson Planning to review its standard conditions of planning consent as relate to Council service delivery for planning, building, health & engineering, and compare / update them with industry best management practice by local government in Western Australia.

**Project :** DETYA New Apprenticeship Support Services (NASS) in Western Australia  
**Client :** Access Training (WA)  
**Date :** July 1999

The WA Dept. of Training in association with several Registered Training Organisations contracted Smithson Planning to facilitate the preparation of a multi-million dollar tender bid to the Commonwealth Dept. Education Training & Youth Affairs for the delivery of NASS services in the four Western Australian Regions (Perth, Central & S.E., Southern & Northern) for the period December 1999 – 2002.

**Project :** Footscray Cemetery Trust Business Plan 1997  
**Client :** Maribyrnong City Council, Melbourne, VIC  
**Date :** September 1997

As a function of the process of local government amalgamations in Victoria, Smithson Planning was contracted to review and prepare in association with relevant State, Regional and Local government agencies and industry groups a Business Plan for this Council business unit. The plan reviews management, administration and operations in the context of a need to dramatically change existing services and consider prospective future developments.

**Project :** MRCC Municipal Emergency Management Plan  
**Client :** Mildura Rural City Council, Mildura, VIC  
**Date :** October 1996

As a function of the process of local government amalgamations in Victoria, Smithson Planning was contracted to review and prepare in association with relevant State, Regional and Local government agencies and industry groups an emergency management plan addressing prevention, preparation, response and recovery for municipal emergencies including flood and bush fires.

**Project :** Ouyen Saleyards Business Plan 1996 - 2001  
**Client :** Mildura Rural City Council, Mildura, VIC  
**Date :** October 1996

Smithson Planning prepared a Business Plan for the Ouyen Saleyards Advisory Committee which addressed the operational, financial, environmental and political circumstances affecting the future growth and development of the saleyards as a major regional economic resource.

**Project :** Business Development Operations  
**Client :** Mildura Rural City Council, Mildura, VIC  
**Date :** October 1996

Reporting to the Director of Technical Services & Infrastructure, Smithson Planning was responsible for the day to day affairs of the Business Development administration. Duties included business planning, property management and community liaison in respect to Mildura Airport, Ouyen Airstrip, Mildura City Heart Management Committee, Nichols Point and Murray Pines Cemeteries, MRCC Swimming Pools (8), MRCC Caravan Parks (5), MRCC Livestock Saleyards (3), MRCC Emergency Management Plan, MRCC GIS, SunRISE 21 LIS.

**Project :** Mildura Airport Business Plan 1996 - 2001  
**Client :** Mildura Rural City Council, Mildura, VIC

**Date :** July 1996

Smithson Planning prepared a Business Plan for the Mildura Airport Management Committee which addressed the operational, financial, environmental and political circumstances affecting the future growth and development of the airport as a major regional economic resource.

**Project :** **Business Development Budget Review**  
**Client :** Mildura Rural City Council, Mildura, VIC  
**Date :** June 1996

In association with the Director of Technical Services & Infrastructure, Smithson Planning was responsible for the preparation of budget proposals for Business Development Services relating to Capital Works, Recurrent Expenditure, Asset Replacement and Special Projects.

**Project :** **Planning Services Policy Review**  
**Client :** Melville City Council, Melville, WA  
**Date :** April 1994

In support of the Town Planning Scheme, Smithson Planning was required to annually review the non-statutory planning policies of the Melville City Council for accuracy, adequacy, relevance, frequency of use, and interpretation having regard to changes in community opinion. These policies were reviewed either annually or as circumstance required, and included :

- Advertised Development
- Advertising Structures & Advertisements
- Ancillary Accommodation
- Assisted Living Units
- Blimps for Advertising
- Commercial Radio Communication Towers
- Development Approvals
- Development Control Unit
- Exhibition / Display Homes
- Flood & Security Lighting
- Gaming Permits
- Grouped Dwellings
- Home Occupations
- Medical Centres & Consulting Rooms
- Multiple Dwellings
- Nomenclature
- Private Swimming Pools
- Reserved Land
- Residential Development
- Scheme Amendment Requests
- Sewerage (on-site effluent disposal)
- Single Houses
- Special Purpose Dwellings
- Subdivision
- Tennis Courts
- Vacant Strata Titled Land.

**Project :** **Management Information Report**  
**Client :** Melville City Council, Melville, WA  
**Date :** April 1994

As a function of performance review, Smithson Planning prepared a monthly analysis of the strategic position of Planning Services covering such aspects as Workload, Staffing, Performance Indicators, Key Result Areas, Operations and Projects.

**Project :** **Planning Services Budget Review**  
**Client :** Melville City Council, Melville, WA  
**Date :** February 1994

In association with the Director of Planning and Development Services and the City Building Surveyor, Smithson Planning was responsible for the preparation of budget proposals for Planning Services relating to Capital Works, Recurrent Expenditure, Asset Replacement and Special Projects.

**Project :** **Corporate Planning**  
**Client :** Melville City Council, Melville, WA  
**Date :** February 1994

After the Christmas break, during budget review and preceding the annual elections, the Executive Management (CEO, Divisional and Operational Managers) of the City of Melville were brought together to review the Corporate Plan consisting of Mission Statement, Aims, Objectives, Goals, Action Plans and Budget Plans.

**Project :**           **Structural Efficiency Review**  
**Client :**           Melville City Council, Melville, WA  
**Date :**             February 1994

As a function of industrial relations reform in early 1993 affecting local government in Western Australia, the City of Melville embarked on a structural efficiency review to rationalise staff, roles, functional accountability, and relative responsibility between managerial, professional, technical, administrative and clerical staff.

**Project :**           **Planning Services Operations**  
**Client :**           Melville City Council, Melville, WA  
**Date :**             February 1994

Reporting to the Director of Planning and Development Services, Smithson Planning was responsible for the day to day affairs of the City of Melville Town Planning administration. Duties included strategic planning, statutory planning, development control, staff management, special planning projects, community liaison, government liaison, industry liaison.

**Project :**           **Information Brochures**  
**Client :**           Melville City Council, Melville, WA  
**Date :**             February 1994

To assist the community and development industry, Smithson Planning prepared a series of information brochures covering various aspects of the planning and environmental process. These brochures were reviewed either annually or as circumstance required, and included :

- ❖ Town Planning Scheme Amendments (the Decision Making Process)
- ❖ Town Planning Scheme Amendments (Making an Application)
- ❖ Town Planning Scheme Amendments (General Information Required)
- ❖ Council Planning Approvals (the Decision Making Process)
- ❖ Council Planning Approvals (Making an Application)
- ❖ Council Planning Approvals (General Information Required)
- ❖ Council Planning Approvals (Residential Development)
- ❖ Council Planning Approvals (Commercial and Industrial Structures)
- ❖ Council Planning Approvals (Commercial and Industrial Uses)
- ❖ Council Planning Approvals (Construction Management Plans)
- ❖ Council Planning Approvals (Landscape Plans)
- ❖ Council Planning Approvals (Demolition)
- ❖ Council Planning Approvals (Other Government Referrals)
- ❖ Council Planning Approvals (Average Processing Times)
- ❖ Council Planning Approvals (Application Fees 1993 / 94)
- ❖ Residential Development (Privacy Considerations in Design)
- ❖ Tennis Courts on Private Land
- ❖ Public Open Space Contribution
- ❖ Home Occupation
- ❖ Unkempt Land
- ❖ Illegal Land Uses
- ❖ Strata Title Subdivision
- ❖ Fee Simple Subdivision.

**Project :**           **Staff Appraisals**  
**Client :**           Melville City Council, Melville, WA  
**Date :**             September 1993

As a function of annual review and related to budget submissions, Smithson Planning as the operational manager responsible for Planning Services undertook a formal process of staff evaluation and appraisal for performance assessment.

The process essentially reviewed the organisational requirements of the position, the technical and professional standing of the incumbent staff member, and their relative ability to satisfy performance assessment criteria based on measurable standards. The process aimed to reconcile organisational performance and individual career advancement.

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**NOTES:**