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# AGENDA

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**Ordinary Meeting of Council**

**Tuesday 26 August 2014**

6.00pm

City of Albany Council Chambers

**CITY OF ALBANY  
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**

**VISION**

Western Australia's most sought after and unique regional city to live, work and visit.

**VALUES**

All Councillors, Staff and Volunteers at the City of Albany will be...

**Focused: on community outcomes**

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

**United: by working and learning together**

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

**Accountable: for our actions**

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

**Proud: of our people and our community**

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

ORDINARY COUNCIL MEETING  
 AGENDA –26/08/2014  
 \*\* REFER DISCLAIMER \*\*

**TABLE OF CONTENTS**

	<b>Details</b>	<b>Pg#</b>
<b>1.</b>	<b>DECLARATION OF OPENING</b>	<b>4</b>
<b>2.</b>	<b>PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS</b>	<b>4</b>
<b>3.</b>	<b>RECORD OF APOLOGIES AND LEAVE OF ABSENCE</b>	<b>4</b>
<b>4.</b>	<b>DISCLOSURES OF INTEREST</b>	<b>5</b>
<b>5.</b>	<b>REPORTS OF MEMBERS</b>	<b>5</b>
<b>6.</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil</b>	<b>5</b>
<b>7.</b>	<b>PUBLIC QUESTION TIME</b>	<b>5</b>
<b>8.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>	<b>6</b>
<b>9.</b>	<b>PETITIONS AND DEPUTATIONS</b>	<b>6</b>
<b>10.</b>	<b>CONFIRMATION OF MINUTES</b>	<b>6</b>
<b>11.</b>	<b>PRESENTATIONS</b>	<b>6</b>
<b>12.</b>	<b>UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil</b>	<b>6</b>
<b>13.</b>	<b>MINUTES AND RECOMMENDATIONS OF COMMITTEES</b>	
<b>ED</b>	<b>Economic Development Committee</b>	
ED016	CITY OF ALBANY POSITION ON AIRLINE DEREGULATION	7
<b>CS</b>	<b>Community Services Committee</b>	
CS007	CITY OF ALBANY CYCLE CITY ALBANY STRATEGY (2014-2019)	15
CS013	COMMUNITY SPORTING AND RECREATION FACILITIES FUND 2014-15 SMALL GRANT ROUND APPLICATIONS	21
<b>CSF</b>	<b>Corporate Services &amp; Finance Committee</b>	
CSF105	FINANCIAL ACTIVITY STATEMENT-JUNE 2014	31
CSF106	LIST OF ACCOUNTS FOR PAYMENT – JULY 2014	33
CSF107	DELEGATED AUTHORITY REPORTS	35
CSF108	RATE DEBT WRITE OFF REPORT AS AT 30 JUNE 2014	36
CSF109	COUNCIL POLICY-BUY LOCAL POLICY (REGIONAL PRICE PREFERENCE)	37
CSF110	ADOPTION OF STANDING ORDERS AMENDMENT LOCAL LAW 2014	42
CSF111	ELECTED MEMBER ATTENDANCE AT INTERSTATE CONFERENCE-SEGRA CONFERENCE ALICE SPRINGS, NT	48
CSF112	UPGRADE OF REVISED COMMUNITY STRATEGIC PLAN AND CORPORATE BUSINESS PLAN	51
<b>AR</b>	<b>Audit &amp; Risk Committee-Meeting Nil</b>	

ORDINARY COUNCIL MEETING  
 AGENDA –26/08/2014  
 \*\* REFER DISCLAIMER \*\*

<b>WS</b>	<b>Works &amp; Services Committee</b>	
WS048	CORPORATE BUSINESS PLAN OBJECTIVE-CARBON FOOTPRINT REDUCTION STRATEGY	55
WS049	DROME ROAD PARKING SCHEME	58
WS050	DEDICATION AND CONSTRUCTION OF MUELLER STREET AND TOWNSEND ROAD EXTENSIONS	62
WS051	REGIONAL WASTE STRATEGIC PLAN 2014-2018	72

<b>PD</b>	<b>Planning &amp; Development Committee</b>	
PD045	ADOPT NEW LOCAL PLANNING SCHEME 1 POLICY MANUAL	77
PD046	PLACE OF WORSHIP AND EDUCATIONAL ESTABLISHMENT-LOT 26 BREWSTER ROAD, COLLINGWOOD HEIGHTS	83
PD047	RESCIND PLANNING APPLICATION GUIDELINES	93
PD048	PLANNING AND BUILDING REPORTS JULY 2014	98
LEMC001	RECEIVE CONFIRMED MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETINGS	99
LEMC002	APPOINTMENT OF THE DEPUTY CEO AS LOCAL RECOVERY COORDINATOR	101

<b>14.</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL</b>	104
<b>15.</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	104
15.1	NOTICE OF MOTION BY COUNCILLOR STOCKS-LOCAL TOURISM ORGANISATION	104
<b>16.</b>	<b>REPORTS OF CITY OFFICERS</b>	104
<b>17.</b>	<b>MEETING CLOSED TO PUBLIC</b>	104
<b>18.</b>	<b>CLOSURE</b>	104

<b>XXIV.</b>	<b>COMMITTEE MEETING (ATTACHMENTS)</b>	
A	Economic Development Committee	
B	Community Services Committee	
C	Corporate Services & Finance Committee	
D	Works & Services Committee	
E	Planning & Development Committee	

**1. DECLARATION OF OPENING**

**2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

*“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”*

*“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.*

*We would also like to pay respect to Elders both past and present”.*

**3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

**Mayor**

Mayor D Wellington

**Councillors:**

Breaksea Ward

V Calleja JP

Breaksea Ward

R Hammond

Frederickstown Ward

C Dowling

Frederickstown Ward

G Stocks

Kalgan Ward

J Price

Kalgan Ward

B Hollingworth

Vancouver Ward

S Bowles

Vancouver Ward

N Williams

West Ward

G Gregson

West Ward

A Goode JP

Yakamia Ward

R Sutton

Yakamia Ward

A Hortin JP

**Staff:**

Chief Executive Officer

G Foster

Deputy Chief Executive Officer

G Adams

Executive Director Planning and  
Development Services

D Putland

Executive Director Community  
Services

C Woods

Executive Director Works and  
Services

M Thomson

Minutes

J Williamson

**Apologies:**

**4. DISCLOSURES OF INTEREST**

<b>Name</b>	<b>Committee/Report Item Number</b>	<b>Nature of Interest</b>
Nil	Nil	Nil

**5. REPORTS OF MEMBERS**

**6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

At the Ordinary Council Meeting held on 22 July 2014, the following questions from Mr Tony Demarteau were taken on notice:

1. Had the City considered providing a Condolence Book for members of the public to offer their condolences to the victims and their loved ones affected by the MH17 tragedy?
2. The whereabouts of the Anzac Memorial time capsule sealed in the year 2005, and whether the capsule would be opened as part of the Anzac commemorations to be held in 2015.

The following responses were provided by Executive Director Community Services in a letter to Mr Demarteau dated 29 July 2014.

1. “The City has followed your suggestion and a book has been placed at the City’s Library for members of the public to offer their condolences and thoughts to the victims and their loved ones and those affected by the MH17 tragedy.”
2. “The City is aware of the ‘Hope and Peace’ Time Capsule and the capsule currently resides at the Princess Royal Fortress in preparation for ANZAC Day 2015.

The City will be hosting an official opening ceremony as part of the 2015 ANZAC Centenary Commemorations and whilst we are yet to decide on the format for this ceremony, I can confirm that it will be a public event and your attendance is very much encouraged and welcome.”

**7. PUBLIC QUESTION TIME**

8. APPLICATIONS FOR LEAVE OF ABSENCE

9. PETITIONS AND DEPUTATIONS

10. CONFIRMATION OF MINUTES

**DRAFT MOTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the minutes of the Ordinary Council Meeting held on 22 July 2014, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

11. PRESENTATIONS

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.

## ED016: CITY OF ALBANY POSITION ON AIRLINE DEREGULATION

**Proponent** : City of Albany  
**Attachments** : City of Albany Community Consultation Summary Report  
**Responsible Officer(s):** : Executive Director Community Services (C Woods)

**Responsible Officer's Signature:**



### STRATEGIC IMPLICATIONS

1. This strategy directly relates to the following elements from the Community Strategic Plan – Albany 2023 and the Corporate Business Plan 2013-2017.

This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):

- a. **Key Theme: 1.** Smart Prosperous and Growing.
- b. **Strategic Objective: 1.2** To strengthen our region's economic base.
- c. **Strategic Objective 1.3** To develop and promote Albany as a unique and sought after destination.

### In Brief:

- The Minister for the Department of Transport (the Minister) within the Western Australian State Government requested Albany City Council form a position on the regulation conditions imposed on the current Perth to Albany Regular Passenger Transport (RPT) air route.
- The Perth to Albany RPT air service is currently operated by Virgin Australia Regional Airlines (VARA) under an agreement with the WA State Government which is due to expire in February 2016.
- The City of Albany's preferred position at this point in time is to support the State Government position to undertake further investigations and model impacts of alternative regulated or deregulated options prior to the current deed expiring in February 2016.

### RECOMMENDATION

**ED016: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council :**

- **SUPPORT** the Department of Transport as they conduct further investigation and research into the viability of deregulation of the Perth to Albany Regular Passenger Transport air services; and
- **AUTHORISE** the CEO to work with the Department of Transport and air service providers to ensure competitive and sustainable air services are achieved post February 2016.

**ED016: COMMITTEE RECOMMENDATION**

MOVED: COUNCILLOR BOWLES  
SECONDED: MAYOR WELLINGTON

THAT Council :

- SUPPORT the Department of Transport as they conduct further investigation and research into the viability of deregulation of the Perth to Albany Regular Passenger Transport air services; and
- AUTHORISE the CEO to work with the Department of Transport and air service providers to ensure competitive and sustainable air services are achieved post February 2016.

CARRIED 8-0

**ED016: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council :

- SUPPORT the Department of Transport as they conduct further investigation and research into the deregulation of the Perth to Albany Regular Passenger Transport air services; and
- AUTHORISE the CEO to work with the Department of Transport and air service providers to ensure competitive and sustainable air services are achieved post February 2016.

**BACKGROUND**

2. The Albany Regional Airport is the gateway for air travel to the South West and Great Southern regions of the State and effectively serves the needs of the business community, local residents, tourists and a vibrant general aviation sector.
3. Air transport and supporting infrastructure is considered an important economic driver for the region.
4. The City of Albany owns and operates the Albany Regional Airport and handles around 60,000 RPT passengers. Since July 2012 the Albany Regional Airport has operated as a security controlled airport.
5. The Albany City Council was asked by the Minister within the Western Australian State Government to form a position on the deregulation of RPT air services between Albany and Perth.
6. Currently the services are regulated from Albany to Perth via a Deed of Agreement (the Deed) between the WA State Government and VARA. This agreement has provided a regular schedule of services to Albany and this arrangement will be in place until February 2016.
7. The City of Albany is not a signatory to this agreement however the Department of Transport (DoT) is seeking comment from major stakeholders as it reviews the level of service to be delivered post February 2016 when the deed is set to expire.
8. The Minister is currently reviewing regulated air routes options post February 2016 and has requested feedback from the Albany City Council on its position regarding air route deregulation for the Perth to Albany air route.

9. The Minister's general position is that the deregulation is the preferred model across all current regulated routes unless it can be clearly demonstrated that deregulation will cause negative impact upon a regional destination and its community.
10. The current VARA RPT service delivery is 18 direct return flights per week between Perth and Albany and an additional 2 return services via Busselton. VARA historically applies to the DoT to operate a reduced level of frequency over the Christmas and summer holiday period each year to maintain operational viability. In return for the delivery of this level of service the DoT allows VARA to operate on this route without competition from other airlines.
11. In the 12 months (2013 calendar year) the Albany Regional Airport handled some 59,407 RPT passengers. Passenger growth has been modest over the past 3 years, coinciding with Albany's upgrading to become a security controlled airport in 2012 with corresponding flow on increases to flight costs. Short to medium term growth forecasts are more positive with passengers numbers expected to rise with a strong program of major regional events being staged over the next 4 years.
12. This Deed will remain in place until 27 February 2016 unless surrendered by the operator or in case of a breach of the Deed.
13. The City of Albany implemented a community consultation process to gauge feedback and a summary of the main results are detailed below with a copy of the full report in attachments.
14. The consultation was undertaken without any backgrounding of the possible consequences of entire deregulation and without discussion of the options available.
15. The consultation process included an online survey, direct requests for feedback from identified stakeholders, face to face surveys with airport users, and opportunities to provide written submissions. As a summary;
  - A total of 462 people completed the survey, including written submissions.
  - The majority of respondents supported the deregulation of air services in Albany with 84% in support, 4% against and 11% unsure.
  - The main driver was the perception that deregulation would reduce the cost of flights, 70% of people provided cost as the main reason for their choice.
  - Most people perceived that deregulation will reduce the cost of air fares, offer more choice and improve services.
16. In addition the Albany Chamber of Commerce and Industry (ACCI) also conducted a similar survey of its membership in May of 2014. The ACCI survey also showed a majority in support of the deregulation of air services from Albany to Perth (78%), with 19% being unsure and 3% not supportive.
17. The DoT is currently preparing a discussion paper on the topic pointing out the pros and cons and possible impacts of all options.

## **DISCUSSION**

### **History**

18. The DoT currently has Deeds in place for regulated RPT air services to Albany, Esperance, Carnarvon, Kalbarri, Monkey Mia, Leinster, Wiluna, Meekatharra, Mount Magnet, Leonora, Laverton and Exmouth and in place until 27 February 2016, unless surrendered by the operator or in case of a breach of the Deed.

19. The DoT is currently undertaking a review of this status and will recommend to the Minister whether or not to exercise the additional up-to-five-year option.
20. The following extract is sourced from the WA State Aviation Strategy Draft – August 2013.

DoT route regulation policy;

*“Service coverage and access to air services have been the primary policy objectives of previous DoT reviews. DoT aims to ensure that communities of populations greater than 500 are within 250 km (by safe road) of a town with a publicly accessible airport and an RPT service a minimum of twice a week. Regulatory models used to date ensure service coverage and access by protecting routes from competition and requiring certain standards of the operators of these routes. Nevertheless, the policy objectives of competitive environments, service quality, reasonable airfares, adaptability, minimal government intervention, limited subsidies and consistency with National Competition Policy are best met through a primarily deregulated environment.”*

*(source: WA State Aviation Strategy Draft – August 2013).*

*A previous review of intrastate aviation services was undertaken by the Department in 2009. The review straddled the Global Financial Crisis and resulted in significant amendments to the network model to reflect the potential volatility of several of the regulated RPT routes. The revised model (March 2010) separated the existing networks, deregulated Geraldton (93,000 passengers per annum), allowed regulated competition into Exmouth (approximately 70,000 passengers per annum) and tested competition for services to Albany and Esperance (51,000 and 44,000 passengers per annum respectively), while providing assurance to communities that no town would lose its RPT air service.*

*As a result, Geraldton has had competing services since November 2011, with more choice, cheaper fares and larger aircraft operating on the route.*

*At Exmouth (Learmonth), where VARA and QantasLink have been competing, average fares have also decreased. Passenger numbers have increased significantly on both routes. (source: WA State Aviation Strategy Draft – August 2013).*

21. However, most recently VARA announced it was to stop its Exmouth (Learmonth) service due to lack of viability.

#### **Current Perth to Albany RPT Air Route**

22. There is no general consensus as to what passenger volume might suggest that a route could be successfully deregulated.
23. In the 2013 calendar year the Albany Regional Airport handled 59,407 arriving and departing passengers or approximately 1,142 pax per week. Currently VARA operates regulated RPT services to Albany in the order of 20 return flights Perth to Albany each week utilising the 46 seater Fokker 50 aircraft. The average flight load factor is around 62%. A more detailed analysis reveals some early morning flights attract strong load factors while others such as weekend flights receive weak support.

24. The current Perth to Albany return air route is dominated by business and work travel with a strong reliance upon government agency travel demand. This market type also includes fly-in fly-out (FIFO) workers travelling to Perth in order to connect with their flights to the resources sectors in the north of the State. Local business also use the service however the local Chambers of Commerce and Industry (Albany and Denmark) report that their members favour self drive options due to high airfare pricing and lack of confidence in service reliability.
25. The Perth to Albany RPT air route currently attracts a very low level of holiday and leisure support due to comparatively high pricing, and a lack of tourism product packaging and promotion via the travel distribution system. This is a market that has potential to develop and grow if stimulated with attractive pricing, packaging and frequency of service.
26. A small number of local residents also utilise the service some needing to seek medical treatment in Perth. A local resident fare program currently exists however is seldom used as it is only attractive for those wanting to travel at short notice and normal promotional fares are typically far cheaper.
27. It is believed there is significant latent demand from local business, local residents, and visiting friends and relatives (VFR) that is currently not utilising the air service due to perceived high costs and reliability of service. Again, these are markets that have potential to develop and grow if stimulated with attractive pricing and increased capacity of service.

### **The WA State Aviation Strategy Draft - August 2013**

28. The Draft State Aviation Strategy stated the following in regard to regulated and de-regulated routes;
  - *Routes vary significantly in yield and distance and the demography can affect the certainty of financial viability for one or more operators. However, it has been seen through previous tender processes that services to Geraldton, Albany, Derby and Exmouth that carry significant passenger volumes are attractive to operators and are likely to be capable of sustaining active competition.*
  - *Of these, Geraldton has been successfully deregulated with pleasing results, including lower airfares, more services and greater customer choice all leading to a significant increase in passenger numbers on the route. The licensing of more than one operator (regulated competition) on the Exmouth route has also proved highly successful.*
  - *Deregulation is no guarantee of perfect market outcomes; however, it provides the operators an unregulated opportunity to meet demand effectively. After deregulation of a route such as Geraldton, DoT monitors key operating statistics as provided by the Commonwealth Bureau of Infrastructure, Transport and Regional Economics. Any noticeable decline in service levels is reviewed and action is taken on a case-by-case basis if and where required, primarily through proactive and cooperative relationships with airlines, airports and key users.*
  - *In extraordinary circumstances, should a deregulated route prove incapable of sustaining RPT air services (that is, there is complete market failure), the Minister for Transport may consider as a last resort whether re-regulation of a route is required, depending on the level of demand and the proximity of the community to other towns receiving RPT air services. In this case, a direct subsidy might also be considered.*

29. Tourism Council of WA (TCWA) responded to the WA State Aviation Strategy Draft with the following comments on the question of deregulating existing regulated routes;

*“For route deregulation to achieve lower prices several conditions must be met:*

***I) There must be a sizeable leisure market for the route.***

*The leisure market (including holiday makers and those visiting friends and relatives) is relatively price elastic and is more likely to select airline, time of travel and destinations based on price. This does not hold for business travel which is relatively price inelastic. For the business traveller the time of travel and destination are determined by the purpose of visit not price. Unless there is a significant leisure market for the route, lower prices will not increase the size of the market and will have minimal impact on airlines share of the market.*

***II) An airline must be able to use the Global Distribution System and dynamic pricing***

*An airline must be on the Global Distribution System (GDS) to enable the fares to be distributed to the leisure market through channels such as Online Travel Agents (e.g. Webjet) and traditional travel agents (e.g. Flightcentre).*

***III) An airline must be able to package for the leisure market***

*The most effective channel to stimulate demand from the leisure market with discount prices is through holiday packaging via a tourism intermediary such as a wholesaler or inbound tour operator. An airline will provide significantly discounted fares to a tourism intermediary, because they will not be available to business travellers. The discounted fares will be ‘hidden’ by the intermediary in the total price of a packaging which includes airfares and accommodation. These fares are also typically distributed to intermediaries via the GDS. This packaging only occurs if there is an interested tourism intermediary able to package fares, accommodation, tours, events and attractions. Packaging particularly requires sufficient stock of rooms in the route destination which are bookable, commissionable and able to be packaged. This excludes most owner operated accommodation such as B&Bs and small caravan parks. In essence a regional destination needs sufficient ‘branded’ accommodation chains to package with discount airfares for the leisure market.” (Source: TCWA Policy Paper – comment on the draft WA State Aviation Strategy, undated)*

30. TCWA summarised this key concern stating *“significant doubts as to whether deregulation would achieve lower fares on any of the existing regulated routes because they: are natural monopolies, are predominantly business-corporate travel and have limited means to package and distribute lower fares to the leisure market”*.
31. More recently TCWA has repeated the above position and stated publicly that it does not support the deregulation of the Albany air route claiming Albany wanting to deregulate would *“be a massive own goal”* (reference being to the recent Soccer World Cup).
32. It is agreed that the lack of high quality (4 star plus), large capacity commercial short stay accommodation operators currently constrain the development potential of Albany for the holiday and leisure market and this also directly impacts the use of RPT air services. However, there are two prime Albany locations currently being marketed as large capacity short stay accommodation projects and once operational would meet the criteria detailed above by TCWA.

33. Albany as a visitor destination currently attracts a strong holiday and leisure market however air travel is not utilised due to the lack of attractive airfare pricing and packaging. There is a strong argument that until lower air fares are made available then air travel by holiday and leisure visitors will not grow.

### GOVERNMENT & PUBLIC CONSULTATION

34. A community engagement plan was developed by the City of Albany. The objective was to ask community their opinion to assist Council in forming a position about the deregulation of air services in Albany. The level of engagement identified was to CONSULT with communities aiming to facilitate a two-way communication designed to obtain public feedback.
35. This was achieved through a survey and a public comment period. While the aim was to get a vote for or against deregulation, additional questions were asked to collect information to assist Council in forming a position.
36. The public comment period was undertaken between 22 May – 13 June 2014, with an extension provided due to community feedback to 16 June 2014 (25 days). Three face to face survey periods were implemented with users at the Albany Regional Airport.
37. The City of Albany also invited key stakeholders to respond with a position on the possible deregulation of air services. Key Stakeholders were invited to make comment included Community groups/agencies, Transport providers, Education Industry, Health Industry, Airport Service Industry, Business community, Individual members of community, and Airport users.

### STATUTORY IMPLICATIONS

38. **Delegations to CEO\***. In accordance with Section 5.42(1) of the *Local Government Act 1995*. LG may delegate to the CEO any of its powers and functions other than this power to delegate and subject to s5.43. *Voting Requirement: \*Absolute Majority Required.*

### POLICY IMPLICATIONS

39. Nil

### RISK IDENTIFICATION & MITIGATION

40. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p><b>Community Business Interruption.</b></p> <p><i>Air route is deregulated however no additional operators choose to compete and VARA reduces level of current service and/or prices increase.</i></p>	<i>Possible</i>	<i>Severe</i>	<i>High</i>	<ul style="list-style-type: none"> <li>• City to work with Department and airline operators to attract and develop sustainable air travel markets.</li> <li>• Note: <ul style="list-style-type: none"> <li>○ VARA can currently reduce level of service by applying to the Department quoting lack of viability so in essence this risk exists whether regulated or not.</li> <li>○ In the event of market failure from deregulation the Department can re-regulate a route including the consideration of a direct subsidy.</li> </ul> </li> </ul>

## FINANCIAL IMPLICATIONS

41. The City of Albany operates the Albany Regional Airport as a profitable financial business unit and has recently invested significantly to upgrade both the runway; the security screening capacity of the airport; the terminal lounge and cafe.
42. These upgrades have been funded on the assumption that at least the existing level of flights and a small annual increase in visitor numbers will continue into the future.
43. There is no guarantee that deregulation of the route will ensure the current forecast financial performance of the airport into the future.
44. The exact level of financial impact is not quantifiable without first entering into a deregulated market and risking current and projected financial performance against an unknown situation.

## LEGAL IMPLICATIONS

45. Nil

## ENVIRONMENTAL CONSIDERATIONS

46. Nil

## ALTERNATE OPTIONS

47. Council may choose to support airline deregulation without knowing the full impact of such a decision.
48. Council may choose not to provide a position to the Minister and request that the Minister and the Department alone make the decision with regard to deregulation.

## SUMMARY CONCLUSION

49. A reliable, safe, secure, effective and financially sustainable RPT air service is considered essential for the benefit of the business and residential communities of Albany and the Great Southern region of WA.
50. There is a perception amongst the local business and general community surveyed that the current RPT air service Perth to Albany does not offer value for money and that most people believe deregulation will reduce the cost of air fares, offer more choice and improve services.
51. The Albany Regional Airport currently handles just under 60,000 RPT passengers per annum underwritten largely by a strong mix of business/work travel due largely to Albany's role as a regional centre for government services and commercial infrastructure. Additional latent demand for air travel from local business, residents, VFR and holiday and leisure markets is thought to exist (although levels unknown) if the perception of greater value for money in air travel can be achieved.
52. There is a risk that deregulation may not attract additional air operator competition and that reduction to existing services may result. This risk already exists under a regulated setting however can be further mitigated by the City working with the DoT and airline operators to determine the best outcome for the City of Albany in the short and medium term.

<b>Consulted References</b>	:	<i>Local Government Act 1995</i>
<b>File Number (Name of Ward)</b>	:	RC.EVM.35 (All Wards)
<b>Previous Reference</b>	:	Nil

## CS007: CYCLE CITY ALBANY (2014 – 2019) STRATEGY

**Proponent** : City of Albany  
**Attachments** : 1. Cycle City Albany (2014 – 2019 Strategy)  
2. Community Engagement Report (Appendix C)  
**Responsible Officer(s)**: Executive Director Community Services  
(C Woods)

**Responsible Officer's Signature:**



### STRATEGIC IMPLICATIONS

1. The City of Albany Bike Plan directly relates to the following [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:** 4. A Sense of Community
  - b. **Strategic Objective:** 4.3 - To develop and support a healthy, inclusive and accessible community.
  - c. **Strategic Initiative:** 4.3.2 - Cycle City Albany – a well connected active transport network.

### In Brief:

- It is recommended that Council:
  - RECEIVE the Community Engagement Report
  - APPROVE the 2014-2015 co-funded Department of Transport and City of Albany Cycling Infrastructure Projects (which are subject to endorsement by DOT) and
  - ADOPT the Cycle City Albany (2014-2019) Strategy
- There has been an extensive community engagement process with all the major stakeholders and community.

### RECOMMENDATION

**CS007: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council:**

1. **RECEIVE** the Community Engagement Report; and
2. **APPROVE** the City of Albany Cycling Infrastructure Projects which are subject to endorsement by Department of Transport.
3. **ADOPT** the City of Albany Cycle City Albany (2014 – 2019) Strategy.

CS007: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR HORTIN

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 4-0-

**CS007: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council:

1. RECEIVE the Community Engagement Report; and
2. APPROVE the City of Albany Cycling Infrastructure Projects which are subject to endorsement by Department of Transport.
3. ADOPT the City of Albany Cycle City Albany (2014 – 2019) Strategy.

**BACKGROUND**

2. On 13 December 2012, Transport Minister Troy Buswell announced \$900,000 in State Government funding over a three year period for the City of Albany to plan and build significant bike network projects. The funding arrangement is based on a 50% contribution from Department of Transport and the City of Albany.
3. Subsequent to this announcement, a further \$600,000 was made available from the Ministerial Local Transport Initiative funding for the 2013/14 and 2014/15 financial years, offsetting the City's 50% contribution.
4. The City of Albany engaged consultants Cardno to prepare and deliver a comprehensive City of Albany Bike Plan.
5. The City of Albany established a Project Control Group (PCG) in July 2013, which includes key agencies, organisations and interested community groups with a passion for cycling. The PCG has been tasked with assisting the development of the Albany Bike Plan.
6. The City of Albany has undertaken a thorough network analysis and a range of consultation and community engagement activities to ensure that the plan meets both the strategic direction for the elected members, council officers and the community including:
  - An advertised public comment period for 29 days; and
  - Using a range of techniques (advertising, website, displays and information sessions) the draft report was made available to the community for feedback.

**DISCUSSION**

7. The City of Albany Community Engagement Report noted that 97% of respondents agreed in principle with the City of Albany Bike Plan. City of Albany staff reviewed the submissions (including written and email responses) and summarised the feedback. Suggested improvements to the Draft Report included:
  - a) Improvements to Report Layout.
  - b) Vision and Objectives – Governance and Sustainability.
  - c) Bike Plan Cycle Network and Design.
  - d) Bike Plan Other Content.
8. Detailed improvements are contained in the attached Community Engagement Report.
9. In general the Cycle City Albany Strategy has been re-formatted to achieve a more readable format; the vision and objectives have been adjusted with short and long term projects to assist Albany to progress towards becoming a Cycling City. The network maps have been reviewed and adjusted accordingly.

10. Of note, during the community consultation period, the City received correspondence from Mr Keith Ford (945 Frenchman Bay Road Lot 113). The proposed cycling route had been aligned through the front of his property. Staff have reassessed this particular part of the alignment and realigned the route through future public open space to go in front of Lot 113 along Frenchman Bay Road through to Limeburners Road.
11. The Cycle City Albany Strategy remains a working document and includes an action and indicative works implementation plan. The plan is reliant upon external funding being available.
12. Once adopted the strategy and maps will require graphic design and formatting for public distribution.
13. The City will host a soft launch at the library to celebrate and acknowledge the efforts of all involved.
14. The high priority projects identified in the Strategy for 2014/2015 Cycle Infrastructure Projects (to be endorsed by both the Council and Department of Transport) are:
  - A Feasibility Study for Hanrahan Road/Princess Royal Drive (including arterial routes into the CBD).
  - Albany Hwy Shared Path (Western Alignment) - project funded by COA, Main Roads and Department of Transport.
  - Barnesby Road Shared Path – linking school zone to Centennial Park/North Road precinct.
  - Middleton Road on-road cycle lane (Stage 1) from St Emilies to Tasman Street.

## GOVERNMENT & PUBLIC CONSULTATION

15. **Government:** The City has undertaken considerable consultation and engagement with other government stakeholders, (Department of Sport and Recreation, Main Roads and Department of Transport). Both the Department of Transport and Main Roads Department occupy positions on the PCG.
16. **City of Albany:** The PCG has representation from across the City of Albany including Planning, Works and Services and Community Services. Executive Director (Works and Services) regularly attends the PCG meetings and has assisted with providing the expertise and coordination of the City's resources to ensure community outcomes are met.
17. **Key Community Groups:** The PCG has representation from key community groups including the University of Western Australia, Albany Bicycle Users Group, Schools Representative, Albany Cycling Club, Albany Chamber of Commerce and Industry and Roadwise.
18. **Broad Community:** The City of Albany has undertaken a number of community engagement activities including a network analysis (with input from the PCG members), a community survey and a community forum to gain a clear understanding of the key issues with the network and local cycling needs. During the Public consultation period static displays at the Library and Pop Up Cycle Galleries were held at key cycling hubs, to gather further feedback on the strategy.

## STATUTORY IMPLICATIONS

19. N/A

## POLICY IMPLICATIONS

20. The following National, State and Local Policies relate to the Cycle City Albany Strategy:

### National Policies

- National Urban Policy: our Cities, our Future (2011).
- Moving Australia 2030 (2013).
- National Cycling Strategy (2010).

*The Cycle City Albany Strategy incorporates key actions and recommendations from these policies*

### State Policies

- Western Australian Bicycle Network (WABN) Plan 2012-31.
- Western Australia Planning Commission Development Control Policy 1.5 – Bicycle Planning (1988).
- Liveable Neighbourhoods (2009).
- Main Roads WA (MRWA) Policy for Cycling Infrastructure (2000).

*The Cycle City Albany Strategy is consistent with, and incorporates recommendations from these policies.*

### Local Policies

- City of Albany Local Planning Scheme No.1.

*The Cycle City Albany Strategy notes that the revised planning scheme is a substantial improvement for cycling. The Cycle City Albany Strategy does recommend that an appropriate policy be developed to include provisions for end of trip facilities and a Signage Strategy be developed to support existing and future cycling infrastructure*

## RISK IDENTIFICATION & MITIGATION

21. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk/Category	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Financial:</b> Cycle City Albany Strategy is not adopted by Council, which results in severe financial impacts on funding (\$300,000).	Possible	Severe	High	Treat: Council adopts the Cycle City Albany Strategy to ensure funding is secured; or adopts a modified strategy in a time period that does not risk meeting funding obligations.
<b>Community &amp; Reputation:</b> The Cycle City Albany Strategy raises community expectations and is not delivered as per the plan.	Possible	Moderate	Medium	Treat and Monitor: 1. Media and Communication Strategy to manage community expectations. 2. A realistic implementation plan is developed and managed. 3. Funds are allocated in forward budgets to accommodate projects identified in the plan.

## **FINANCIAL IMPLICATIONS**

22. The Cycle City Albany Strategy (\$75,000) has been funded through the \$900,000 in State Government funding.
23. The Indicative Works schedule within the Cycle City Albany Strategy identifies future funding requirements for council's consideration in future financial years.
24. The strategy and implementation plan will allow the City to apply for ongoing funding should the strategy be adopted.
25. There is a one year remaining of the three year State Government funding. The remaining 14/15 funding will target the following priority projects:
  - A Feasibility Study for Hanrahan Road/Princess Royal Drive (including arterial routes into the CBD).
  - Albany Hwy Shared Path (Western Alignment) - project funded by COA, Main Roads and Department of Transport.
  - Barnesby Road Shared Path – linking school zone to Centennial Park/North Road precinct.
  - Middleton Road on-road cycle lane (Stage 1) from St Emilies to Tasman Street.

## **LEGAL IMPLICATIONS**

26. Nil.

## **ENVIRONMENTAL CONSIDERATIONS**

27. The National Cycling Strategy (2010) identifies the following benefits:
  - Environmental Benefits – reduced carbon footprint as a result of a transition to active, zero-carbon transport
  - Societal benefits – reduced traffic congestion as a result of commuters shifting to cycling modes, as well as increasing the land areas available for urban activity.

## **ALTERNATE OPTIONS**

28. That Council may choose not to ADOPT the Cycle City Albany Strategy.

## **SUMMARY CONCLUSION**

29. The City has undertaken considerable community engagement activities and has reshaped the strategy to reflect the community feedback.
30. In line with the community feedback the City has actively worked across the directorates to ensure that Cycle City Albany Strategy balances vision, practicality and affordability.
31. The final adoption of the Cycle City Albany Strategy completes the community engagement process.
32. Adoption of the Cycle City Albany Strategy will increase the opportunity for future funding and improve the community's confidence in the City's ability to deliver cycling project.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	RC.PRG.26 (All Wards)
<b>Previous Reference</b>	:	CS007 OCM: 25/02/2014

**CS013: COMMUNITY SPORTING AND RECREATION FACILITIES FUND  
2014/2015 SMALL GRANT ROUND APPLICATIONS**

**Proponent** : City of Albany  
**Attachments** : 1. Napier Tennis Club Project Assessment Sheet  
2. Albany Clay Target Club Project Assessment Sheet  
3. ALAC Project Assessment Sheet  
4. Princess Royal Sailing Club Project Assessment Sheet  
**Responsible Officer(s):** : Executive Director Community Services  
(C Woods)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. The Centennial Park Sporting Precinct Master Plan and Concepts relates to the following [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:** 4. A Sense of Community
  - b. **Strategic Objective:** 4.2 To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
  - c. **Strategic Initiative:** 4.2.1 Sport & Recreation Infrastructure

**In Brief:**

- To seek Council endorsement of the priority ranking for the submitted Community Sport and Recreation Facility Fund (CSRFF) small grant funding round.
- Seek Council's support to provide funding assistance to the Albany Clay Target Club, Napier Tennis Club, Albany Netball/Basketball Association (ALAC) and the Princess Royal Sailing Club upon a successful CSRFF small grant application.

**RECOMMENDATION**

**CS013: COMMITTEE RECOMMENDATION 1  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**That Council ENDORSE the ranking of the four CSRFF applications in the following order for the CSRFF July 2014 Funding Round:**

1. **Napier Tennis Club - Tennis Court Surface Renewal - Small Grant (ranked one of four).**
2. **Albany Clay Target Club - Installation of One Shooting Layout - Small Grant (ranked two of four).**
3. **Albany Netball/Basketball Association (ALAC) - Stadium Retrofit - Small Grant (ranked three of four)**
4. **Princess Royal Sailing Club - Boat Shed Expansion - Small Grant (ranked four of four).**

**CS013: COMMITTEE RECOMMENDATION 2  
VOTING REQUIREMENT: SIMPLE MAJORITY**

That Council **APPROVE** a total of \$7,260.00 from the 14/15 budget to the Napier Tennis Club community sporting project as the Councils one third commitment upon successful CSRFF application.

**CS013: COMMITTEE RECOMMENDATION 3  
VOTING REQUIREMENT: SIMPLE MAJORITY**

That Council **APPROVE** a total of \$11,875.50 from the 14/15 budget to the Albany Clay Target Club community sporting project as the Councils one third commitment upon successful CSRFF application.

**CS013: COMMITTEE RECOMMENDATION 4  
VOTING REQUIREMENT: SIMPLE MAJORITY**

That Council **APPROVE** a total of \$70,330.00 from the 14/15 budget to the Albany Netball/Basketball Association (ALAC) community sporting project as the Councils one third commitment upon successful CSRFF application.

**CS013: COMMITTEE RECOMMENDATION 5  
VOTING REQUIREMENT: SIMPLE MAJORITY**

That Council **APPROVE** a total of \$7,000.00 from the 14/15 budget to the Princess Royal Sailing Club community sporting project as the Councils one third commitment upon successful CSRFF application.

**CS013: COMMITTEE RECOMMENDATION 1**

**MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR HORTIN**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 4-0**

**CS013: RESPONSIBLE OFFICER RECOMMENDATION 1**

That Council **ENDORSE** the ranking of the four CSRFF applications in the following order for the CSRFF July 2014 Funding Round:

1. Napier Tennis Club - Tennis Court Surface Renewal - Small Grant (ranked one of four).
2. Albany Clay Target Club - Installation of One Shooting Layout - Small Grant (ranked two of four).
3. Albany Netball/Basketball Association (ALAC) - Stadium Retrofit - Small Grant (ranked three of four)
4. Princess Royal Sailing Club - Boat Shed Expansion - Small Grant (ranked four of four).

CS013: COMMITTEE RECOMMENDATION 2

MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR HORTIN

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 4-0

CS013: RESPONSIBLE OFFICER RECOMMENDATION 2

That Council APPROVE a total of \$7,260.00 from the 14/15 budget to the Napier Tennis Club community sporting project as the Councils one third commitment upon successful CSRFF application.

CS013: COMMITTEE RECOMMENDATION 3

MOVED: COUNCILLOR HORTIN  
SECONDED: MAYOR WELLINGTON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 4-0

CS013: RESPONSIBLE OFFICER RECOMMENDATION 3

That Council APPROVE a total of \$11,875.50 from the 14/15 budget to the Albany Clay Target Club community sporting project as the Councils one third commitment upon successful CSRFF application.

CS013: COMMITTEE RECOMMENDATION 4

MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR HORTIN

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 4-0

CS013: RESPONSIBLE OFFICER RECOMMENDATION 4

That Council APPROVE a total of \$70,330.00 from the 14/15 budget to the Albany Netball/Basketball Association (ALAC) community sporting project as the Councils one third commitment upon successful CSRFF application.

CS013: COMMITTEE RECOMMENDATION 5

MOVED: COUNCILLOR HORTIN  
SECONDED: MAYOR WELLINGTON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 3-1

**Record of Vote**

Against the Motion: Councillor Williams

CS013: RESPONSIBLE OFFICER RECOMMENDATION 5

That Council APPROVE a total of \$7,000.00 from the 14/15 budget to the Princess Royal Sailing Club community sporting project as the Councils one third commitment upon successful CSRFF application.

**BACKGROUND**

2. The Community Sport and Recreation Facilities Fund (CSRFF) administered by the Department of Sport and Recreation (DSR) has three rounds of available funds including two small grant funding rounds per year and its annual and forward planning funding round.
3. The CSRFF program is a \$20 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful.
4. The Small Grants Round targets community sport projects where the financial value of the total project is from \$5,000 up to \$150,000 and is delivered within a 12 month period.
5. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the WA Associations Incorporation Act 1987.
6. Clubs must demonstrate equitable access to the public on a short term and casual basis.
7. The land on which the facility is to be developed must be one of the following:
  - Crown reserve
  - Land owned by a public authority
  - Municipal property
  - Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public.
8. Applicants must liaise with their Local Government regarding planning and building approvals pertinent to their project.
9. The Local Government has an opportunity to assess all relevant applications and to rank applications in priority order for the municipality.

10. Whilst there is no obligation for Local Government to contribute to the community sporting projects local government is viewed as a key funding partner in supporting improved community sporting amenities
11. The Department of Sport and Recreation application form calls for applications to be initially submitted to the Local Government within which the project proposal is located.
12. An element of the assessment process involves Council consideration and priority ranking of applications received. The applications are then submitted to the Department of Sport and Recreation on behalf of the applicants prior to August 29 2014.
13. Once the assessment process from Local Government Authorities are complete all applications received from Western Australian organisations are assessed by the relevant State Sporting Association and the Department of Sport and Recreation CSRFF Committee against a number of criteria, with the final decision on funding being at the discretion of the Minister for Sport and Recreation.

## **DISCUSSION**

14. The grant guidelines require Council to provide a ranking for the projects.
15. The Department of Sport and Recreation provides guidance for Local Government Authorities to assess each submission. This assessment uses the following criteria and a project rating of satisfactory/unsatisfactory or not relevant:
  - Project justification
  - Planned approach
  - Community input
  - Management planning
  - Access and opportunity
  - Design
  - Financial viability
  - Coordination
  - Potential to increase physical activity
  - Sustainability

with overall project rating, being:

- Well planned and needed by municipality
  - Well planned and needed by applicant
  - Needed by municipality, more planning required
  - Needed by applicant, more planning required
  - Idea has merit, more planning work needed
  - Not recommended.
16. Applications have been ranked on the strength of the applications, participation numbers, ability to increase physical activity and potential impact as well as consultation with the Department of Sport and Recreation and the applicant.

17. The following additional information is provided about the projects and funding application:

#### **Napier Tennis Club – Renewal of Tennis Court**

- The funding application is a small grants application to renew 1 of 3 tennis court playing surfaces
- Located 30 km out of Albany the Napier Tennis Club is the social and sporting hub of the community. The club has a membership of approx 50 members. There are currently 3 courts at the club
- The courts were last surfaced over 10 years ago and have deteriorated markedly and are at least one is now considered dangerous to play on.
- The club was unsuccessful in their recent application. DSR noted that the application was eligible and had merit but provided the following feedback:
  - Participation numbers were low.
  - There was no immediate/recognisable town site that players could be drawn from.
  - DSR was interested in the outcome of the Regional Tennis Centre Feasibility Study.

City staff and the Napier Tennis Club have since discussed this project further with the DSR Regional Manager and DSR has a better understanding of the Napier Community and its structure.

#### **Albany Clay Target Club – Installation of One Shooting Layout**

- The funding application is a small grants application to install an additional (1) shooting layout consisting of five concrete shooting lanes and a concrete trap house that accommodates the target trap thrower machine.
- The Albany Clay Target Club is the only clay target club in Albany. The club has a membership of approx. 25 and has recently experienced growing popularity.
- This project directly relates to and impacts on the club's ability to deliver their sport and competitions.
- This infrastructure will increase the clubs capacity to attract and retain members

#### **Albany Netball/Basketball Association (ALAC)– Stadium Retrofit**

- The funding application is a small grants application to install netball floor sockets, replace the manually operated basketball winches and upgrade the stadium lighting.
- The stadium is used by a number of clubs including basketball, netball, tennis and badminton.
- Installation of floor sockets for the netball posts will rectify a health and safety risk and, allow seamless set up between different age groups playing netball.
- Replacement of manually operated basketball winches with electric motors will improve programming and reduce change over and set up times between games.
- Improved lighting will assist with hosting additional sports and a higher level of competition.
- Significant operational costs will be saved as a result of replacing the lighting with a more cost efficient and longer lamp life alternative.

**Princess Royal Sailing Club – Boat Shed Expansion Project**

- The funding application is a small grants application to expand the existing boat shed to incorporate a multiuse storage area and training room including replacing the asbestos cement roof sheeting.
- The Princess Royal Sailing Club is the primary sailing club in Albany. The club has a membership of approx. 200 members. They provide school sail training, high performance sailing training and the important Sailability program for disadvantaged and disabled sailors.
- The asbestos cement roof sheeting poses a health and environmental risk and is due for replacement.

18. The below ranking recommendation has been provided based on the applicant meeting the required criteria and its overall project ranking:

<b>Rank</b>	<b>Organisation</b>	<b>Project Detail</b>	<b>Overall Project Rating</b>
1	Napier Tennis Club	Renewal of Tennis Court	Well planned and needed by applicant.
2	Albany Clay Target Club	Shooting Layout Installation	Well planned and needed by applicant.
3	Albany Netball/Basketball Association (ALAC)	Stadium Retrofit	Well planned and needed by applicant.
4	Princess Royal Sailing Club	Boat Shed Expansion	Well planned and needed by applicant.

19. A completed Project Assessment Sheet for the application is attached:

- Napier Tennis Club – Tennis Court Surface Renewal.
- Albany Clay Target Club – Installation of One Shooting Layout.
- Albany Netball/Basketball Association (ALAC)– Stadium Retrofit.
- Princess Royal Sailing Club – Boat Shed Expansion Project.

**GOVERNMENT & PUBLIC CONSULTATION**

20. The Department of Sport and Recreation’s Regional Manager for the Great Southern has been consulted with by all applicants and the City of Albany.
21. The City of Albany has conducted site visits and has provided advice on the council processes and support with the grant applications for both applicants.

**STATUTORY IMPLICATIONS**

22. While there is no statutory requirement, Council has the opportunity to provide a recommendation that ranks applications in priority order for the City of Albany.
23. It should be noted that the Department of Sport and Recreation will make the final decision on funding allocation.

## POLICY IMPLICATIONS

24. The Recreation Planning Strategy adopted in 2008 has been applied in ranking the submissions.

## RISK IDENTIFICATION & MITIGATION

25. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk Category	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Community:</b> Council does not support the applicant and the condition of the amenities deteriorate over time to an unsafe condition which affects the ability of the clubs to service its members	Possible	Minor	Medium	Treat: <ul style="list-style-type: none"> <li>Council support the application and rank accordingly.</li> <li>Council sources other funding streams or allocates and resources to maintain community amenities.</li> </ul>
<b>Community Financial:</b> Council does not support the applicant and the ability to leverage funds is lost, the facilities continue to deteriorate and council is forced to contribute a larger amount in the longer term.	Possible	Minor	Medium	Treat: Council support the application and rank accordingly or identify other funding streams.

## FINANCIAL IMPLICATIONS

26. The City allocated a total of \$75,000 Capital Seed Funding for Sporting Clubs in the 14/15 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.

27. The City has a reserve fund Capital Seed Funding for Sporting Clubs that has \$75,000 unspent at the end of 13/14 to be expended in future financial years. Total of 13/14 and 14/15 is \$150,000.

28. The Capital Seed Reserve Fund has been established to assist with leveraging State Government funds for sporting clubs. Funds from unsuccessful grant applications are returned to the Capital Seed Reserve Fund to be reused for other grant applications.

29. The projected total cost for all projects is \$289,401.50. The clubs have requested a total of \$96,465.50 from Council. A balance of \$53,534.50 will remain following this allocation. The following table provides budget detail of the application received.

Organisation	Project detail	Total project cost (ex GST)	Applicant contribution (ex GST) [inc voluntary component]	CSRFF Grant (ex GST)	Proposed Other state or federal funding (ex GST)	Proposed Council contribution (ex GST)
Napier Tennis Club	Court Renewal	\$25,495.00	\$9,736.67	\$8,498.33	Nil	\$7,260
Albany Clay Target Club	Shooting Layout	\$35,626.50	\$11,875.50	\$11,875.50	Nil	\$11,875.50
Albany Netball/Basketball Association (ALAC)	Retrofit Stadium	\$148,780.00	\$28,856.67 (Netball & Basketball Assoc)	\$49,593.33		\$70,330.00
Princess Royal Sailing Club	Boat Shed Expansion	\$79,500.00	\$10,000	\$27,000	\$28,500	\$7,000
<b>TOTAL</b>		\$289,401.50	\$60,468.84	\$96,967.16	\$28,500.00	\$96,465.50

### LEGAL IMPLICATIONS

30. Nil.

### ENVIRONMENTAL CONSIDERATIONS

31. Asbestos poses major risks to human health and the environment. The boat shed is starting to deteriorate the removal of the asbestos cement roof will address both the health and environmental risks.
32. There are no environmental impacts associated with the Napier Tennis Club, Albany Netball/Basketball Association (ALAC) or Clay Target Club projects.

### ALTERNATE OPTIONS

33. Council can change the priority order of the responsible officers recommended ranking for the projects.
34. Council can choose not to provide funding assistance to one or any of the four projects.

### SUMMARY CONCLUSION

35. The Department of Sport and Recreation provides local government with an opportunity to assess received applications and to rank applications in priority order for the municipality.
36. The Napier Tennis Club Court Renewal project meets the criteria provided by the Department of Sport and Recreation. This project's rating is considered well planned and needed by the applicant. Ranked one of four.
37. The Albany Clay Target Club Project satisfactorily meets the criteria provided by the Department of Sport and Recreation. This project's rating is considered well planned and needed by the applicant. Ranked two of four.
38. Albany Netball/Basketball Association (ALAC) Stadium Retrofit Project meets the criteria provided by the Department of Sport and Recreation. This project's rating is considered well planned and needed by the applicant. Ranked three of four.

39. The Princess Royal Sailing Club Storage Shed Training Room Expansion Project satisfactorily meets the criteria provided by the Department of Sport and Recreation. This project's rating is considered well planned and needed by the applicant. Ranked four of four.
40. The Department of Sport and Recreation requires a response from the City of Albany on the priority ranking order by 30 August 2014.

<b>Consulted References</b>	:	NIL
<b>File Number (Name of Ward)</b>	:	RC.PRG.26 (All Wards)
<b>Previous Reference</b>	:	NIL

**CSF105: FINANCIAL ACTIVITY STATEMENT – JUNE 2014**

**Attachment** : Financial Activity Statement  
**Responsible Officer** : Deputy Chief Executive Officer (G Adams)

**Responsible Officer's Signature:**



**CSF105: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council RECEIVE the Financial Activity Statement for the period ending 30 June 2014.**

CSF105: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HAMMOND  
SECONDED: COUNCILLOR HORTIN

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10-0

CSF105: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 30 June 2014.

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 30 June 2014 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

**DISCUSSION**

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$50,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

*“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”*

### **STATUTORY IMPLICATIONS**

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
    - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
    - b. budget estimates to the end of the month to which the statement relates;
    - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
    - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
    - e. the net current assets at the end of the month to which the statement relates.
  - II. Each statement of financial activity is to be accompanied by documents containing –
    - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
    - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
    - c. such other supporting information as is considered relevant by the local government.
  - III. The information in a statement of financial activity may be shown –
    - a. according to nature and type classification;
    - b. by program; or
    - c. by business unit
  - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –
    - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
    - b. recorded in the minutes of the meeting at which it is presented.

### **FINANCIAL IMPLICATIONS**

8. Expenditure for the period ending 30 June 2014 has been incurred in accordance with the 2013/14 proposed budget parameters. Details of any budget variation in excess of \$50,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

### **POLICY IMPLICATIONS**

9. The City’s 2013/14 Annual Budget provides a set of parameters that guides the City’s financial practices.
10. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

<b>File Number (Name of Ward)</b>	FM.FIR.2 - All Wards
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**CSF106: LIST OF ACCOUNTS FOR PAYMENT – JULY 2014**

**File Number (Name of Ward)** : FM.FIR.2 - All Wards  
**Appendices** : List of Accounts for Payment  
**Responsible Officer** : Executive Director Corporate Services (G Adams)

**Responsible Officer's Signature:**



**CSF106: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2014 totalling \$9,285,192.10.**

**CSF106: COMMITTEE RECOMMENDATION**

**MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR GOODE**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 10-0**

**CSF106: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 July 2014 totalling \$9,285,192.10.**

**BACKGROUND**

1. Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

**DISCUSSION**

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 July 2014. Further details of the accounts authorised for payment by the Chief Executive Officer is included within the Attachment to this report.

**Municipal Fund**

Trust	\$572.00
Credit Cards	\$19,355.76
Payroll	\$1,082,392.37
Cheques	\$105,177.54
Electronic Funds Transfer	\$8,077,694.43
<b>TOTAL</b>	<b><u>\$9,285,192.10</u></b>

3. As at 15 July 2014, the total outstanding creditors, stands at **\$638,251.38** and made up follows:

Current	\$394,428.60
30 Days	\$238,388.04
60 Days	\$3,933.79
90 Days	\$1500.95
<b>TOTAL</b>	<b>\$638,251.38</b>

4. **Cancelled cheques:** Nil

#### **STATUTORY IMPLICATIONS**

5. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

#### **FINANCIAL IMPLICATIONS**

8. Expenditure for the period to 15 July 2014 has been incurred in accordance with the 2013/2014 budget parameters.

#### **POLICY IMPLICATIONS**

9. The City's 2013/2014 Annual Budget provides a set of parameters that guides the City's financial practices.

#### **SUMMARY CONCLUSION**

10. That list of accounts have been authorised for payment under delegated authority.

<b>File Number (Name of Ward)</b>	FM.FIR.2 - All Wards
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**CSF107: DELEGATED AUTHORITY REPORTS**

**Attachments** : Common Seal and Executed Document Report  
**Responsible Officer** : Chief Executive Officer (G Foster)

**Responsible Officer's Signature:**



**CSF107: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council RECEIVE the Delegated Authority Reports up until 15 July 2014.**

CSF107: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR HORTIN

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10-0

CSF107: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports up until 15 July 2014.

**CSF108: RATE DEBT WRITE OFF REPORT AS AT 30 JUNE 2014**

**Proponent** : City of Albany  
**Attachment** : Rates Debt Write Off Report  
**Responsible Officer** : Executive Director Corporate Services (G Adams)

**Responsible Officer's Signature:**



**CSF108: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council RECEIVE the Rates Debt Write Off Report as at 30 June 2014.**

CSF108: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10-0

CSF108: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Rates Debt Write Off Report as at 30 June 2014.

**CSF109: COUNCIL POLICY - PURCHASING POLICY (TENDERS AND QUOTES)**

**Proponent** : City of Albany  
**Owner** : City of Albany  
**Attachment:** Purchasing Policy (Tenders and Quotes)  
**Responsible Officer** : Executive Director Corporate Services (G Adams)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:** 5. Civic Leadership.
  - b. **Strategic Objective:** 5.1. To establish and maintain sound business and governance structures.
  - c. **Strategic Initiative:** 5.1.2. Systems Development and Improvement.

**In Brief:**

- Review and adopt the revised Council Policy – Purchasing Policy (Tender and Quotes).
- The current Policy was scheduled for review on 30 June 2014, and has been placed into the new format with changes to the Minor Purchase and Minor Quotation category values and CEO Delegation amount.
- A paragraph has also been inserted in relation to providing a preference to organisations that demonstrate high levels of Corporate Social Responsibility, support Indigenous employment, demonstrate sustainable business practices, and supply Australian made products (see highlighted changes on the attached proposed Policy).

**RECOMMENDATION**

**CSF109: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council ADOPT the amended Council Policy – Purchasing Policy (Tenders and Quotes).**

CSF109: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HORTIN  
SECONDED: COUNCILLOR GOODE

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10-0

**CSF109: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council ADOPT the amended Council Policy – Purchasing Policy (Tenders and Quotes).

**BACKGROUND**

**Summary of proposed changes:**

2. Following is an overview of the changes to the category values:

3. Current Policy

<b>Category</b>	<b>Value (exc. GST)</b>	<b>Minimum Protocol</b>
Minor Purchase	\$0-\$1,000	1 Verbal Quote
Minor Quotation	\$1,001-29,999	2 Written Quotes
Major Quotation	\$30,000-99,999	3 Written Quotes
Major Purchase (Tender)	\$100,000 and over	In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996

4. Proposed Policy

<b>Category</b>	<b>Value (exc. GST)</b>	<b>Minimum Protocol</b>
Minor Purchase	\$0- <del>\$1,000</del> <b>\$1,999</b>	1 Verbal Quote
Minor Quotation	<del>\$1,001</del> <b>\$2,000</b> -29,999	2 Written Quotes
Major Quotation	\$30,000-99,999	3 Written Quotes
Major Purchase (Tender)	\$100,000 and over	In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996

5. Under the current Policy, the Chief Executive Officer (CEO) has delegated authority from Council to undertake purchases of goods and services up to the value of \$250,000 (proposed Policy is recommending this is increased to \$500,000), and \$500,000 (proposed Policy is recommending this is increased to \$1,000,000) where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements.

6. An additional paragraph has been inserted under Item 2 of the Policy providing for a preference in relation to Corporate Social Responsibility, Indigenous employment, sustainable business practices and Australian made products.

## **DISCUSSION**

7. The current Policy was adopted on 19 February 2013 and was scheduled for review on 30 June 2014.
8. There was a considerable change to the values of the Minor Purchase and Minor Quotation categories during the previous Policy review (Minor Purchase category was previously \$0-\$5,000). A lot of minor purchases come in just over the current limit of \$1,000 (i.e. machine parts which need to be obtained from one particular supplier) so changing the limit to \$1,999 will accommodate these purchases and reduce the need for non-conforming file notes to be raised each time.
9. The increase to the CEO's delegated authority will enable a quicker turn-around on tenders. The tender process can be quite lengthy and it can be difficult for suppliers to determine whether to submit for new tenders when the outcome of previous tender is unknown (this is particularly an issue with road projects, where there are several projects to be done within the summer months). It should be noted that tendered projects are already approved by Council during the budget process.
10. In order for Council to remain fully informed of all tenders awarded, a summary of tenders awarded under CEO Delegation will be provided on a quarterly basis.
11. The City would like to support organisations that demonstrate high levels of Corporate Social Responsibility, support Indigenous employment, demonstrate sustainable business practices, and supply Australian made products. Under the new policy, this preference will be implemented by way of weighted evaluation criteria in our quotation and tender documents (likely to be 5% to 10% weighting).

## **GOVERNMENT & PUBLIC CONSULTATION**

12. No government consultation is required.
13. The procurement section of WALGA has been consulted regarding the Corporate Social Responsibility clause.
14. Consultation with suppliers happens on an ongoing basis and their feedback has been taken into account when reviewing this policy.
15. Local Noongar stakeholders were consulted as part of the development of the City's Noongar Employment and Training Strategy.

## **STATUTORY IMPLICATIONS**

16. *The Local Government (Functions and General) Regulations 1996, Regulation 11A purchasing policies for local governments' states:*
  - “(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100 000 or less or worth \$100 000 or less.*
  - (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*

- (3) A purchasing policy must make provision in respect of —
- (a) the form of quotations acceptable; and
  - (b) the recording and retention of written information, or documents, in respect of —
    - (i) all quotations received; and
    - (ii) all purchases made.
- (4) Different requirements may be imposed under a purchasing policy in respect of different classes, or types, of any of the following —
- (a) goods and services;
  - (b) suppliers;
  - (c) contracts;
  - (d) any other thing that the local government considers appropriate.
- [Regulation 11A inserted in Gazette 2 Feb 2007 p. 245.]”

### POLICY IMPLICATIONS

17. Adoption of the amended Policy will replace the current Policy which was adopted on 19 February 2013.

### RISK IDENTIFICATION & MITIGATION

18. The risk identification and categorisation relies on the City’s [Enterprise Risk Management Framework](#).

Risk Category	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Business Interruption: Resulting from delays in awarding tenders</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Continue to refer tenders to Council in accordance with current policy and hold Special Council Meeting for urgent matters</i>

### FINANCIAL IMPLICATIONS

19. Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the City. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.
20. There are no significant financial implications to the City, other than improved procurement efficiency, from implementing this Policy.

### LEGAL IMPLICATIONS

21. Nil

### ENVIRONMENTAL CONSIDERATIONS

22. Nil

**ALTERNATE OPTIONS**

23. If Council determines not to adopt the revised Policy, the existing Policy will continue to operate.

**SUMMARY CONCLUSION**

24. The current Policy had a major review and was adopted on 19 February 2013 and was scheduled for review on 30 June 2014. Over the past year a few issues have been identified, which has resulted in the suggested changes outlined above.
25. The small increase to the Minor Purchase category will alleviate the need for non-conforming file notes to be completed for purchases where it is not possible to obtain multiple quotes (i.e. parts only available through a particular supplier).
26. Increasing CEO delegated authority will streamline the tender process, avoiding lengthy delays between the tender closing and being awarded.
27. Encouraging businesses to demonstrate high levels of Corporate Social Responsibility, support Indigenous employment, demonstrate sustainable business practices, and supply Australian made products will benefit the community as well as Council.

<b>Consulted References</b>	:	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Policy (Tenders & Quotes) Council Policy – Buy Local Policy (Regional Price Preference)
<b>File Number (Name of Ward)</b>	:	CM.STD.7 (All)
<b>Previous Reference</b>	:	OCM 19/02/13 - Item 1.1

**CSF110: ADOPTION OF STANDING ORDERS AMENDMENT LOCAL  
LAW 2014**

**Proponent** : City of Albany  
**Attachments** : Nil  
**Responsible Officer(s)** : Chief Executive Officer (G Foster)

**Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:** 5. Civic Leadership.
  - b. **Strategic Objectives:** 5.1. To establish and maintain sound business and governance structures.
  - c. **Strategic Initiative:** Nil.

**In Brief:**

- Council is requested to adopt the *City of Albany Standing Orders Amendment Local Law 2014*.

**RECOMMENDATION**

**CSF110: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

That Council in accordance with section 3.12 of the *Local Government Act 1995*:

- (1) **RECEIVES** the administrative amendments recommended by Department of Local Government and Communities.
- (2) **AGREES to ADOPT** the *City of Albany Standing Orders Amendment Local Law 2014*, that is not significantly different from what was proposed:

**CSF110: RESPONSIBLE OFFICER RECOMMENDATION (CONTINUED)**

**LOCAL GOVERNMENT ACT 1995  
CITY OF ALBANY  
STANDING ORDERS AMENDMENT LOCAL LAW 2014**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Albany resolved on [Insert Date] to make the following local law.

**1. Citation**

This local law may be cited as the *City of Albany Standing Orders Amendment Local Law 2014*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law amended**

In this local law, the *City of Albany Standing Orders Local Law 2014* as published in the *Government Gazette* on 17 March 2014 is referred to as the principal local law. The principal local law is amended.

**4. Clause 6.16 amended**

In subclause (5)(b) delete “that meeting” and insert “the matter under discussion”.

**5. Clause 8.3 amended**

Delete clause 8.3 and insert:

“8.3 Where this local law does not apply or is silent

(1) In situations where:

- (a) clauses of this local law have been suspended;
- (b) a matter is not regulated by the Act, Regulations or this local law;
- (c) this local law is silent as to procedure,  
the Presiding Member is to decide questions relating to the conduct of a Meeting.

(2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 7.1(1)(f).”

Dated: [Insert date]

The Common Seal of the City Of Albany was affixed by authority of a resolution of the Council in the presence of—

DENNIS WELLINGTON, Mayor  
GRAHAM FOSTER, Chief Executive Officer

- (3) Advertise the City of Albany Standing Orders Amendment Local Law 2014 in the *Government Gazette*;

**CSF110: RECOMMENDATION 2 (CONTINUED).**

- (4) Provide a copy of the *City of Albany Standing Orders Amendment Local Law 2014* to all relevant Ministers;**
- (5) Give local public notice:**
  - a. stating the title of the local law;**
  - b. summarising the purpose and effect of the local law;**
  - c. specifying the dates the local law; and**
  - d. advising where copies of the local law may be inspected or obtained.**

**BACKGROUND**

2. At the Ordinary Council meeting held on 27 May 2014, Council resolved to make the amendment local law.

**DISCUSSION**

3. At the submission closing date, Council had received no public submissions; however received minor administrative corrections from the Department of Local Government and Communities (DLGC).
4. Section 3.12 of the *Local Government Act 1995* (the Act) requires the person presiding at a Council meeting is to ensure the purpose and effect of the proposed amendment local law is given.

**Purpose:** The purpose of this local law is to amend the principal City of Albany Standing Orders Local Law 2014. The purpose of the principal local law is to define the rules that apply to the conduct of meetings of the Council of the City of Albany, and its Committees and to meetings of electors, ensuring compliance with the Act and its regulations.

**Effect:** The meeting procedures defined in this Local Law are intended to result in:

- (a) better decision-making by Council and its Committees;
- (b) the orderly conduct of meetings dealing with Council business;
- (c) better understanding of the process of conducting meetings; and
- (d) the more efficient and effective use of time at Meetings.

**GOVERNMENT & PUBLIC CONSULTATION**

5. Council and Public. Advised of the proposal to make the amendment local law at the 25 May 2014 Ordinary Meeting of Council, followed by prescribed advertising.
6. Public submission closed on 22 July 2014. No submissions from the public were received.
7. State & Federal Government. Feedback was received from the DLGC and amendments made accordingly. Refer to Schedule of Submissions.

**STATUTORY IMPLICATIONS**

8. Amending a local law needs to be done in accordance with section 3.12 of the Act which is the same procedure for 'making' a local law. This is because an amendment local law is a new law in itself and must follow the full statutory process.
9. The resolution of Council to adopt the local law must be carried by **Absolute Majority**.

**POLICY IMPLICATIONS**

10. There are no policy implications related to this item.

**RISK IDENTIFICATION & MITIGATION**

11. The risk identification and categorisation relies on the City’s [Enterprise Risk Management Framework](#).

Risk Category	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Legal &amp; Compliance.</b> <i>Council does not adopt the local law, which will result in the undertaking not being complied with, which may result in the local law being disallowed.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Treat: City of Albany continues to conduct meetings under the current standing orders.</i>  <i>Note: Council gave a written undertaking, that the City of Albany would affect requested amendments and not rely or use the problematic clauses.</i>

**FINANCIAL IMPLICATIONS**

12. An appropriate budget line exists for the cost of giving public notice and advertising.

**LEGAL IMPLICATIONS**

13. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

14. There are no direct environmental considerations related to this item; however an efficient meeting will reduce wasted resources (time, travel, and employee salaries).

**ALTERNATE OPTIONS**

- 15. Council can make minor changes that are not significantly different from what was proposed.
- 16. If any changes are “significantly” different to what has been advertised for public comment, the process must be restarted.

**SUMMARY CONCLUSION**

17. As the amended draft local law is not significantly different from what was originally proposed. It is recommended that Council adopt the local law.

<b>Consulted References</b>	:	<i>Local Government Act 1995</i>
<b>File Number (Name of Ward)</b>	:	(All Wards)
<b>Previous Reference</b>	:	OCM 25/02/2014 Report Item CSF051 OCM 27/04/2013 Report Item CSF086

**SCHEDULE OF SUBMISSIONS**

<b>Advertised Proposed Local Law</b>	<b>Comment/Action taken</b>
<p>LOCAL GOVERNMENT ACT 1995 CITY OF ALBANY STANDING ORDERS AMENDMENT LOCAL LAW 2014</p>	<p>No change.</p>
<p>Under the powers conferred by the <i>Local Government Act 1995</i> and under all other powers enabling it, the Council of the City of Albany resolved on [Insert Date] to make the following local law.</p>	<p>No change.</p>
<p>1. Citation  This local law may be cited as the <i>City of Albany Standing Orders Amendment Local Law 2014</i>.</p>	<p>No change.</p>
<p>2. Commencement  This local law comes into operation 14 days after the date of its publication in the <i>Government Gazette</i>.</p>	<p>No change.</p>
<p>3. Principal local law amended  In this local law, the <i>City of Albany Standing Orders Local Law 2014</i> as published in the <i>Government Gazette</i> on 17 March 2014 is referred to as the principal local law. The principal local law is amended.</p>	<p>No change.</p>
<p>4. Clause 6.16 amended  Amend clause 6.16(5)(b) by deleting the words “that meeting” after the words “part in” and insert the words “the matter under discussion”.</p>	<p><b>DLGC Feedback:</b> Reference Clause 4. It is suggested to be consistent with current drafting conventions clause 4 is reworded as follows:  In subclause (5)(b) delete “that meeting” and insert “the matter under discussion”.  <b>Action taken:</b> Proposed local law amended.</p>
<p>5. Clause 8.3 amended  Amend clause 8.3 by deleting clause 8.3(2) and moving the words “the Presiding Member is to decide questions relating to the conduct of a Meeting” to the next line after clause 8.3(l)(c).</p>	<p><b>DLGC Feedback:</b> Reference Clause 5. It is presumed the purpose of this amendment is to: (a) delete the existing subclause (2) as it duplicates the beginning of subclause (1)(d); (b) turn existing subclause (1)(d) into a new subclause (2); and (c) move the words currently at the end of subclause (1)(c) onto a new line in order that they apply to paragraphs (a), (b) and (c), rather than solely to paragraph (c).</p>

	<p>The current amendment does not have this effect and instead leads to a subsequent formatting indiscretion. Accordingly, if the City's intention is as outlined above, it is recommended clause 5 be revised as follows:</p> <p>Delete clause 8.3 and insert:</p> <p><b>8.3 Where this local law does not apply or is silent</b></p> <p>(1) In situations where:</p> <ul style="list-style-type: none"><li>(a) clauses of this local law have been suspended;</li><li>(b) a matter is not regulated by the Act, Regulations or this local law;</li><li>(c) this local law is silent as to procedure,</li></ul> <p>the Presiding Member is to decide questions relating to the conduct of a Meeting.</p> <p>(6) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 7.1(1)(f).</p> <p><b>Action taken:</b> Proposed local law amended.</p>
<p>Dated: [Insert date]</p> <p>The Common Seal of the City Of Albany was affixed by authority of a resolution of the Council in the presence of—</p> <p style="text-align: right;">DENNIS WELLINGTON, Mayor GRAHAM FOSTER, Chief Executive Officer</p>	<p>No change.</p>

**CSF111: ELECTED MEMBER ATTENDANCE AT INTERSTATE CONFERENCE – SEGRA CONFERENCE ALICE SPRINGS, NT**

**Proponent** : City of Albany  
**Links** : <http://www.segra.com.au/PDF/2014/SEGRA2014-ProgramOverview.pdf>  
**Responsible Officer(s):** : Chief Executive Officer (G Foster)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:** 5. Civic Leadership
  - b. **Strategic Objective:** 5.3. To engage effectively with our community.
  - c. **Strategic Initiatives:** 5.3.2. Increased interaction between councillors and the community.

**In Brief:**

- Endorse the attendance of an elected member at the subject interstate conference.

**RECOMMENDATION**

**CSF111: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council ENDORSE the attendance of Councillor Hollingworth at the Sustainable Economic Growth for Regional Australia (SEGRA) Conference in Alice Springs, NT and APPROVE the allocation of \$1700 dollars from the Elected Member Conference budget line.**

**BACKGROUND**

2. The Sustainable Economic Growth for Regional Australia (SEGRA) Conference this year is being held in Alice Springs, NT in early October.
3. The SEGRA conference, established in 1997, provides a unique opportunity for all sections of the Australian community (rural and urban) to explore the key issues affecting regional, rural and remote Australia and be part of providing positive sustainable outcomes to ensure future prosperity.
4. SEGRA is about assisting regional, rural and remote Australia to source and identify the techniques, skills and issues they need to address to achieve successful economic growth and development.
5. Councillor Hollingworth is a member of Regional Development Australia (RDA) Great Southern and Chair of the South Coast Natural Resource (SCNRM) Management group.
6. The SEGRA Conference will be held in Albany in 2016.

## DISCUSSION

7. Councillor Hollingworth has indicated an interest in attending this conference and seeks a contribution from Council to represent the Council at this event.
8. In accordance section 2.8 of the *Local Government Act 1995*, it is the Mayor's role to speak on behalf of the City of Albany.
9. Council has delegated the approval for Elected Members to attend conferences with the condition that attendance is supported by the Mayor and noted by the CEO if the representative is called to speak on behalf of the City of Albany.
10. Justification for attendance:
  - a. SEGRA will be hosted by joint organisations in Albany in 2016 including the City of Albany, RDA GS, GSDC, SCNRM and others.
  - b. The purpose of Councillor Hollingworth's attendance includes promotion of the City as host in 2016, networking with other RDA organisations and meeting the new NT NRM Chair.
11. This report has been presented for the endorsement and approval of Council.

## GOVERNMENT & PUBLIC CONSULTATION

12. Nil

## STATUTORY IMPLICATIONS

13. Nil

## POLICY IMPLICATIONS

14. There are no policy implications related to this report.
15. There is no policy position on elected member attendance at conferences.

## RISK IDENTIFICATION & MITIGATION

16. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation - Lack of engagement from the local government regional sector.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Support an elected member attending the conference.</i>

## FINANCIAL IMPLICATIONS

17. \$26,000 is allocated in the current budget for elected members to attend training and conferences.
18. Councillor Hollingworth is seeking a \$1700 contribution from the City of Albany to cover flights and accommodation to and from Perth/Alice Springs, 5-11 October.
19. Regional Development Australia (RDA) Great Southern is contributing \$ 1900 and have paid all registration fees; SCNRM and NRM WA will be contributing a total of \$500 to cover Albany/Perth travel plus accommodation outside the conference dates for NRM meetings in Alice Springs.

## LEGAL IMPLICATIONS

20. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

21. Nil.

**ALTERNATE OPTIONS**

22. Nil.

**SUMMARY CONCLUSION**

23. It is recommended that the attendance is endorsed and the requested contribution be approved.

<b>Consulted References</b>	:	<i>Local Government Act 1995. <a href="http://www.segra.com.au/">http://www.segra.com.au/</a></i>
<b>File Number (Name of Ward)</b>	:	(All Wards)
<b>Previous Reference</b>	:	Nil

## CSF112: UPGRADE OF REVISED COMMUNITY STRATEGIC PLAN AND CORPORATE BUSINESS PLAN

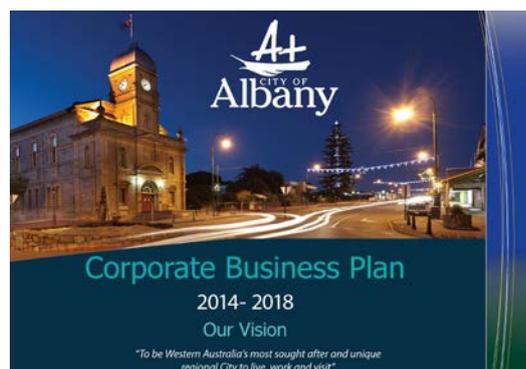
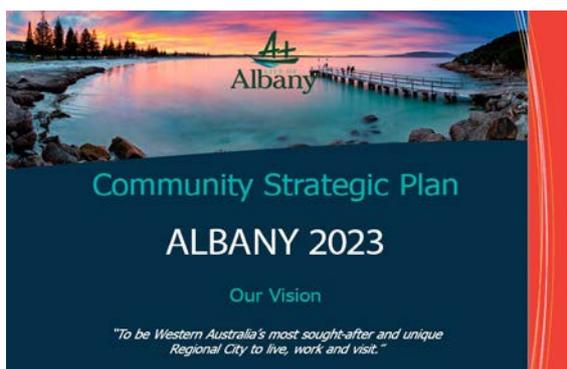
<b>Proponent</b>	:	City of Albany
<b>Attachments</b>	:	<ul style="list-style-type: none"><li>• <a href="#">Council Strategy: Community Strategic Plan Albany 2023 (As amended)</a></li><li>• <a href="#">Council Publication: Corporate Business Plan (Albany 2023) 2014 to 2018 (As amended)</a></li><li>• Attachments available on City of Albany Website: <a href="http://www.albany.wa.gov.au">www.albany.wa.gov.au</a></li></ul>
<b>Responsible Officer(s)</b>	:	Chief Executive Officer (G Foster) Facilitator-Strategy and Improvement (S Grimmer)
<b>Responsible Officer Signature</b>	:	

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:
  - a. **Key Theme:** 5 Civic Leadership
  - b. **Strategic Objective:** 5.2: To provide strong accountable leadership supported by a skilled and professional workforce.
  - c. **Strategic Initiative:** 5.2.1: Provide positive leadership that delivers community outcomes.
2. The Key Themes, Strategic Objectives and Strategies defined in the Community Strategic Plan and referenced in the Corporate Business Plan will form the basis for all future Council decisions. As a result City Officers are required to demonstrate a clear justification against relevant strategic themes and objectives for all future Council items.

#### In Brief:

- Adoption of the plans listed below is required for the City to comply with the amended *Local Government (Administration) Regulations 1996*, which require Local Governments to adopt a Community Strategic Plan, Corporate Business Plan and informing strategies by June 2013 and to continually review these to ensure they remain relevant and viable.
- The initial documents adopted in June 2013 have been subject to review and update based on research and interaction with the WA Integrated Planners network and the 2014/15 budget deliberations.
- The adoption of the updated Community Strategic Plan and Corporate Business Plan, further integrates these plans with our long term financial plans, reinforces Council's commitment to meaningful strategic planning and provides a sound basis for continual improvement within the City.



**RECOMMENDATION**

**CSF112: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council ADOPT the updated Community Strategic Plan and Corporate Business Plan as attached.**

**BACKGROUND**

3. The current Community Strategic Plan and Corporate Business Plan were adopted in June 2013.
4. Over the past year these plans have been reviewed and updated to better align them with our long-term financial plan and to introduce meaningful Community Key Performance Indicators (KPIs) where community members are asked to rate the City's performance via a regular Community Survey.
5. These plans supersede the previously adopted Community Strategic Plan and Corporate Business Plan.

**DISCUSSION**

6. The following summarises the key changes made to the revised Plans:

<b>Community Strategic Plan</b>	<b>Reason</b>
Strategic Planning Framework (Page 8)	<i>To clarify the role of the Community, Council and City in the integrated planning process</i>
Strategic Challenges (Page 9)	<i>To summarise high level strategic challenges faced by the City and to summarise how these have been addressed in the Community Strategic Plan</i>
Strategies, Outcomes and Community KPI's page for each theme (Pages 13, 16, 19, 22 and 25)	<i>To link objectives and strategies to Community KPI's thereby allowing our community to rate our performance in delivering what we promise</i>
<b>Corporate Business Plan</b>	<b>Reason</b>
Strategic Priorities for the next 4 years (Page 6)	<i>To provide a high level summary of the City's strategic priorities</i>
Strategic Project Summary for the next 4 years (Pages 11 to 12)	<i>To provide detail on the budget allocation for strategic projects under each of the strategic themes</i>
Capital Works Summary for the next 4 years Pages (Pages 14 to 16)	<i>To provide detail on the budget allocation for capital works for each asset class</i>
Service Delivery Plans for each City Business Unit (Pages 17 to 47)	<i>To provide a summary of the services delivered by the City of Albany including how performance is monitored and their alignment with the Community Strategic Plan</i>

**GOVERNMENT CONSULTATION**

7. The City has researched the approach taken by other Local Governments, visited a number of WA Local Governments and consulted widely.
8. The City involved the UWA, Great Southern Development Commission, Chamber of Commerce and Industry and the Department of Transport in a peer review of the updated Community Strategic Plan in April 2014. The changes were widely supported.

**COMMUNITY CONSULTATION / ENGAGEMENT**

9. In October 2013 the City commissioned Catalyse an independent Local Government Survey specialist to conduct a comprehensive community survey with the results collated, widely reported and then used as a basis for improving and monitoring our integrated planning framework.
10. Over the past year our integrated planning framework has been presented to a number of community groups who have provided input and feedback via regular community forums and improved stakeholder engagement on projects and Council initiatives.
11. A further Community Survey has been scheduled for the first quarter of 2015.

**STATUTORY IMPLICATIONS**

12. The *Local Government (Administration) Regulations 1996* has been amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.
13. Section 5.56(1) and (2) of the *Local Government Act 1995* requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.
14. The adoption of the prescribed revisions provides a sound basis for Council in monitoring the performance of the City.
15. The prescribed plans will assist Council to meet their obligation to:
  - a. Direct and control the local government's affairs; and
  - b. Be responsible for the performance of the local government's function.

**RISK IDENTIFICATION & MITIGATION**

16. The risk identification and categorisation references the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Compliance.</b> Council does not adopt the updated Plans.	Unlikely	Moderate	Medium	Engage with Council to ensure they understand and support the upgrade of the Community Strategic Plan and Corporate Business Plan.

## FINANCIAL IMPLICATIONS

17. While there are no direct financial allocation in relation to this item, failure to meet our statutory obligations could affect our ability to attract future State Government funding.
18. The upgrade to the Corporate Business Plan aligns with the 10 Year Financial Plan and 2014/15 budget and provides the basis for long term financial management of City assets and resources.

## CONCLUSION

19. The adoption of the updated Community Strategic Plan and Corporate Business Plan, reinforces Council's commitment to meaningful strategic planning and provides a sound basis for continual improvement within the City.

<b>Consulted References</b>	:	Western Australian-Integrated Planning and Reporting Framework
<b>File Number (Name of Ward)</b>	:	CM.RVW.3 (All Wards)
<b>Previous Reference</b>	:	SCM 27/06/13 Item 6.1

**WS048: CORPORATE BUSINESS PLAN OBJECTIVE – CARBON FOOTPRINT REDUCTION STRATEGY**

**Proponent** : City of Albany  
**Attachments** : City of Albany Council Carbon Footprint Reduction Strategy  
**Responsible Officer(s)** : Executive Director Works and Services (M Thomson)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:
  - a. **Key Theme:** 2. Clean, Green and Sustainable.
  - b. **Strategic Objective:** 2.2. To maintain and renew city assets in a sustainable manner.
  - c. **Strategic Initiative:** 2.2.3. Carbon Footprint.

**In Brief:**

- This report presents the draft City of Albany Carbon Footprint Reduction Strategy (CFRS) and its action plan.
- It is recommended that the strategy along with its accompanying action plan be adopted and implemented.

**RECOMMENDATION**

**WS048: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council ADOPT the City of Albany Carbon Footprint Reduction Strategy and Action Plan.**

WS048: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GREGSON  
SECONDED: COUNCILLOR BOWLES

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS048: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the City of Albany Carbon Footprint Reduction Strategy and Action Plan.

**BACKGROUND**

2. At the November 2013 Council meeting, it was resolved “That Council NOTE the status of the Environmental Action Plan and that a review of the City of Albany Environmental Policy and Action Plan is pending.”

**DISCUSSION**

3. In the 2013 Corporate Business Plan the focus for 2013/14 was to research and provide recommendations on cost effective initiatives that will reduce the carbon footprint of City owned assets.
4. Staff have reviewed the current Environmental Policy and Environmental Action Plan and determined the need for a strategy which addresses the objective of the Corporate Business Plan directly, while concurrently addressing some aspects of the Environmental Action Plan.
5. To alleviate any confusion about the focus of these documents, environment deals with issues such as biodiversity, while carbon footprint deals with issues such as energy efficiency.
6. The development of the CFRS sets direction for the City to deal with rising energy prices and assist in the development of sound and sustainable practices around the use of renewable resources. It will also advocate a culture in the organisation which contributes to it’s long term resilience.
7. The strategy, through its action plan, identifies good work that is already underway and having a positive impact. The work being done is not widely known.
8. The current Environmental Policy will be reviewed (in the context of the CFRS as adopted) and presented to Council for consideration at a later time.

**GOVERNMENT & PUBLIC CONSULTATION**

9. Consultation with Government agencies and the community will occur as the need arises.

**STATUTORY IMPLICATIONS**

10. Not applicable

**POLICY IMPLICATIONS**

11. The Council Environmental Policy states the City of Albany is committed to ensuring that appropriate responses are undertaken to mitigate potential climate change impacts. Carbon emissions are said to have an impact on climate change and therefore development of this strategy is consistent with current policy.

**RISK IDENTIFICATION & MITIGATION**

12. The risk identification and categorisation relies on the City’s Enterprise Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Financial and Environment Implications: Negative impacts due to energy consumption increases along with carbon emissions.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>City staff continue to work toward best practise in individual areas.</i>

**FINANCIAL IMPLICATIONS**

13. The CFRS recommendations will require analysing and prioritising for future budget consideration. It is expected, that long term savings in energy consumption and fuel will result from the strategy's implementation.

**LEGAL IMPLICATIONS**

14. Not Applicable.

**ENVIRONMENTAL CONSIDERATIONS**

15. A reduction in Carbon Emissions from Council assets will have positive environmental impacts.

**ALTERNATE OPTIONS**

16. Council may decline to adopt the City of Albany CFRS.

**SUMMARY CONCLUSION**

17. The City of Albany Carbon Footprint Reduction Strategy and Action Plan provides the City direction to manage its carbon footprint through energy efficiency and development of sound sustainable business practice contributing to the long term resilience of the City.
18. It is recommended that the strategy be adopted.

<b>Consulted References</b>	:	Council Environmental Policy
<b>File Number (Name of Ward)</b>	:	EM.PLA.26 (All Wards)
<b>Previous Reference</b>	:	OCM 26.11.13 item WS020

## **WS049: DROME ROAD PARKING SCHEME**

<b>Land Description</b>	: Drome Road verge, between Albany Highway and Andorra Road
<b>Owner</b>	: City of Albany
<b>Attachments</b>	: Drome Road Parking Scheme Plan
<b>Responsible Officer(s)</b>	: Executive Director Works and Services (M Thomson)

**Responsible Officer's Signature:**



### **STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:** 3. A connected built environment.
  - b. **Strategic Objective:** 3.1. To advocate, plan and build friendly and connected communities.
  - c. **Strategic Initiative:** 3.1.2. Parking and Traffic Modelling.

### **In Brief:**

- On 22 April 2014, following identification of ongoing parking issues, Council considered this matter.
- Council resolved to consult with affected residents with respect to implementation of a parking scheme in the area and refer back to Council.
- This report presents an alternative landscaping proposal to compliment parking (i.e. No Standing) signage as a means of discouraging parking within the verge, post review of public submissions.
- It is recommended that a verge development application be considered for Drome Road between Albany Highway and Andorra Road, to be landscaped in conjunction with implementing the proposed parking scheme.

### **RECOMMENDATION**

#### **WS049: COMMITTEE RECOMMENDATION VOTING REQUIREMENT:**

#### **THAT Council:**

1. **NOTE** the provision of a landscaped verge treatment for Drome Road adjacent the Le Grande Motel, subject to it meeting the City of Albany verge development guidelines; and
2. **APPROVE** the parking scheme plan for Drome Road.

**WS049: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR DOWLING**

**SECONDED: COUNCILLOR GREGSON**

1. NOTE the provision of a landscaped verge treatment for Drome Road adjacent the Le Grande Motel, subject to it meeting the City of Albany verge development guidelines; and
2. APPROVE the parking scheme plan for Drome Road.

CARRIED 5-0

**WS049: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council:

1. APPROVE the provision of a landscaped verge treatment for Drome Road adjacent the Le Grande Motel, subject to it meeting the City of Albany verge development guidelines; and
2. APPROVE the parking scheme plan for Drome Road.

**BACKGROUND**

2. The section of road verge in question is frequently used for indiscriminate parking.
3. Parking consists of both commercial and private vehicles that are staying at the adjacent accommodation (Le Grande Motel) and at times overflow parking for nearby residences.
4. Complaints have been received regarding parked vehicles obstructing sightlines for normal traffic and traffic exiting nearby residences.
5. The owner of the affected business (Le Grande Motel) has not given any consent for parking on the verge abutting the property.
6. On 22 April 2014, Council resolved to consult with affected residents regarding the installation of a parking scheme complimented by no-standing signage along Drome Road between Albany Highway and Andorra Road, noting a parking scheme would assist City of Albany Rangers with respect to enforcement and signage would offer a deterrent.
7. The consultation process has concluded and feedback has been reviewed.

**DISCUSSION**

8. The majority of the public submission supported no-standing signs being installed.
9. This view was supported by the Manager of the Le Grande Motel, who advised:
  - a) the hotel does not give consent to parking to occur on the verge;
  - b) supports no standing on the verge; and
  - c) landscaping treatment to discourage verge parking is the preferred option, as this would also enhance the street frontage adjacent to the motel.

10. The Manager of the Le Grande Motel indicated to City officers that low growing native shrub landscaping would be provided.
11. City staff will ensure through the approval process that treatments do not cause sightline/vision problems and will assist in effectively dealing with the parking issue.
12. Based on more recent conversations with the motel manager the implementation of a parking scheme is considered acceptable in conjunction with the landscaping proposal. If the landscaping treatment is not proving successful, the following course of action is proposed:
  - a) Phase 1 - Initially, parking signs will not be installed, as the landscaping treatment alone may offer sufficient deterrent.
  - b) Phase 2 - If landscaping does not prove to a sufficient deterrent, parking signs will be installed and City Rangers will provide enforcement as permitted by the City's Local Law.
13. Should the proponent not proceed with the landscaping treatment the City will implement the parking scheme regardless (signage).

### GOVERNMENT & PUBLIC CONSULTATION

14. **Public Consultation.** Letters were sent on 21 May 2014 to affected residents in proximity (including absentee owners), which included: Drome Rd, Albany Highway, Andorra Rd, Valencia Cl, Le Grande Way, Sierra Cr, Granada Cr, Salvado Rd, Seville Way and Lorenzo Way.
15. **Submissions Received.** The City received eight written responses and one verbal response from the land owner most directly impacted by the proposal.
16. Seven submissions supported the proposal.
17. Two submissions proposed an alternative solution, being to landscape the verge with low height native vegetation as a deterrent to parking on the verge.

### STATUTORY IMPLICATIONS

18. Nil.

### POLICY IMPLICATIONS

19. There is no specific Council policy position, as verges are dealt with under *Activities on Thoroughfares and Public Places Local Law 2011* and Verge Development Guidelines have been developed to administer verge development.

### RISK IDENTIFICATION & MITIGATION

20. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Community, People Health and Safety: Council does not adopt the subject parking scheme, which result in the continuation of illegal verge parking, resulting in inconvenience and safety issues to the public.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Council adopt the parking scheme and approve the landscape verge treatment.  Council Rangers continue to respond and issue fines in accordance with local law.</i>

### **FINANCIAL IMPLICATIONS**

21. Costs for installation and maintenance of the landscaping and pedestrian path will be borne by the motel owner (Hotel Le Grande).

### **LEGAL IMPLICATIONS**

22. To enable enforcement, a new parking scheme must be implemented in accordance with the City of Albany *Parking and Parking Facilities Amendment Local Law 2012*.
23. Once adopted by Council, public notice must be given prior to enforcement of new or amended parking limitations.

### **ENVIRONMENTAL CONSIDERATIONS**

24. Nil, however the provision of a landscaping treatment is a good environmental outcome.

### **ALTERNATE OPTIONS**

25. Council may resolve to implement a parking scheme consisting of no standing signs as per Report Item WS034 (OCM 22 April 2014).

### **SUMMARY CONCLUSION**

26. As per Council resolution, relevant consultation has been conducted in respect of the implementation of a parking scheme at Drome Road between Albany Hwy and Andorra Road.
27. City officers are of the view that the most appropriate treatment is to undertake verge development, which will discourage problematic verge parking.
28. In conjunction with the verge treatment, parking scheme signs can be installed, however initially the signs will not be installed to determine if the verge treatment along provides adequate deterrent for verge parking. If not the parking scheme will be implemented.
29. Approval is required for the parking scheme to enable this option in future.
30. It is recommended that the verge development proceed, at the expense of the adjacent motel owner/manager and that the parking scheme as proposed be approved.

<b>Consulted References</b>	:	<i>Parking &amp; Parking Facilities Amendment Local Law 2012, Activities on Thoroughfares and Public Places Local Law 2011, Verge Development Guidelines.</i>
<b>File Number (Name of Ward)</b>	:	CU.PRA.5
<b>Previous Reference</b>	:	WS034

**WS050: DEDICATION & CONSTRUCTION OF MUELLER STREET AND  
TOWNSEND ROAD EXTENSIONS**

**Land Description** : Lot 9001 Cull Road, Lockyer  
Lot 6686 R25357 Howson Street, Lockyer  
Lot 123 Staines Street, Lockyer

**Proponent** : City of Albany

**Owner** : City of Albany; State of WA; State Housing Commission

**Attachments** : Revised Structure Plan for Lot 9001 Cull Road  
Original South Lockyer Structure Plan Map  
Original Approved Subdivision Plan for Lot 9001 Cull Road

**Responsible Officer(s):** : Executive Director Works & Services (M Thomson).

**Responsible Officer's Signature:**

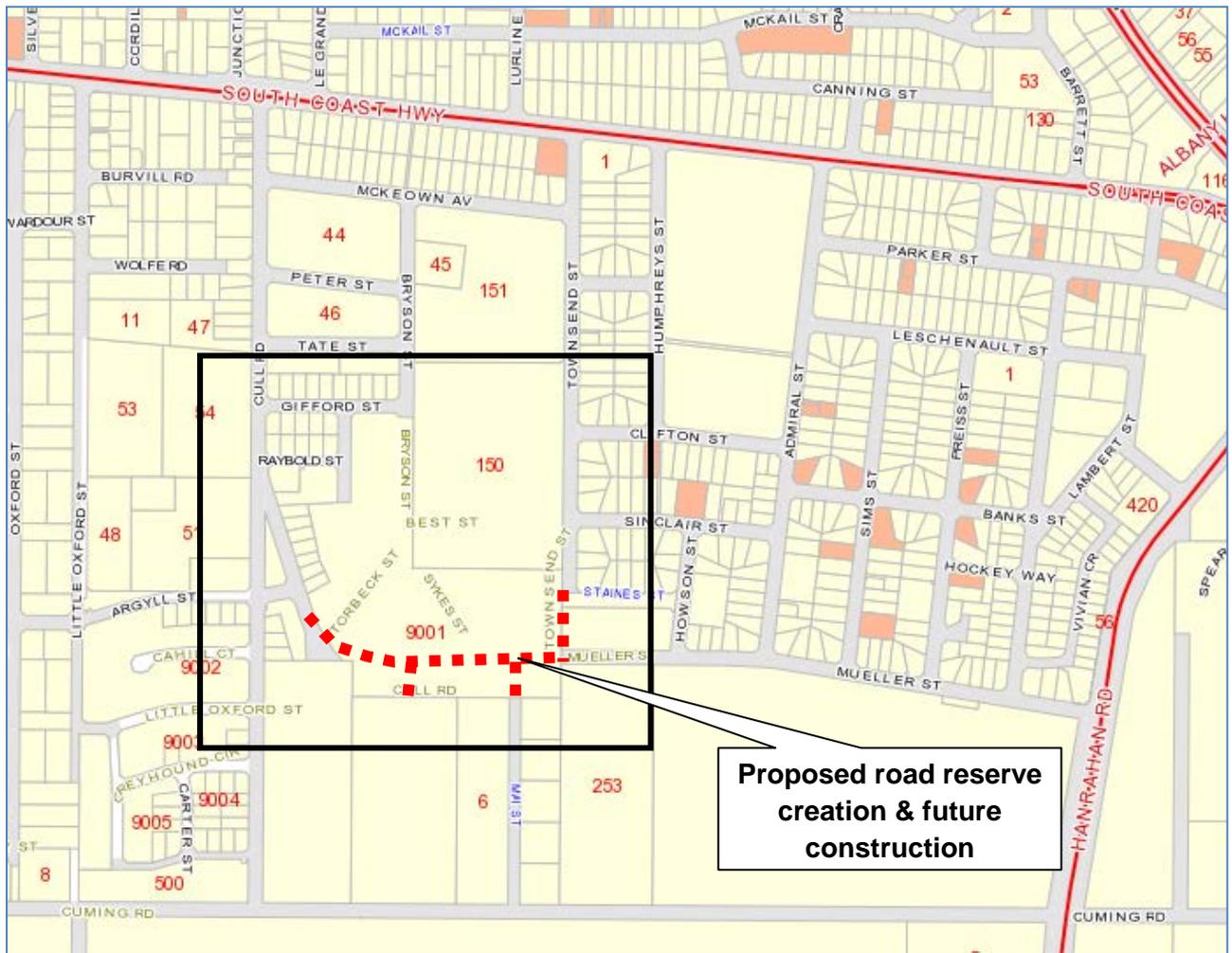


**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:
  - a. **Key Theme:** 3. A connected built environment.
  - b. **Strategic Objective:** 3.1. To advocate, plan and build friendly and connected communities.
  - c. **Strategic Initiative:** 3.1.2. Parking and Traffic Modelling.
  - d. **Strategic Outcome:** Improved parking and traffic flows.
2. This item relates to the following Strategic Objectives noted in the Albany Local Planning Strategy (2010):
  - a. **8.6.5 Transport Strategy:** Support the improvement in road and rail access, including safety and amenity, and the integration of various modes of transport to service the infrastructure requirements of the City.

The Local Planning Strategy Map 9B indicates a Local Distributor Road in the general vicinity of Cull Road / Mueller Street.

**Maps and Diagrams:**



**In Brief:**

- Council is requested to consider options for extending the local road network through Lockyer and Gledhow to improve accessibility through this area and to divert traffic from South Coast Highway / Albany Highway intersection.
- In particular, support is sought to progress the extension of Cull Road and Townsend Street to Mueller Street, including appropriate treatment of the intersections with South Coast Highway and Hanrahan Road.
- This proposal relates to previous commitments the Council has made with adjacent land developers and is reflective of the South Lockyer Structure Plan.

**RECOMMENDATION**

**WS050: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council:**

- 1. SUPPORT, in principle, the future extension of Cull Road and Townsend Street to Mueller Street;**
- 2. AUTHORISE staff to proceed with all necessary land actions in order to create the required road reserves;**
- 3. AUTHORISE staff to proceed with actions required to source funding for the proposed road construction and intersection treatment works, on the basis that any allocation of Council funds occurs through future budgetary processes;**
- 4. SUPPORT the undertaking of public consultation on the review of Council Policy – South Lockyer Structure Plan, as a precursor to the amendment of this policy in a future item to Council.**

**WS050: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR GREGSON  
SECONDED: COUNCILLOR BOWLES**

**THAT the Responsible Officer Recommendation be ADOPTED.**

**CARRIED 5-0**

**WS050: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council:**

- 1. SUPPORT, in principle, the future extension of Cull Road and Townsend Street to Mueller Street;**
- 2. AUTHORISE staff to proceed with all necessary land actions in order to create the required road reserves;**
- 3. AUTHORISE staff to proceed with actions required to source funding for the proposed road construction and intersection treatment works, on the basis that any allocation of Council funds occurs through future budgetary processes;**
- 4. SUPPORT the undertaking of public consultation on the review of Council Policy – South Lockyer Structure Plan, as a precursor to the amendment of this policy in a future item to Council.**

## BACKGROUND

3. Options to extend various roads to improve linkages from Gledhow and Lockyer through to Hanrahan Road have been discussed for many years, though it was the development of Lot 260 Cull Road by the adjoining developers (Kelly/Attwell) that brought focus to the extension of Cull Road to Mueller Street.
4. Council, at its meeting held on 19 April 2005, considered a request from Kelly/Attwell to connect their future subdivision of Lot 260 Cull Road to the local road network (Item 13.3.5). This report notes:
  - a. The developers initially considered Cuming Road as an option, however there were significant site constraints to the further upgrading of this road (i.e. acid sulphate soils, depth of peat, high water table etc);
  - b. As a result, the concept of extending Mueller Street to Cull Road was explored;
  - c. The proponents offered to prefund the construction of the Mueller Road extension on the basis that these monies were reimbursed upon the development of the City's freehold land. It was noted that the development of Lot 260 Cull Road would require the extension of the reticulated sewer network and the City's development of the adjoining property would benefit from the extension of these services. This was the argument for the refund of monies put up for the construction of Mueller Street; and
  - d. It was recognised that the extension of Mueller Street would also benefit the future subdivision of the City's freehold property.
5. From this April 2005 meeting, it was resolved:

*THAT Council, subject to all the land required for the extension of Mueller Road being negotiated, delegate to the Chief Executive Officer the capacity to finalise an agreement with YW Atwell and GJ Kelly to secure an advance payment to extend Mueller Road through Part Location 274 Cull Road, Lockyer.*
6. In conveying this Council resolution to the developers, it was noted that no timeframe was available on when these actions may be achieved. However, in 2006 the Council adopted the Scheme Policy – South Lockyer Structure Plan. On the basis that this Structure Plan identified the extension of Mueller Street to Cull Road as the main link road, in 2007 the developers made their application to subdivide their Lot 260 Cull Road. This land has been available for purchase since 2011.

## DISCUSSION

### South Lockyer Structure Plan

7. The South Lockyer Structure Plan is an adopted policy of Council and represents the guiding structure for the future development of this area. This structure plan does indicate the extension of Cull Road and Townsend Road through to Mueller Street.
8. It is noted that the alignments of both roads, as shown on the revised plan attached to this item, are slightly different to that indicatively shown in the original Structure Plan. This is partially because the alignment of Mueller Street required that some land from Lot 75 No 15 Greyhound Circle be included in the road reserve. This landowner has strongly objected to the taking of any land from his property and as such, an alternate alignment has been explored.
9. With regard to the alignment of Townsend Road, a more direct route is proposed than shown in the original Structure Plan

10. While this item dealing with the road extensions is generally consistent with the Structure Plan, the process to create these road reserves requires the support and approval of the Department of Planning. The Department has asked for a revised Structure Plan for Lot 9001 to show how to new road alignments will work with the future development of the land.
11. While this revised plan has been prepared for the purposes of the future subdivision application, it is recognised that the Council Policy – South Lockyer Structure Plan will also need updating. This will form a future item to Council, though the draft Structure Plan for the subdivision of Lot 9001 has been attached to this item.

**Impact on Land Values and Marketability**

12. The City had a scenario valuation prepared to consider the potential financial cost or benefit of constructing the Cull Road - Mueller Street link. In summary, it was the opinion of the valuer that:
  - a. The road extension may encourage higher density development adjoining the road (as the current plans were for 1ha lots at this end of the development), particularly in the area south of Mueller Street (i.e. Mai Street land), though smaller residential lots of less than 1000m<sup>2</sup> are unlikely to sell well;
  - b. The road construction could add a market value benefit of between \$80,000 to \$130,000 to balance Lot 9001 Cull Road (owned in freehold title by the City);
  - c. Any possible improvement in land value for Lot 9001 needs to be considered in light of the potential negative impacts of increased traffic flows along the road extension, with people avoiding the main Chester Pass roundabout;
  - d. The road extension will provide a direct link to Lockyer, which has generally lower property values than surrounding suburbs; and
  - e. Overall, the benefit to the market value of Lot 9001 is likely to be offset by the potential reduction in marketability and market value of the existing holdings in the Ridge Estate.
13. While this opinion is acknowledged, it is also recognised that improved and safer road links to the CBD via the construction of this road extension and the diversion of traffic from the main Chester Pass roundabout could be of benefit to the current and future residents of the Ridge Estate. It is noted that Cuming and Parker Roads are both currently used as alternate routes to avoid the Chester Pass roundabout.
14. In reviewing the existing South Lockyer Structure Plan for Lot 9001, a real estate opinion was sought on the preferred lot sizes in the location. The opinion was generally lots between 750m<sup>2</sup> and 1000m<sup>2</sup> are preferred in this area, as they are more reflective of the lifestyle of Albany (i.e. storage space for caravans, boats, vehicles etc is considered desirable).
15. There are also some general opinions that the poor sales record in the Ridge Estate is due to the size of the lots relative to the steeply sloping nature of the area, meaning that earthworks and/or building costs are very expensive, as a flat building envelope is difficult to achieve. Larger lot sizes improve options for achieving a suitable and more cost efficient building site.

16. In view of these opinions, the revised Structure Plan for Lot 9001 aims to provide generally larger lots than previously proposed and a mix of lot sizes. While this would reduce overall lot yield, this is offset by creating lots which are likely to be more marketable and will likely have a higher value. The small cottage lots have also been amalgamated as a single grouped dwelling site where the same density is likely to be achieved, however if it was developed by one agent, it is considered a better standard of development would result compared to the sale and development of these lots individually.

### **Road Safety**

17. One of the supporting factors for the extension of local distributor roads through Gledhow and Lockyer is the safety of the South Coast Highway / Albany Highway intersection. This intersection has been named as one of the State's riskiest intersections in the RAC risky roads campaign. It is also been subject to a high number of accidents.
18. While Main Roads WA is exploring options to relocate or redesign this intersection, it is recognised that reducing traffic in this location would improve public safety. As such, options to divert traffic need to be considered.
19. The proposed Albany Ring Road will serve to divert traffic from this intersection and the main Chester Pass Road roundabout, however this is a long term solution to the traffic problems. The short to medium solution is to upgrade various local roads to provide a distributor function. In the case of the Gledhow and Lockyer area, this would constitute Cull Road to Mueller Street and Townsend Road to Mueller Street, exiting to Hanrahan Road.
20. Following the extension of Cull Road and Townsend Street to Mueller Street, Cuming Road will be closed and utilised for strategic fire access only. Parker Road, at its intersection with Hanrahan Road, can be converted to a left-in left-out junction promoting safer traffic movements.
21. The overall scheme fits within a broader strategic context whereby traffic permeability is encouraged and options are developed for traffic to bleed from major intersections through use of roads such as Le Grande Avenue, Newby Street (future) and Townsend Road. As such, it is considered that Main Roads have a considerable stake in this matter.

### **Land Changes**

22. The extension of Cull Road and Townsend Road to Mueller Street will require the following land actions:
- a. The excision of the road reserve from Lot 9001 Cull Road to connect Cull Road to Mueller Street. Lot 9001 is owned in freehold title by the City and this would be done via the lodgement of a subdivision application;
  - b. If a subdivision application was going to be submitted to create the road reserve extension, it would be economical to create the road links to Mai Street and the future road extension through Lot 134 Cuming Road, which is also earmarked for Future Urban development. This would also satisfy the request of the Department of Planning that those road reserves are created at the same time as Mueller Street;
  - c. It is proposed to discuss with the related State Government agencies the direct extension of Townsend Street through to Mueller Street. This will involve the taking of land from existing Reserve 25357, which is an unvested reserve set aside for Government Requirements. It does not appear that this Reserve is used for any particular purpose, though there is a drainage line running through the land which would fall under the City's responsibility; and

- d. As part of this action, it is also proposed that the City will seek the dedication of Staines Street. While this street is shown as a road on the Deposited Plan, it remains in the freehold ownership of the State Housing Commission. There is no intent to construct this road at this time, however it is noted that Staines Street is the primary access to Lots 388 – 391, also in the ownership of the Department of Housing.
23. It is noted that these land changes may take some time to realise and that even if Council does not support the construction of the road links at this time, it may wish to support the actions to initiate the land changes so that the road reserves are in place when construction occurs in the future.

### **Road Construction Costs**

24. The construction costs for the road are estimated as follows:
- a. Link from Cull Road to Mueller Street - \$600,000
  - b. Extension of Townsend Road - \$150,000
  - c. Intersection treatments at South Coast Highway for both Townsend Road and Cull Road - \$500,000
  - d. Intersection treatment at Mueller Street and Hanrahan Road intersection - \$250,000

### **Funding Options**

25. Preliminary discussions with Main Roads WA indicate that the Cull Road to Mueller Street link is a possible candidate under the State Initiatives Road funding scheme. A submission for this funding scheme is currently being prepared by the City.
26. Previously, the developers Kelly/Attwell have offered funds towards the construction of the road, on the basis that these monies are refunded upon the development of the City's freehold land.
27. It could be argued that the upgrading of the broader road network is the responsibility of all developers that may financially benefit from the improved accessibility. It was always the intent of the City that a contributions plan be prepared for this area, such that all developers contribute equably towards the upgrading of the road network. This will be further considered in the review of the South Lockyer Structure Plan.
28. On this basis, it is proposed that a reasonable non-refundable contribution be sought from Kelly/Attwell towards the upgrading of the local road network and that the City pursue joint funding arrangements with Main Roads Western Australia.
29. The road extension is currently identified in the Long Term Financial Plan in 2015/2016.

### **GOVERNMENT & PUBLIC CONSULTATION**

30. Initial discussions were held with the Department of Lands on the excision of land from Reserve 25357. This Department advised that a position could only be decided once a formal request had been received. It is the intent of this item to initiate this request.
31. Initial discussions were held with the Department of Planning on the South Lockyer Structure Plan and their input was sought and considered in the review of this structure plan as it relates to Lot 9001.
32. Initial discussions have been held with Main Roads WA on these proposed road improvements and potential funding options to achieve the upgrading of the road network through this area.

33. While adjoining landowners have not been consulted at this stage, discussions have been held with the adjoining developers Kelly/Attwell. If Council support for this item is obtained, broader public consultation will occur as a precursor to the review of the South Lockyer Structure Plan. As such, when the revised Council Policy is presented to Council for consideration, this will include any outcomes from the public consultation.

### STATUTORY IMPLICATIONS

34. Section 51 of the *Land Administration Act 1997* allows the Minister to cancel, change the purpose of or amend the boundaries of the land comprising a reserve.
35. Section 52 of the *Land Administration Act 1997* allows the Minister to acquire as Crown land any alienated land designated for a public purpose on a plan of survey or sketch plan.
36. Section 56 of the *Land Administration Act 1997* allows the dedication of land as a road. In doing so, the Local Government must indemnify the Minister for Lands against any claim for compensation.
37. The creation of a road occurs through the subdivision process detailed under Part 10 of the *Planning and Development Act 2005*. Section 168 of this Act states all land shown on a diagram or plan of survey of a subdivision shown as a new road or road widening will be dedicated as a road.
38. Majority of the land actions required to create the necessary reserves can be undertaken under Delegations 2014:030 and 2014:031 relating to Land Administration tasks, however given the broader strategic and budgetary implications of this item, it has been presented to Council for determination.

### POLICY IMPLICATIONS

39. The area surrounding Cull Road and Mueller Street is subject to Council Policy – South Lockyer Structure Plan. The implications of this policy has been mentioned in more detail in the Discussion section above and the intention to vary this policy in a future item to Council is noted.

### RISK IDENTIFICATION & MITIGATION

40. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk Category	Likelihood	Consequence	Risk Analysis	Mitigation
<u>People Health &amp; Safety.</u> Support for the road extensions is not forthcoming, resulting in identified dangerous traffic issues not being mitigated.	Possible	Major	High	Gain support to either create the proposed road extensions or find an alternate route that will divert traffic from dangerous intersections
<u>Legal &amp; Community.</u> Council does not support the extension of Cull Road to Mueller Street, as previously agreed with the adjoining developers.	Possible	Moderate	Medium	Proceed with this road extension, as previously agreed by the Council in 2005 and reflected in the South Lockyer Structure Plan, as this is the information conveyed to all affected landowners

## **FINANCIAL IMPLICATIONS**

41. It is estimated that the road links as identified in the revised subdivision layout will cost in the order of \$750,000 (subject to detailed design and analysis). The upgrading of the intersections with the major roads is estimated in the order of a further \$750,000. The cost of the various components of this upgrading is detailed in the Discussion section of this report.
42. The City is seeking monies through the State Initiatives Road funding scheme as a contribution towards these road upgrades. The City will be required to make some contribution, however this will be determined through this process and Council will be asked to approve any contribution through the budgetary process.
43. As mentioned, there is an allocation made in the Long Term Financial Plan for 2015/2016 of \$600,000 for this project.

## **LEGAL IMPLICATIONS**

44. There are no legal implications associated with this item.

## **ENVIRONMENTAL CONSIDERATIONS**

45. While the construction of Cull Road and Townsend Road to Mueller Street will involve the clearing of vegetation, an environmental assessment of the area has not identified any environmental values or issues that need to be considered. There may be some declared weeds on the site that would need to be disposed of appropriately. This will be considered in the scope of works for any future road construction.

## **ALTERNATE OPTIONS**

46. Council may:
  - a. Support the future extension of Cull Road and Townsend Road to Mueller Street and authorise staff to undertake all actions required to achieve this road extension subject to budget approval;
  - b. Support the extension of the roads, in principle, and proceed with the land actions required to create the necessary road reserves, however postpone the construction of the roads; or
  - c. Decide not to pursue the road extensions at this time. This option would be essential going against the previous position of Council and may not be appropriate.

## **SUMMARY CONCLUSION**

47. The South Lockyer Structure Plan, adopted as a policy of Council, indicates the extension of Cull Road and Townsend Road to Mueller Street, as local distributor roads through Gledhow and Lockyer. Adjoining developers have subdivided their land on this basis.
48. Given significant traffic issues at the Chester Pass roundabout, these local distributor roads provide an opportunity to divert traffic from the roundabout and provide an alternate route for vehicles.
49. On the basis that these possible road extensions will have a significant impact on the use of regional roads, Main Roads have a significant stake in this proposal and have been approached as a potential source of funding, though Council will still be required to make some financial contribution towards the road development. The Long Term Financial Plan does allocate \$600,000 towards this project.

50. The creation of the required road reserves involves a number of land changes and will necessitate the updating of Council's existing policy – South Lockyer Structure Plan. The review of this policy will form a further item to Council, following public consultation with affected landowners.
51. It is recommended that Council:
- a. Support the land changes required to create the necessary road reserves;
  - b. Proceed with sourcing funding for the road construction, through state government initiatives and with the adjoining developers;
  - c. Undertake public consultation as a precursor to the review of Council Policy – South Lockyer Structure Plan.

<b>Consulted References</b>	:	<i>Land Administration Act 1997</i> <i>Planning and Development Act 2005</i> <i>Albany Local Planning Strategy (2010)</i> <i>Council Policy – South Lockyer Structure Plan</i>
<b>File Number (Name of Ward)</b>	:	RD.ACQ.1
<b>Previous Reference</b>	:	OCM 19/04/2005 Item 13.3.5

## WS051: REGIONAL WASTE STRATEGIC PLAN 2014 TO 2018

<b>Land Description</b>	: City of Albany
<b>Owner</b>	: Not applicable.
<b>Attachment</b>	: Regional Waste Strategic Plan 2014 to 2018
<b>Responsible Officer(s)</b>	: Executive Director Works and Services (M Thomson)

**Responsible Officer's Signature:**



### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a) **Key Theme:** 2. Clean, Green and Sustainable
  - b) **Strategic Objective:** 2.2 To advocate for and support “green initiatives” within our region
  - c) **Strategic Initiative:** 2.3.2 Deliver effective waste management services.

### In Brief:

- The City of Albany adopted its Waste Strategy in 11 September 2013.
- An outcome of the strategy was to explore regional opportunities in waste management. This has been expanded into a Regional Waste Strategic Plan 2014 – 2018 (RWSP2014).
- The plan identifies a number of key issues, which will require future consideration.
- Council is requested to receive the strategic plan, and acknowledge the status of waste planning in a regional sense.

### RECOMMENDATION

**WS051: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council:**

1. **SUPPORT** the Regional Waste Strategic Plan 2014 to 2018.
2. **NOTE** the recommendations therein, and request the officer to investigate further with a view to providing a report to Council for future consideration.
3. **REQUEST** commitment from the Shires of Denmark and Plantagenet to the Regional Waste Strategic Plan 2014 to 2018.

**WS051: RESPONSIBLE OFFICER RECOMMENDATION**

**MOVED: COUNCILLOR BOWLES**

**SECONDED: COUNCILLOR DOWLING**

1. SUPPORT the Regional Waste Strategic Plan 2014 to 2018.
2. NOTE the recommendations therein, and request the officer to investigate further with a view to providing a report to Council for future consideration.
3. REQUEST commitment from the Shires of Denmark and Plantagenet to the Regional Waste Strategic Plan 2014 to 2018.

**CARRIED 5-0**

**WS051: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council:**

1. RECEIVE the Regional Waste Strategic Plan 2014 to 2018.
2. NOTE the recommendations therein, and request the officer to investigate further with a view to providing a report to Council for future consideration.

**BACKGROUND**

2. Experienced waste management consultant IW (Ian Watkins) Projects, was commissioned by the City of Albany to conduct a review of the previous Strategic Waste Minimisation Plan 2008 – 2013 (SWMP2008).
3. The SWMP was a regional plan, which incorporated the Great Southern Group of Councils (GSGC) consisting of the City of Albany, Shire of Denmark, Shire of Plantagenet and Shire of Cranbrook.
4. In 2011 the GSDC identified six potential landfill sites and commissioned Coffey Environmental to undertake a preliminary investigation into their feasibility. Further investigation into the use of the reports number 1 ranked site located in Mt Barker was undertaken but the Shire of Plantagenet were unable to secure the site.
5. Recent discussions initiated by City staff have highlighted possible synergies with taking a regional approach to Waste Management, and it was particularly of interest, to establish whether there was any appetite among the group of Councils for a shared regional landfill site. The RWSP2014 looked at planned infrastructure and existing infrastructure in a whole of life sense to ascertain the feasibility of co-use or overlap of resources.
6. The notion of a Regional Council established between the group of Councils was an option that was also worthy of consideration (noting that the Shire of Cranbrook have withdrawn from the group to join a neighbouring group).
7. The strategy drivers and objectives are clearly outlined in the document and are not repeated in the body of this report.
8. The City of Albany is currently reviewing its Waste Minimisation Contract (which expires in May 2015).

## **DISCUSSION**

9. City staff took the view that options around a regional approach to waste management needed to be explored before moving forward with any significant strategic planning particular in respect to infrastructure requirements (eg. alternative landfill site)
10. A key issue for the City of Albany is its limited life span at the Hanrahan Road landfill site. A focus is needed over the next 2 years to establish a new site, either in partnership with, or isolated from neighbouring shires.
11. The recent acquisition of the CSBP land adjacent to Hanrahan Road site, and flexibility with respect to the post closure landform has meant that the expected life of the site is extended beyond 10 years.
12. Further capacity is available at the Baker Junction site which has an expected life of 10 years based on waste tonnages currently received at Hanrahan Rd..
13. The Shire of Denmark is developing a site to service their own requirements which will ultimately reduce the volume of waste coming to Albany further extending the life of the Harahan Road site.
14. The Shire of Plantagenet have a site with in excess of 10 years capacity.
15. Given this, there is little appetite to jointly investigate a regional landfill facility. Each local authority has its landfill issues well in hand, at present.
16. On this basis City staff will continue investigations into an alternative landfill site without consideration to any regional benefit. This potentially opens up opportunities east of Albany.
17. Some preliminary investigations into an alternative site have been undertaken, however there are no firm options at this stage. The intention is to continue investigations over the course of the next 1 to 2 years with a view to establishing a range of sites to choose, and then progress establishing the site. It is suggested that site establishment can take upto 7 years.
18. The RWSP2014 identified some key activities and focus areas:
  - a) Appointment of a dedicated Regional Waste Management Officer;
  - b) Review of disposal facility gate fees;
  - c) Improve systems for the collection and recording of waste management data;
  - d) Investigate and implement improvements to existing recycling systems;
  - e) Extraction of Bulk Recyclables;
  - f) Appointment of a dedicated Regional Waste Education Officer;
  - g) Improve participation rate in existing recycling systems;
  - h) Increase the range of materials that can go into the recycling bin;
  - i) Green waste diversion from landfill;
  - j) Contaminated paper and cardboard recycling;
  - k) Sources separated food waste;
  - l) Biological liquid waste;
  - m) Improve staff training in waste management.

19. In respect to item (a) and (f) the City of Albany, under its current contract arrangement with Cleanaway have a Waste Education Officer. There is scope, as part of the review of the contract with Cleanaway (which expires May 2015) to excise this requirement and potentially create a joint funded role to cover the regional waste and education aspects. This would require further investigation.
20. The majority of the other items identified as key activity and focus areas have already been implemented by the City of Albany or have been scheduled for implementation in the City's 2013 Waste Strategy.
21. The Shire of Denmark also utilise Cleanaway to undertake its recycling collection and the recyclable material is recovered at the Harahan Road Materials Recovery Facility (MRF).
22. There exists some synergy with Denmark to look at a possible joint contract for the collection of recyclables.
23. Apart from these, opportunities for regional participation seem limited.

### GOVERNMENT & PUBLIC CONSULTATION

24. IW Projects as part of this review undertook consultation with Shire of Denmark, Shire of Plantagenet and City of Albany.
25. Consultation consisted of interviews with relevant officers at each of these Local Authorities.

### STATUTORY IMPLICATIONS

26. Nil.

### POLICY IMPLICATIONS

27. Nil.

### RISK IDENTIFICATION & MITIGATION

28. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Financial: City of Albany does not take a regional approach to waste management.</i>	<i>Possible.</i>	<i>Moderate</i>	<i>Medium</i>	<i>The City works isolated from the regional and delivers waste outcomes for the City.</i>

### FINANCIAL IMPLICATIONS

29. There are no current financial implications in relation to this item.
30. If endorsed, City staff will investigate, from a business case perspective, the appointment of a Regional Waste Officer, and Education Officer. This will rely on both Denmark and Plantagenet agreeing to a contribution to the costs of this appointment.
31. It is envisaged, that despite Albany being the biggest waste producer in the region, there will be some recurrent savings in adopting a regional approach, particularly if joint contracts are entered into (eg. recycling).
32. Regional wide approaches to some initiatives are looked upon more favourably from an external funding provider (eg Waste Authority).

33. Council should be mindful of the value of landfill space, and therefore initiatives which reduce the volume of waste being disposed in landfill have a positive financial impact.

**LEGAL IMPLICATIONS**

34. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

35. A regional approach to waste management in particular a focus on reduction of waste going to landfill will have positive environmental outcomes.

**ALTERNATE OPTIONS**

36. Council may elect not to continue with participating in waste activities at a regional level.

**SUMMARY CONCLUSION**

37. A key action from the Citys 2013 Waste Strategy was to review regional waste opportunities.
38. Regional waste discussions have been held with the Citys co members of the Great Southern Group of Councils and a report commissioned on the groups behalf to explore regional waste opportunities.
39. Investigations have determined the Shires of Denmark and Plantagenet are pursuing their own landfill options and the City of Albany has over 20 years of landfill capacity between its two sites.
40. While a regional landfill is not a favoured option by the members of the Great Southern Group of Councils at this point in time, discussions will be ongoing to take advantage of any contractual or resource sharing opportunities including regional waste management staffing roles.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	PR.DEC.9
<b>Previous Reference</b>	:	Nil

**PD045: ADOPT NEW LOCAL PLANNING SCHEME 1 POLICY MANUAL**

<b>Land Description</b>	: City of Albany
<b>Proponent</b>	: City of Albany
<b>Owner</b>	: City of Albany
<b>Business Entity Name</b>	: N/A
<b>Attachments</b>	: Nil
<b>Appendices</b>	: Nil
<b>Councillor Workstation</b>	: <i>Local Planning Scheme 1 Policy Manual</i>
<b>Responsible Officer:</b>	: Executive Director Planning and Development Services (D Putland)

Responsible Officer's Signature:



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:**
    3. A connected built environment.
  - b. **Strategic Objective:**
    - 3.2 To develop and implement planning strategies that support people of all ages and backgrounds.
  - c. **Strategic Objective:**
    - 3.3 To develop vibrant neighbourhoods which retain our local character and heritage.
  - d. **Strategic Initiative:**
    - By protecting heritage buildings, and ensuring new developments respect the heritage and character of streetscapes.
    - By ensuring that community safety is built into all planning and development initiatives.

**In Brief:**

- Council's planning policies are consolidated into a single document called 'Town Planning Scheme 1A and 3 Policy Manual'. As a single document, policies are easily referenced and managed.
- In accordance with Section 2.6 of *Local Planning Scheme 1*, policies adopted under the rescinded Schemes shall continue to have effect and be amended or revoked as if adopted under the *Local Planning Scheme 1*.
- However, some planning policies contradict or double up on the provisions contained within *Local Planning Scheme 1*.
- Council resolved in May 2014 to advertise its intention to rescind, revoke or amend a number of policies to overcome the issues outlined above.

- At the close of advertising, two submissions were received requesting additional amendments and the rescinding of an additional policy.
- It is recommended that Council resolves to support these amendments and to rescinding the policies identified in this report.

## RECOMMENDATION

### PD045: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

#### THAT Council:

1. **ENDORSE** the amendments to policies identified in this report to provide consistency with the City's *Local Planning Scheme 1*;
2. **RESCIND** the following Policies:
  - a) *Grouped Dwellings on Rural Land Policy*;
  - b) *Alfresco Dining Policy*;
  - c) *Chalets Policy*;
  - d) *Airport Buffer Policy*;
  - e) *Albany Speedway – Atwell Park Policy*;
  - f) *Timewell Road Waste Water Treatment Plant Policy*;
  - g) *Albany Port Buffer Policy*.
  - h) *Marbellup Brook Water Resource Protection Policy*; and
3. **ADOPT** the City's Planning Policies (including those amended), consolidated into one document, referred to as the *Local Planning Scheme 1 Policy Manual*.

### PD045: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON  
SECONDED: COUNCILLOR GOODE

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 7-0

### PD045: RESPONSIBLE OFFICER RECOMMENDATION

#### THAT Council:

1. **ENDORSE** the amendments to policies identified in this report to provide consistency with the City's *Local Planning Scheme 1*;
2. **RESCIND** the following Policies:
  - a) *Grouped Dwellings on Rural Land Policy*;
  - b) *Alfresco Dining Policy*;
  - c) *Chalets Policy*;
  - d) *Airport Buffer Policy*;
  - e) *Albany Speedway – Atwell Park Policy*;
  - f) *Timewell Road Waste Water Treatment Plant Policy*;
  - g) *Albany Port Buffer Policy*.
  - h) *Marbellup Brook Water Resource Protection Policy*; and
3. **ADOPT** the City's Planning Policies (including those amended), consolidated into one document, referred to as the *Local Planning Scheme 1 Policy Manual*.

## BACKGROUND

2. In 2011, Council resolved to consolidate planning policies into a single document called 'Town Planning Scheme 1A and 3 Policy Manual'. As a single document, policies are easily referenced and managed.
3. In May 2014, *Local Planning Scheme 1* was gazetted to replace the five (5) Schemes current at the time. In accordance with Section 2.6 of *Local Planning Scheme 1*, policies adopted under the rescinded Schemes shall continue to have effect and be amended or revoked as if adopted under the *Local Planning Scheme 1*.
4. In spite of the above Scheme provision (Section 2.6), for clarity, Council resolved in May 2014 to provide the public with the opportunity to comment on policies that were proposed to be amended or revoked.

## DISCUSSION

5. The following changes to the City's policy manual were advertised:
  - a) Policies to make reference to *Local Planning Scheme 1* and not the revoked Town Planning Schemes 1A and 3;
  - b) The following policies be revoked as the *Local Planning Scheme 1* includes provisions to govern pertinent use and development:
    1. *Chalets Policy*;
    2. *Airport Buffer Policy*;
    3. *Albany Speedway – Atwell Park Policy*;
    4. *Timewell Road Waste Water Treatment Plant Policy*; and
    5. *Albany Port Buffer Policy*.
  - c) The '*Grouped Dwellings on Rural Land Policy*' be revoked as it conflicts with provisions of the *Local Planning Scheme 1*. The '*Grouped Dwellings on Rural Land Policy*' supports up to two (2) dwellings on a 'Rural' zone property that is greater than 20ha in size. *Local Planning Scheme 1* does not support group dwellings within the 'General Agriculture' or 'Priority Agriculture' zones;
  - d) The '*Alfresco Dining Policy*' be rescinded as development is controlled by the '*Activities on Thoroughfares and Public Places and Trading Local Law 2011*' and '*Trading in Public Places Council Policy*'.
6. There were no objections received to the proposed changes to the City's Planning policy manual. However, two additional changes to the City's planning policies were requested:
  - a) That the '*Marbellup Brook Water Resource Protection Policy*' be revoked. This is on the basis that *Local Planning Scheme 1* (Part 6.3) includes measures to protect the Marbellup Brook protection area from uses and/or developments which may adversely impact on the quality and quantity of public drinking water sources.
  - b) That the '*Non-Habitable Structures Policy*' be amended to administer all lot sizes. The policy currently refers to lots of a size greater than > and of a size less than <. In doing so, the policy fails to administer for lots between. For example:
    1. *Special Residential Lots < 4000m<sup>2</sup> may develop a floor area of 150m<sup>2</sup>; and*
    2. *Special Residential Lots > 4000m<sup>2</sup> may develop a floor area of 170m<sup>2</sup>.*
  - c) As indicated above, standards need to be introduced to address Lots that are of a size between (eg.4000m<sup>2</sup>).

7. The City's planning staff support these changes and recommend that Council resolves to amend the City's planning policy manual accordingly adopts the City's Planning Policies (including those amended), consolidated into one document, which will be referred to as the *Local Planning Scheme 1 Policy Manual*.

### GOVERNMENT & PUBLIC CONSULTATION

8. Government agencies and the public were invited to provide comment on changes to the policies. The public requested the change to the '*Non-Habitable Structures Policy*'. City staff requested that the '*Marbellup Brook Water Resource Protection Policy*' be revoked.

### STATUTORY IMPLICATIONS

9. In accordance with Section 2.6 of the *Local Planning Scheme 1*, where pursuant to the requirements of the former City of Albany Town Planning Schemes 1A and 3, a Town Planning Scheme Policy had been adopted and was operative at the date of the Gazettal of this Scheme, the Policy shall continue to have effect and be amended or revoked as if it were a Local Planning Policy adopted under Part 2 of this Scheme.
10. The following clause in the *Local Planning Scheme 1* deals with the Marbellup Brook Catchment Area:
- 6.3.3 In considering an application for planning approval within the Public Drinking Water Sources Special Control Area, the Local Government shall have particular regard to:*
- a) The position of the premises shown in the Special Control Area mapping;*
  - b) Recommendations contained within any adopted Water Source Protection Plan prepared by the relevant government authority affecting the area; and*
  - c) Any advice on the proposal received from the relevant State Government authority.*
11. Voting requirement for this item is **ABSOLUTE MAJORITY**

### POLICY IMPLICATIONS

12. The *Local Planning Scheme 1*, the *Activities on Thoroughfares and Public Places* and the *Trading Local Law 2011* appropriately administer either Grouped Dwellings, Alfresco Dining, Chalets and areas adjacent to the Airport, Speedway, Waste Water Treatment Plant, Port and Marbellup Brook.
13. There are no significant policy implications in revoking the following policies as they are appropriately administered under other Laws or Acts:
- a) Group Dwelling on Rural Land Policy;*
  - b) Chalets Policy;*
  - c) Alfresco Dining Policy;*
  - d) Airport Buffer Policy;*
  - e) Albany Speedway – Atwell Park Policy;*
  - f) Timewell Road Waste Water Treatment Plant Policy; and*
  - g) Albany Port Buffer Policy; and*
  - h) Marbellup Brook Water Resource Protection Policy.*

**RISK IDENTIFICATION & MITIGATION**

14. The following risk matrix is presented for consideration:

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Local Planning Policy Manual not updated by Council affects staff abilities to make decisions and leads to inefficiencies and time delays. It is important to establish an up to date policy manual to clearly articulate Council's position on various development issues.</i>	<i>Likely</i>	<i>Insignificant</i>	<i>Low</i>	<i>Update Local Planning Policy Manual</i>

**FINANCIAL IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

16. There are no legal implications relating to this item.

**ENVIRONMENTAL CONSIDERATIONS**

17. There are no direct environmental considerations relating to this item.

**ALTERNATE OPTIONS**

18. The following options are available:

- a) Support the changes with modifications; or
- b) Refuse to support some or all of the proposed changes to the City's planning policy manual

**SUMMARY CONCLUSION**

- 19. Policies adopted to support the *Local Planning Scheme 1* have been amended or revoked to make consistent with the *Local Planning Scheme 1*.
- 20. The amendments were advertised, after which one submission requested amendments to the *Non-Habitable Structures Policy* and the other requested the '*Marbellup Brook Water Resource Protection Policy*' be revoked.
- 21. This report item recommends that the Council supports all the proposed amendments, which includes revoking selected policies and adopts the one document, referred to as the *Local Planning Scheme 1 Policy Manual*.

<b>Consulted References</b>	:	1. <i>Schemes 1A and 3</i> 2. <i>Local Planning Scheme 1</i> 3. <i>Town Planning Schemes 1A and 3 Policy Manual</i>
<b>File Number (Name of Ward)</b>	:	N/A
<b>Previous Reference</b>	:	OCM 19/04/11 - Item 1.1 Final Adoption of Policy Manual OCM 27/5/2014 – Item PD031 Advertise new draft <i>Local Planning Scheme 1 Policy Manual</i>

**PD046: PLACE OF WORSHIP & EDUCATION ESTABLISHMENT – LOT  
26 BREWSTER ROAD, COLLINGWOOD HEIGHTS**

<b>Land Description</b>	: Lot 26 Brewster Road, Collingwood Heights
<b>Proponent</b>	: Rob Forgione – Concept Building Design
<b>Owner</b>	: Daniele Nominees Pty Ltd F Daniele C Daniele
<b>Business Entity Name</b>	: Christian Family Church
<b>Attachments</b>	: Site Plan, Floor Plan and Elevation Covering Letter/s Business Plan
<b>Appendices</b>	: Nil
<b>Councillor Workstation</b>	: Nil
<b>Responsible Officer(s)</b>	: Executive Director Planning and Development Services (D Pultand)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates directly to the following element of the *Community Strategic Plan "Albany 2023"*:
  - a. **Key Theme:** 1. Smart, Prosperous & Growing  
**Strategic Objective:** 1.1 To foster education, training and employment opportunities that support economic development.  
**Strategic Objective:** 1.3 To develop and promote Albany as a unique and sought-after visitor destination.
  - b. **Key Theme:** 3. A Connected Built Environment
2. Council's decision on the proposal should be consistent with the objectives of the *Albany Local Planning Strategy (ALPS)* as the principal land use planning strategy for the City.

Section 6.3.1 – **Community Services** sets the following Planning Objective:

*"To provide for a range of easily accessible community services and facilities."*

Section 6.4.6 – **Education** sets the following Planning Objective:

*"To provide for adequate and appropriate government and non-government school sites to service existing and future urban areas."*

The ALPS expands on this and states *"The City has an adequate number of private and public schools catering for primary and secondary education. However the provision of education facilities is a key requirement for the growth of urban areas and because most of Albany's schools are located in the town site, it is essential that planning encourages the establishment of new public and private schooled within the suburbs they will service."*

**In Brief:**

- Council is asked to consider an application for Planning Scheme Consent, for a Place of Worship and Education Establishment at Lot 26 Brewster Road, Collingwood Heights.
- The application has been advertised for public comment, and referred to surrounding residents.
- One letter of objection was received, the concerns primarily relate to increased vehicle movements on Brewster Road.
- Under Council Guideline 'Planning Applications', the use Place of Worship is classified as "3C", whereby the application is required to be determined by Council.
- Staff recommend that Council approve the proposed development, subject to conditions.

**RECOMMENDATION**

**PD046: COMMITTEE RECOMMENDATION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council resolves to ISSUE a Notice of Planning Scheme Consent for Place of Worship and Education Establishment at Lot 26 Brewster Road, Collingwood Heights. Subject to the following conditions:**

- a) Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the City of Albany, all development shall occur in accordance with the stamped, approved plans.**
- b) Prior to the commencement of works:**
  - i) A preliminary site investigation shall be undertaken using a WAPC Acid Sulphate Soil self assessment form, to determine whether acid sulphate soils are present on the land and, if present, their extent and severity; and**
  - ii) If the site is found to contain acid sulphate soils, an acid sulphate soil management plan shall be submitted and approved by the Department of Environment Regulation.**
- c) All site works shall be carried out in accordance with the provisions of any approved management plan/s, to the satisfaction of the City of Albany.**
- d) The Developer shall provide a geotechnical report certifying that the land is physically capable of development to the satisfaction of the City of Albany. Design and construction works shall be carried out in accordance with the recommendations of the geotechnical report.**
- e) Satisfactory arrangements being made with the City of Albany, for a contribution towards the upgrading of the cycle lane/s on Brewster Road, unless otherwise agreed in writing by the City of Albany.**
- f) Stormwater disposal plans, details and calculations shall be submitted for approval and constructed to the satisfaction of the City of Albany.**
- g) Prior to construction of the development a schedule of materials and colours to be used on the buildings/structures hereby approved shall be submitted for approval by the City of Albany.**
- h) The development hereby approved shall be suitably screened from view from the surrounding lots and adjacent road by the use of suitable trees and shrubs. In this regards a landscaping plan detailing the size, species and location of trees/shrubs shall be submitted for approval in writing and implemented to the satisfaction of**

- the City of Albany.
- i) A vehicular parking and access plan shall be submitted for approval, implemented and constructed to the satisfaction of the City of Albany.
  - j) The parking areas shall be illuminated when they are in use, or may be sought to be used by patrons during hours of darkness, to the satisfaction of the City of Albany.
  - k) Ten (10) bicycle parking spaces shall be provided for the development hereby approved, to the satisfaction of the City of Albany.
  - l) The Brewster Road crossover and access way shall be relocated further north to reduce headlight glare into neighbouring residential properties, to the satisfaction of the City of Albany.
  - m) The new crossover(s) shall be constructed to the specifications, levels and satisfaction of the City of Albany.
  - n) The proposal is to comply with any details and/or amendments marked in red on the stamped, approved plans.
  - o) The level of noise emanating from the premises shall not exceed that prescribed in the Environmental Protection Act 1986, and the Environmental Protection (Noise) Regulations 1997.
  - p) The loading and unloading of goods shall occur entirely within the site and be undertaken in a manner so as to cause minimum interference with other vehicular traffic.
  - q) No goods or materials shall be stored, either temporarily or permanently, in the parking or landscape areas or in access driveways, unless otherwise agreed in writing by the City of Albany.
  - r) Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries.
  - s) All landscaped areas shall be maintained in good condition to the satisfaction of the City of Albany.
  - t) An appropriate effluent disposal system that is designed for long term usage shall be installed for the development hereby approved, to the satisfaction of the City of Albany.
  - u) An adequate potable water supply shall be supplied and connected to the development hereby approved, to the satisfaction of the City of Albany.
  - v) The development hereby approved shall not prejudicially affect the amenity of the neighbourhood by, but not limited to, the emission of noise, vibration, smell, smoke or dust.
  - w) Sign(s) shall not be erected on the lot without the prior approval of the City of Albany.

PD046: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HAMMOND  
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 7-0

**PD046: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council resolves to ISSUE a Notice of Planning Scheme Consent for Place of Worship and Education Establishment at Lot 26 Brewster Road, Collingwood Heights. Subject to the following conditions:

- a) Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the City of Albany, all development shall occur in accordance with the stamped, approved plans.
- b) Prior to the commencement of works:
  - i) A preliminary site investigation shall be undertaken using a WAPC Acid Sulphate Soil self assessment form, to determine whether acid sulphate soils are present on the land and, if present, their extent and severity; and
  - ii) If the site is found to contain acid sulphate soils, an acid sulphate soil management plan shall be submitted and approved by the Department of Environment Regulation.
- c) All site works shall be carried out in accordance with the provisions of any approved management plan/s, to the satisfaction of the City of Albany.
- d) The Developer shall provide a geotechnical report certifying that the land is physically capable of development to the satisfaction of the City of Albany. Design and construction works shall be carried out in accordance with the recommendations of the geotechnical report.
- e) Satisfactory arrangements being made with the City of Albany, for a contribution towards the upgrading of the cycle lane/s on Brewster Road, unless otherwise agreed in writing by the City of Albany.
- f) Stormwater disposal plans, details and calculations shall be submitted for approval and constructed to the satisfaction of the City of Albany.
- g) Prior to construction of the development a schedule of materials and colours to be used on the buildings/structures hereby approved shall be submitted for approval by the City of Albany.
- h) The development hereby approved shall be suitably screened from view from the surrounding lots and adjacent road by the use of suitable trees and shrubs. In this regards a landscaping plan detailing the size, species and location of trees/shrubs shall be submitted for approval in writing and implemented to the satisfaction of the City of Albany.
- i) A vehicular parking and access plan shall be submitted for approval, implemented and constructed to the satisfaction of the City of Albany.
- j) The parking areas shall be illuminated when they are in use, or may be sought to be used by patrons during hours of darkness, to the satisfaction of the City of Albany.
- k) Ten (10) bicycle parking spaces shall be provided for the development hereby approved, to the satisfaction of the City of Albany.
- l) The Brewster Road crossover and access way shall be relocated further north to reduce headlight glare into neighbouring residential properties, to the satisfaction of the City of Albany.
- m) The new crossover(s) shall be constructed to the specifications, levels and satisfaction of the City of Albany.
- n) The proposal is to comply with any details and/or amendments marked in red on the stamped, approved plans.
- o) The level of noise emanating from the premises shall not exceed that prescribed in the Environmental Protection Act 1986, and the Environmental Protection (Noise) Regulations 1997.

- p) The loading and unloading of goods shall occur entirely within the site and be undertaken in a manner so as to cause minimum interference with other vehicular traffic.
- q) No goods or materials shall be stored, either temporarily or permanently, in the parking or landscape areas or in access driveways, unless otherwise agreed in writing by the City of Albany.
- r) Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries.
- s) All landscaped areas shall be maintained in good condition to the satisfaction of the City of Albany.
- t) An appropriate effluent disposal system that is designed for long term usage shall be installed for the development hereby approved, to the satisfaction of the City of Albany.
- u) An adequate potable water supply shall be supplied and connected to the development hereby approved, to the satisfaction of the City of Albany.
- v) The development hereby approved shall not prejudicially affect the amenity of the neighbourhood by, but not limited to, the emission of noise, vibration, smell, smoke or dust.
- w) Sign(s) shall not be erected on the lot without the prior approval of the City of Albany.

### BACKGROUND

3. This application is on behalf of the Christian Family Church and involves a Place of Worship and minor additional Education Establishment at Lot 26 Brewster Road, Collingwood Heights.
4. The Christian Family Church has been operating within the municipality of Albany for twenty six years, and is currently operating from a leased facility on Troode Street, Collingwood Park.
5. The site is 7.7269 hectares in area, and is zoned 'General Agriculture' under City of Albany *Local Planning Scheme No. 1* 'the Scheme'.
6. The site is relatively flat land, and is bounded by General Agriculture lots to the east, west and south and residential lots to the north of the site.
7. The application was advertised to the public, Department of Aboriginal Affairs and Department of Water for comment. Nearby landowners to the site were notified and an advertisement was placed in a local newspaper. The advertising period was between 12 June, 2014 and 3 July, 2014. One public submission was received, raising concerns in relation to increased vehicle movements and impacts on current road infrastructure. The matters raised in the submission will be discussed in further detail below.
8. Council is now requested to determine whether Planning Scheme Consent should be granted.

## DISCUSSION

9. The proponent seeks to construct a multi-functional building that will be cater for several different uses, which include a church, small scale education establishment and various ministry programs.
10. The church activities include worship, prayer, preaching and social justice programs. The church partners with Alta 1 to provide schooling for approximately 20 students that don't fit into the mainstream education system. Classes are proposed to be run during normal schooling hours (8.30am - 3.30pm, Monday to Friday). The ministry programs include creative arts, youth, children's, young adults, men's and women's and programs for the mature aged population.
11. The proponent has provided a business plan, outlining the hours of operation, estimated patron numbers and estimated vehicle movements for the site (which is an addendum to this report).
12. Although there are various activities proposed from the site throughout the week, the highest vehicle numbers will be from the church service, on Sundays between 8.30am and 12.00pm. It is estimated that 220 patrons will attend the service/s which will bring approximately 130 vehicles to the premises during these times.
13. The proposal includes a main auditorium, assembly area, administration area, office area, dining area, children's area and both soft and hard landscaping.
14. The development will be located on the southern portion of the lot, and is setback 42.6m from the southern boundary and 54.4m from the western boundary.
15. The development will be constructed out of a range of different materials and colours and will have a maximum ridge height of 8.5m above natural ground level.
16. The subject site has two road frontages, Lower King Road and Brewster Road. Access arrangements will be discussed in further detail below, under the Government and Public Consultation section of this report.
17. The proponent has provided 200 car parking bays for the development which complies with *Table 5 – Car and Bicycle Parking Requirements of the Scheme*. Officers have recommended that ten bicycle parking spaces also be provided, in accordance with the requirements of *the Scheme*.
18. The Yakamia creek flows through the northern portion of the lot; however the development is sufficiently setback from the creek. The site falls within the City of Albany's *Development in Flood Prone Areas Policy*. The Policy requires habitable buildings to have a minimum finished floor level height 0.5m above the designated flood level, which has been achieved.
19. The proposal is consistent with the provisions and requirements (setbacks, landscaping and plot ratio etc) set out under section 5.5.6, and Table 7: Site Requirements, of *the Scheme* applicable to the 'General Agriculture' zone.

## GOVERNMENT & PUBLIC CONSULTATION

20. The application was formally referred to the Department of Water and Department of Indigenous Affairs for comment. Although both departments have no objections to the application, the Department of Indigenous Affairs recommended that the developers contact them for further advice once detailed architectural plans are finalised.
21. The proposal was advertised in accordance with Clause 9.4.3 of *Local Planning Scheme No. 1* from 12 June, 2014 to 3 July, 2014. An advert was placed in the public notice section of a local newspaper. The City also wrote directly to surrounding landowners seeking comment, a notice was also placed on site.

22. One objection was received following the advertising period The submission is summarised below:
- When viewing the documents it is difficult to believe that the proposal is simply a Place of Worship.
  - The combination of future aims, objectives and history appear to demonstrate an activity beyond that of an average church. This is evidenced on their website which describes an “at times loud” following and lists activities, services, fellowship meetings and conferences over much of any given week.
  - High volumes of traffic and noise particularly at times when it is considered as recreational/after hours.
  - Brewster Road has current issues, which will be intensified in usage.
  - There are also cars parking along the left hand side of the road adjacent to the school which requires local consideration and manoeuvring during school times.
  - Brewster Road has currently been “out of sight” and therefore has been “out of mind”.
  - It will now require considerable upgrading if it is to sustain the increased vehicular traffic, whilst ensuring the safety of walkers and cyclists.
  - Any increase in width to facilitate for a raised and improved cycleway may require covered drains and resurfacing, who will bear the costs?
23. The concerns relating to the potential impact on neighbouring properties from increased vehicle movements are noted, and are valid planning issues. However officers consider the existing condition of Brewster Road (which was recently upgraded in 2013) to be adequate to cater for the proposal, and at this stage, will not warrant the upgrading of the road.
24. Officers have recommended a condition be applied, requiring an appropriate vehicular parking and access plan being designed and certified by a practising Civil Engineer in accordance with the appropriate Australian Standards and guidelines. Implementation of this plan will serve to mitigate concerns relating to damage on Brewster Rd from vehicles entering/leaving the site.
25. In relation to vehicular access, due to potential sight distance issues in an 80km/h zone, a “left in only” with a turning pocket on Lower King Road is the preferred solution, with the main access via Brewster Road.
26. To reduce the impact on neighbouring residential lots to the east, officers recommend a condition be applied requiring the relocation of the Brewster Road crossover further north. Relocation of the crossover will provide protection from headlight glare when vehicles are exiting the site.
27. The submission also raised concerns regarding the existing cycle way, officers have recommended a condition requiring a contribution towards any necessary upgrades.
28. Officers recommend conditions in relation to noise management be applied. Officers consider that the implementation of noise attenuation measures will mitigate concerns raised in regards to excessive noise, and will advise the proponent to engage a suitably qualified acoustic consultant to assist in the final design of the building.
29. Officers also recommend a condition requiring a landscaping plan, and additional vegetation being planted to further screen the development from public vantage points and neighbouring properties.

## STATUTORY IMPLICATIONS

30. *Local Planning Scheme No.1* defines 'Place of Worship' and 'Education Establishment' as;

*"Place of Worship – means premises used for religious activities such as a church, chapel, mosque, synagogue or temple".*

*Educational Establishment – means premises used for the purposes of education and includes a school, tertiary institution, Business College, academy or other educational centre"*

31. The land uses 'Place of Worship' and 'Education Establishment', are both an 'A' use (discretionary use subject to public advertising), within the 'General Agriculture' zone.
32. Clause 10.2 of *Local Planning Scheme No. 1* specifies the Matters to be Considered by the Local Government and states that:

*"The Local Government in considering an application for planning approval is to have due regard to such of the following matters as are in the opinion of the Local Government relevant to the use or development the subject of the application:*

- (b) the requirements of orderly and proper planning including any relevant proposed new town planning scheme or amendment, or region scheme or amendment, which has been granted consent for public submissions to be sought;*
- (f) any Local Planning Policy adopted by the Local Government under clause 2.4, any heritage policy statement for a designated Heritage Area adopted under clause 7.2.2, and any other plan or guideline adopted by the Local Government under the Scheme;*
- (i) the compatibility of a use or development with its setting;*
- (j) any social issues that have an effect on the amenity of the locality;*
- (l) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;*
- (n) the preservation of the amenity of the locality;*
- (o) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;*
- (p) whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;*
- (q) the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) whether adequate provision has been made for access by disabled persons;*
- (v) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (y) any relevant submission received on the application;*

(z) the comments or submissions received from any authority consulted under clause 10.1.1; and

(aa) any other planning consideration the Local Government considers relevant.”

33. Voting requirement for this item is **SIMPLE MAJORITY**.

34. These relevant matters have been considered and addressed by Staff in arriving at the recommendation.

### POLICY IMPLICATIONS

35. The application complies with the City of Albany's *Development in Flood Prone Areas* policy. Compliance with the Policy has been discussed and addressed in the preceding discussing section of the report.

### RISK IDENTIFICATION & MITIGATION

36. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>The proponent may lodge an application for review to the State Administrative Tribunal if the Council's decision was to refuse the proposal.</i>	Likely	Moderate	Medium	<i>The decision is based on sound planning grounds.  If a decision is made to refuse the application, Council to provide sound reasoning to support solid defence at a State Administrative Tribunal.</i>
<i>Approving the proposed use could give rise to unacceptable impacts on the amenity of the area.</i>	Possible	Moderate	Medium	<i>Mitigation of impacts to be achieved through adoption and enforcement of conditions.</i>

### FINANCIAL IMPLICATIONS

37. All costs associated with the development will be borne by the proponent.

38. However, should the proponents be aggrieved by Council's decision or any attached conditions and seek a review of that decision or conditions through the State Administrative Tribunal, the City could be liable for costs associated with defending the decision at a State Administrative Tribunal hearing.

### LEGAL IMPLICATIONS

39. Council is at liberty to use its discretion to approve or refuse the proposal. This application is being assessed on its individual merits and will not set a general precedent for future development of this or any other site.

40. The proponent has the right to seek a review of the Council's decision, including any conditions attached to an approval. The City of Albany may be required to defend the decision at a State Administrative Tribunal hearing.

## ENVIRONMENTAL CONSIDERATIONS

41. There are no environmental considerations pertaining to the application.

## ALTERNATE OPTIONS

42. Council may determine that the proposed use is unacceptable and may resolve to refuse the application, or Council may alter, amend, remove or add conditions to the approval to address potential impacts from the development.

## SUMMARY CONCLUSION

43. The application seeks Planning Scheme Consent for a Place of Worship and Education Establishment at Lot 26 Brewster Road, Collingwood Heights.
44. The application was advertised for public comment, with one submission against the proposal being received.
45. Officers consider that the site is well located, next to a major road and can be managed in such a way that impacts on neighbouring properties are kept to a minimum.
46. The proposal is considered to be consistent with the character, amenity and use of the area, and officers consider that the proposal is acceptable and recommend approval, subject to conditions.

<b>Consulted References</b>	:	<i>City of Albany Local Planning Scheme No. 1; City of Albany Development in Flood Prone Areas Policy.</i>
<b>File Number (Name of Ward)</b>	:	A21204 (Yakamia Ward)
<b>Previous Reference</b>	:	Not applicable

## PD047: RESCIND PLANNING APPLICATION GUIDELINES

<b>Land Description</b>	: City of Albany
<b>Proponent</b>	: City of Albany
<b>Owner</b>	: City of Albany
<b>Business Entity Name</b>	: N/A
<b>Attachments</b>	: <i>Planning Application Guidelines</i>
<b>Appendices</b>	: Nil
<b>Councillor Workstation</b>	: Nil
<b>Responsible Officer(s):</b>	: Executive Director Planning and Development Services (D Putland)

Responsible Officer's Signature:



### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:**
    3. A connected built environment.
  - b. **Strategic Objective:**
    - 3.2 To develop and implement planning strategies that support people of all ages and backgrounds.
    - 3.3 To develop vibrant neighbourhoods which retain our local character and heritage.
  - c. **Strategic Initiative:**
    - By protecting heritage buildings, and ensuring new developments respect the heritage and character of streetscapes.
    - By ensuring that community safety is built into all planning and development initiatives.

### In Brief:

- All applications for Planning Scheme Consent are currently classified in accordance with the City of Albany *Planning Application Guidelines*.
- The broad purpose of the *Planning Application Guidelines* is to provide guidance in respect to the advertising and decision making procedure when assessing applications for Planning Scheme Consent.
- Recent delegation changes and the gazettal of *Local Planning Scheme 1* have appropriately replaced the function of the *Planning Application Guidelines*.
- It is recommended that Council resolve to rescind the *Planning Application Guidelines* as a formal policy.

## RECOMMENDATION

**PD047: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council RESCIND the Planning Application Guidelines.**

PD047: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HORTIN  
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Office Recommendation be ADOPTED.

CARRIED 7-0

PD047: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RESCIND the Planning Application Guidelines.

## BACKGROUND

2. On 21 July, 2009, Council resolved to adopt the Planning Application Guidelines 'the guidelines'.
3. In May 2014, Local Planning Scheme 'the Scheme' was gazetted. The updated Scheme provides a contemporary and consistent approach to land use control across the City of Albany
4. In June 2014, Council adopted revised officer delegations. Among other changes, the delegations pertaining to the determination of planning applications have been refined and clarified significantly.
5. Recently issues have arisen with the *Planning Application Guidelines* conflicting with the assessment requirements of the Scheme and the decision making responsibilities contained within the revised delegations.
6. Given that the Scheme and delegations are now adopted, the appropriate procedures and decision making mechanisms are in place to suitably cover those previously contained within the *Planning Application Guidelines*.

## DISCUSSION

7. On 21 July 2009, Council resolved to adopt the Planning Application Guidelines 'the guidelines'.
8. The guidelines were established to ensure the transparent and equitable assessment of applications for Planning Scheme Consent. The key components of the guidelines are as follows;
  - Sufficient information requirements for applications;
  - Consultation methodology;
  - Processing times; and
  - Decision making delegations.
9. The key components of the *Planning Application Guidelines* are now appropriately addressed in the Scheme and delegations as follows;

### **Sufficient information requirements for applications**

10. Currently the Planning Application Guidelines classify the information requirements of an application as level 1, 2 or 3. In a number of instances, the guidelines have required applicants with relatively simple applications to provide information in excess of what is required to determine the application.
11. Clause 9.2 of the Scheme outlines the information which is required to accompany an application for Planning Scheme Consent. Importantly, Clause 9.2 provides officers with the ability to request any plan or information which may reasonably be required in the determination of the application. The Scheme therefore allows officers to appropriately judge the level of information required on an individual basis. This discretion can greatly improve processing times while also improving the quality of the decision making process.

### **Consultation Methodology**

12. The *Planning Application Guidelines* provides 3 levels of advertising requirements for different application types. The level of advertising required is based upon the risk of an application detrimentally affecting the community.
13. It has become apparent in a number of instances that the required advertising and consultation procedure of the guidelines are overly prescriptive and in excess of the requirements of the Scheme. Conversely, there have been instances where guidelines have not required potentially controversial applications to be advertised.
14. The zoning table of the Scheme determines the permissibility of land uses within any given zone. A land use which is classed as an 'A' use is required to be advertised in accordance with Clause 9.4 – *Advertising of Applications*.
15. Clause 9.4 provides officers with the discretion to advertise to any owner or occupier who is likely to be affected by a decision. The discretion provided by Clause 9.4 allows officers to make a qualitative judgement in respect to the risk of an application and the level of advertising required.
16. In addition to the above, Clause 10.1.1 of the Scheme provides staff with the ability to consult with any interested party considered necessary. Clause 10.1.1 appropriately addresses situations whereby a use may be not require advertising under the zoning table, yet in the view of officers, still may has the potential to adversely impact adjoining residents.

### **Processing Times**

17. Processing times are now appropriately addressed through the Scheme. The Scheme provides maximum processing times which are consistent with those applied State wide. Processing times are also reported to Council on a monthly basis.
18. There is an intention to develop organisational key performance indicators for planning application processing times.
19. The guidelines remain useful as an internal reference document for timeframes when assessing applications and will continue to be used for this purpose.

### **Decision Making Delegation**

20. The planning guidelines currently provide a prescriptive approach to the responsibility for the determination of planning applications by staff or Council.
21. Under the current guidelines, all complex applications are required to be determined by Council. In a number of instances, an application may be classified as complex, yet be straightforward and in accordance with the Scheme and policy. In these situations, it is more appropriate for such matters to be determined by officers under delegation.

22. *Local Planning Scheme 1* provides the appropriate statutory framework for the assessment and determination of planning applications. In addition to this, there is a general requirement that if an application applies to vary a provision of the Scheme, that the matter is to be determined by Council.
23. In June 2014, Council adopted revised officer delegations. The revised delegations have been significantly refined and simplified. The revised delegations provide all officers with a clear guide in respect to the determination of an application.

#### GOVERNMENT & PUBLIC CONSULTATION

24. There is no requirement for Government or Public consultation as the *Planning Application Guidelines* were not adopted as a policy of the Scheme. As the guidelines were adopted as a policy of Council, the Scheme provisions which require a rescinded policy to be advertised are not applicable.

#### STATUTORY IMPLICATIONS

25. There are no statutory implications as the *Planning Application Guidelines* were not adopted as a policy of the Scheme. Rescinding the *Planning Application Guidelines* does not alter the statutory framework of *Local Planning Scheme 1*.
26. Voting requirement for this item is **ABSOLUTE MAJORITY**.

#### POLICY IMPLICATIONS

27. There are no policy implications as the *Planning Application Guidelines* were not adopted as a policy of the Scheme.

#### RISK IDENTIFICATION & MITIGATION

28. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Possibility of duplicating of policies or conflict with delegations</i>	<i>Likely</i>	<i>Insignificant</i>	<i>Low</i>	<i>Refine or rescind conflicting or duplicating of policies.</i>

#### FINANCIAL IMPLICATIONS

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

#### LEGAL IMPLICATIONS

30. There are no legal implications relating to this item.

#### ENVIRONMENTAL CONSIDERATIONS

31. There are no direct environmental considerations relating to this item.

#### ALTERNATE OPTIONS

32. The following options are available:
  - a) Refuse to support rescinding the *Planning Application Guidelines*.

**SUMMARY CONCLUSION**

33. Given that the Scheme and delegations are now adopted, the appropriate procedures and decision making mechanisms are in place to suitably cover those previously contained within the *Planning Application Guidelines*.

34. Staff recommend that Council rescind the *Planning Application Guidelines*.

<b>Consulted References</b>	:	1. <i>Local Planning Scheme 1</i> 2. <i>Planning Application Guidelines</i>
<b>File Number (Name of Ward)</b>	:	N/A
<b>Previous Reference</b>	:	1. OCM 21/7/2009 item 16.2.1 ( <i>Planning Application Guidelines</i> adopted)

**PD048: PLANNING AND BUILDING REPORTS JULY 2014**

**Proponent** : City of Albany  
**Attachment** : Planning and Building Reports July 2014  
**Responsible Officer(s):** : Executive Director Planning & Development Services  
(D Putland)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**PD048: RESPONSIBLE OFFICER RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council NOTE the Planning and Building Reports for July 2014.**

**LEMC001: RECEIVE THE MINUTES OF THE LOCAL EMERGENCY  
MANAGEMENT COMMITTEE**

**Proponent** : City of Albany  
**Attachment** : LEMC Minutes 21 March 2013  
LEMC Minutes 12 June 2013  
LEMC Minutes 5 September 2013  
LEMC Minutes 19 November 2013  
LEMC Minutes 4 December 2013  
LEMC Minutes 6 March 2014  
LEMC Minutes 15 May 2014  
LEMC Minutes 19 June 2014

**Responsible Officer** Executive Director Planning and Development (D Putland)

**Responsible Officer(s):**



**In Brief:**

- The *Emergency Management Act 2005* requires that a local government is to ensure that local emergency management arrangements are prepared and maintained for the local government district.
- At the Ordinary Council Meeting held 29 October 2013, Councillor Gregson and Councillor Hammond were appointed to the Local Emergency Management Committee (LEMC).
- Minutes of the LEMC from 21 March 2013 to 19 June 2014 are now presented to Council to be received.

**RECOMMENDATION**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 1**

**THAT Council RECEIVE the confirmed minutes of the Local Emergency Management Committee held on 21 March 2013**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 2**

**THAT Council RECEIVE the confirmed minutes of the Local Emergency Management Committee held on 12 June 2013**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 3**

**THAT Council RECEIVE the confirmed minutes of the Local Emergency Management Committee held on 5 September 2013**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 4**

**THAT Council RECEIVE the confirmed minutes of the Local Emergency Management Committee held on 19 November 2013**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 5**

**THAT Council RECEIVE the confirmed minutes of the Local Emergency Management Committee held on 4 December 2013**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 6**

**THAT Council RECEIVE the confirmed minutes of the Local Emergency Management Committee held on 6 March 2014**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 7**

**THAT Council RECEIVE the minutes of the confirmed Local Emergency Management Committee held on 15 May 2014**

**LEMC001: RESPONSIBLE OFFICER RECOMMENDATION 8**

**THAT Council RECEIVE the confirmed minutes of the Local Emergency Management Committee held on 19 June 2014**

**LEMC002: APPOINTMENT OF THE DEPUTY CEO AS LOCAL  
RECOVERY COORDINATOR**

**Proponent** : City of Albany  
**Responsible Officer(s):** : Executive Director Planning & Development Services  
(D Putland)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2014-2018](#):
  - a. **Key Theme:** 4. A sense of community.
  - b. **Strategic Objective:** 4.1. To build resilient and cohesive communities with a strong sense of community spirit.
  - c. **Key Theme:** 5. Civic Leadership
  - d. **Strategic Objective:** 5.1 To establish and maintain sound business and governance structures by developing committee structures that are consistent with our community's aspirations.
  - e. **Strategic Objective:** 5.2. To provide strong accountable leadership supported by a skilled and professional workforce.

**In Brief:**

- The City of Albany is required under the *Emergency Management Act 2005* to have in place a local recovery plan and to appoint a Local Recovery Coordinator (LRC).
- The LRC is responsible for preparing, maintaining and testing the local government's Local Recovery Plan and for coordinating the local recovery activities following an emergency event.
- The City of Albany position previously appointed to the role of LRC, Manager Compliance and Community Safety, no longer exists.

**RECOMMENDATION**

**LEMC002: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council NOTE the appointment of the Deputy Chief Executive Officer as the City of Albany Local Recovery Coordinator.**

## DISCUSSION

2. The responsibilities of the LRC include the following:
  - Organising and managing the resources, staff and systems necessary for immediate and longer-term recovery.
  - Advocating on behalf of the affected community to achieve the most appropriate recovery outcomes.
  - Liaising, consulting with and, where necessary, coordinating or directing volunteer agencies, community groups, and government departments in order to achieve the most appropriate recovery.
  - Providing information to media, the community and government departments.
  - Mediating where conflict occurs during the relief and recovery process.
  - Developing a close and positive working relationship with key individuals and groups.
  - Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.
3. Therefore it is important that the LRC has the appropriate authority to commit City of Albany resources to the necessary recovery functions and to represent the City of Albany in negotiations and communications with various stakeholders.

## STATUTORY IMPLICATIONS

4. It is a statutory requirement under the *Emergency Management Act 2005* for local government to:
  - “manage recovery following an emergency affecting the community in its district” (s36 (b)) and
  - “prepare local emergency management arrangements which are to include “a recovery plan and **the nomination of a Local Recovery Coordinator**” (s41(4)).
5. Delegated authority to administer the *Emergency Management Act 2005* was authorised by the resolution of Council at the Ordinary Council Meeting held 26 June 2014, Report Item CSF094.
6. The function of the delegation is to:
  - 1) Authorise persons under the *Emergency Management Act 2005*.
  - 2) Authorise persons to Perform All Powers and Duties Relating to Emergency Management under s48 of the *Bush Fires Act 1954* relating the emergency management of fire and the operational and strategic preparedness to manage such emergencies.
  - 3) Assist Emergency Services and engage Contractors.

7. Designated/Authorised Officers are:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Executive Director Planning and Development Services
  - Manager Ranger and Emergency Services
  - Emergency Management Team Leader
- Executive Director Community Services
- Executive Director Works and Services

**POLICY IMPLICATIONS**

8. Nil.

**RISK IDENTIFICATION & MITIGATION**

9. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Legal and Compliance.</b> <i>Requirement to appoint Local Recovery Coordinator under State Legislation is not met.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Council endorse recommendation of LEMC to appoint role of LRC to a City Executive position, subject to annual review.</i>
<b>Reputation.</b> <i>Ability to effectively manage recovery functions is questioned by external agencies</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Identify and train appropriate staff in recovery functions.</i>

**FINANCIAL IMPLICATIONS**

10. Nil

**ENVIRONMENTAL CONSIDERATIONS**

11. Nil

**SUMMARY CONCLUSION**

12. The appointment by local government of a Local Recovery Coordinator is required under the Emergency Management Act 2005.
13. The Deputy CEO is a suitable appointment to this position.

14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**

15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**15.1: NOTICE OF MOTION BY COUNCILLOR STOCKS**

**15.1: NOTICE OF MOTION BY COUNCILLOR STOCKS**

**THAT Council, without prejudice, support the concept of a Local Tourism Organisation covering the Great Southern and seek the present of a Business Plan from the Denmark Tourism Organisation which outlines the objectives and potential advantages and costs to the City of Albany.**

16. **REPORTS OF CITY OFFICERS**

17. **MEETING CLOSED TO PUBLIC**

18. **CLOSURE**