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# MINUTES

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**WORKS AND SERVICES COMMITTEE**

**10 December 2014**

5.30pm

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.

## TERMS OF REFERENCE

**(1) Function:**

The Works & Services Committee will be responsible for the delivery of the following Clean and Green Objectives contained in the City of Albany Strategic Plan:

- (a) To protect and enhance our pristine natural environment;
- (b) To promote environmental sustainability;
- (c) To promote our region as clean and green.

**(2) It will achieve this by:**

- (a) Developing policies and strategies;
- (b) Establishing ways to measure progress;
- (c) Receiving progress reports;
- (d) Considering officer advice;
- (e) Debating topical issues;
- (f) Providing advice on effective ways to engage and report progress to the Community ; and
- (g) Making recommendations to Council.

**(3) Chairperson:** Cr Alan Hortin JP

**(4) Membership:** Minimum of 4 and a maximum of 7 elected members.

*Current Membership: Mayor Wellington, Councillor Hortin JP, Councillor Gregson, Councillor Dowling, Councillor Bowles, Councillor Hollingworth*

**(5) Meeting Schedule:** Monthly

**(6) Meeting Location:** City of Albany Council Chambers

**(7) Executive Officer:** CEO or Executive Director Works and Services

**(8) Delegated Authority:** None

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**1. DECLARATION OF OPENING**

The Chair declared the meeting open at 5.30pm.

**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 (Member)

**Councillors:**

|        |                         |
|--------|-------------------------|
| Member | A Hortin JP (Chair)     |
| Member | S Bowles (Deputy Chair) |
| Member | G Gregson               |
| Member | B Hollingworth          |

**Staff:**

|                                      |           |
|--------------------------------------|-----------|
| Executive Director Works and Service | M Thomson |
| Minutes                              | B Ohle    |

**Apologies:**

|        |           |
|--------|-----------|
| Member | C Dowling |
|--------|-----------|

**There were no members of the public in attendance and no members of the media.**

**DISCLOSURES OF INTEREST**

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

4. **REPORTS OF MEMBERS Nil.**
5. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil.**
6. **PUBLIC QUESTION TIME Nil.**
7. **APPLICATIONS FOR LEAVE OF ABSENCE Nil.**
8. **PETITIONS AND DEPUTATIONS Nil.**
9. **CONFIRMATION OF MINUTES**

**DRAFT MOTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: CR GREGSON  
SECONDED: MAYOR WELLINGTON**

**THAT the minutes of the Works and Services Committee Meeting held on 15 October 2014, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 5-0**

10. **PRESENTATIONS Nil.**
11. **UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.**

**WS058: ALBANY CITY CENTRE: ALBANY CENTRAL BUSINESS DISTRICT (CBD) PARKING SCHEME PLAN**

**Land Description** : Albany City Centre (Central Business District)  
**Attachments** : Updated Albany Central Business District (CBD) Parking Scheme Plan  
**Report Prepared by** : Co-ordinator Assets and Finance (S Pepper)  
**Responsible Officer** : 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 2014-2018:
  - 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:**

- Council consideration is sought to amend the current parking ground in the CBD.

**RECOMMENDATION**

**WS058: RESPONSIBLE OFFICER RECOMMENDATION**

**MOVED: CR BOWLES**  
**SECONDED: CR GREGSON**

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

**CARRIED 5-0**

**WS058: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council SUPPORT the advertising of the revised CBD Parking Scheme Plan, and if no negative submissions are received, ADOPT the advertised CBD Parking Scheme.**

## **BACKGROUND**

2. At the Ordinary Meeting of Council in August 2013, the City of Albany adopted the Albany Central Business District (CBD) Parking Scheme Plan.
3. The current scheme has been in place for over 12 months, and required only minor changes.

## **DISCUSSION**

4. As recommended in the August 2013 Council item, the City should review its parking limits in the CBD annually to ensure that the scheme is providing optimal parking efficiency.
5. The minor changes recommended include –
  - a. Consolidating Parking Limits where practicable to reduce confusion and quantity of signage;
  - b. Update of parking plans in areas where capital projects have altered the layouts.
  - c. Reducing and consolidating some 15 minute bays.
6. The proposed changes seek to improve parking efficiency and where possible reduce the clutter and ambiguity introduced through excessive signage.

## **GOVERNMENT & PUBLIC CONSULTATION**

7. The revised scheme will be advertised in the local newspaper with the changes highlighted in order to provide the required public notice.
8. Ongoing feedback has been received with respect to the current parking scheme and is considered and incorporated in the review.
9. Feedback has been sought from City Rangers.
10. Should there be comment on the proposed scheme reviewed scheme will be presented to Council to consider comments for final endorsement. Should there be no comment, or comments are not relevant then the scheme will be implemented.

## **STATUTORY IMPLICATIONS**

11. The City may introduce parking schemes by resolution of Council under the City of Albany Parking and Parking Facilities Amendment Local Law 2012.

## **POLICY IMPLICATIONS**

12. Following the adoption of the amended CBD Parking Scheme, minor amendments can be approved under delegated authority, however changes which involve the reduction of a parking limit, or relocation of parking limits need to be referred to Council.



**RISK IDENTIFICATION & MITIGATION**

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

| <b>Risk</b>  | <b>Likelihood</b> | <b>Consequence</b> | <b>Risk Analysis</b> | <b>Mitigation</b>  |
|--|-------------------|--------------------|----------------------|--|
| <i>Community: Ineffective parking restrictions may impact negatively on the public wishing to undertake business or are employed in the CBD.</i> | <i>Likely</i>     | <i>Moderate</i>    | <i>High</i>          | <i>Modify and review parking limits to provide for better parking efficiency in line with business and community feedback.</i> |

**FINANCIAL IMPLICATIONS**

14. The recommended amendments will necessitate the changeover of some parking limit signs.  
15. The costs are negligible and will be funded through the road maintenance budget.

**LEGAL IMPLICATIONS**

16. Any parking scheme amendments must be implemented in accordance with the City of Albany Parking and Parking Facilities Amendment Local Law 2012.  
17. Once adopted by Council, public notice must be given prior to enforcement of new or amended parking limitations.

**ENVIRONMENTAL CONSIDERATIONS**

18. Nil

**ALTERNATE OPTIONS**

19. The City can elect to maintain the status quo in respect to parking limits.

**SUMMARY CONCLUSION**

20. In order to enforce changes to parking restrictions, Council needs consider and adopt the scheme plan amendments.

|                                   |   |   |
|-----------------------------------|---|---|
| <b>Consulted References</b>       | : | Local Government Act 1995<br>Local Government (Functions and General) Regulations 1996<br>Access & Inclusion Plan 2012-2017<br>City of Albany Parking and Parking Facilities Amendment Local Law 2012 |
| <b>File Number (Name of Ward)</b> | : | CU.PRA.5 (Vancouver Ward)   |
| <b>Previous Reference</b>         | : | OCM 16.04.13 item 5.1; OCM 27.08.13 item WS004  |

**WS059: NATURAL DISASTER RESILIENCE PROGRAM FUNDING – IMPLEMENTATION OF CITY OF ALBANY FIRE MANAGEMENT STRATEGIES (STAGE 1)**

**Land Description** : Various land parcels managed by the City of Albany  
**Proponent** : City of Albany  
**Owner** : Crown land – management order City of Albany  
Freehold land – owned by the City of Albany  
**Report Prepared by** : Reserves Planning Officer (S Maciejewski)  
**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 2014-2018](#):
  - a. **Key Theme:** 2. Clean, Green & Sustainable.
  - b. **Strategic Objective:** 2.1. To protect and enhance our natural environment.
  - c. **Strategic Initiative:** 2.1.1. Deliver effective fire practices that reduce risk.

**In Brief:**

- Accept funding, if offered, as this project will allow for the temporary employment (i.e. 6 months) of a suitably qualified person to complement the existing City Reserves Team, who will focus on implementing the new *Fuel Management Strategies and Works Program (Stage 1)*.

**RECOMMENDATION**

**WS059: RESPONSIBLE OFFICER RECOMMENDATION**

**MOVED: CR GREGSON**  
**SECONDED: CR BOWLES**

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

**CARRIED 5-0**

**WS059: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT:**

1. Council NOTE that the City has applied for funding in the order of \$40,738, through the Natural Disaster Resilience Program for Implementing City of Albany Fuel Management Strategies (Stage 1), should the application be successful.
2. Should the application be successful that Council APPROVE the creation of a budget line item.

## **BACKGROUND**

2. The City of Albany submitted an application to the Natural Disaster Resilience Program in September 2014 for the *Implementing of City of Albany Fuel Management Strategies (Stage 1)*. An announcement of successful applications is not expected until late November or early December 2014.
3. The proposed project is scheduled to commence on 2 January 2015 and an offer of funding is not expected before late November 2014. Hence the timing of the Ordinary Council Meeting in December 2014 presents an issue with respect to getting the project underway. Therefore preliminary acceptance of this funding is sought.

## **DISCUSSION**

4. In 2013, the City of Albany engaged a consultant (i.e. Strategen) to develop and produce the documents, *Bush Fire Hazard Mitigation Strategy* and *Reserves Fire Management Strategy*. These documents were finalised in June 2014.
5. In 2014, the City engaged another consultant (i.e. Working on Fire) to develop *Fuel Management Strategies and Works Program (Stage 1)* for those City managed or owned land identified as a priority in *Reserves Fire Management Strategy* (Strategen 2014). This document maps and recommends fuel management strategies that are required to bring these areas of land up to an acceptable fire-ready standard.
6. The City Reserves Team, while capable in this area, will not have sufficient staff time available to adequately address all the recommendations in these plans in a timely manner. In particular, assistance is required in the areas of liaising with adjacent land owners and managers, and the various service providers who have infrastructure on City managed land. In many cases, liaison is also required with community groups who have leases over land management by the City. The recommendations also include numerous new works that have to be progressed through the City environmental and heritage assessment processes.
7. This project involves employing a person to complement the existing City Reserves Team, who will focus on implementing the recently finalised *Fuel Management Strategies and Works Program (Stage 1)*.
8. The project must be completed by June 2015, subject to funding.
9. Notification of the potential confirmation of this funding is expected in late November / early December 2014. The necessary documentation will be tabled at the December Ordinary Council Meeting.

## **GOVERNMENT & PUBLIC CONSULTATION**

10. The primary focus of this project is to consult with owners and managers of land adjacent to City of Albany land. It also involves consulting the various service providers (i.e. Western Power and Water Corporation) who have infrastructure on City of Albany land.
11. This project does not directly involve on-ground works.
12. Any on-ground works generated through this project will be considered for referral to the South West Aboriginal Land and Sea Council.

**STATUTORY IMPLICATIONS**

13. Under the *Local Government Act 1995*, Section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
- a. Is incurred in a financial year before the adoption of the annual budget by the local government
  - b. Is authorised in advance by a resolution (absolute majority required) or
  - c. Is authorised in advance by the Mayor in an emergency.

**POLICY IMPLICATIONS**

14. There are no policy implications relating to this matter.

**RISK IDENTIFICATION & MITIGATION**

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

| Risk   | Likelihood      | Consequence     | Risk Analysis | Mitigation   |
|--|-----------------|-----------------|---------------|--|
| <b>People Health and Safety:</b><br><i>Public safety may be put at risk if appropriate resources are not applied, which would result from project not proceeding due to lack of funding. .</i> | <i>Possible</i> | <i>Moderate</i> | <i>Medium</i> | <i>City staff continue to work through highest risk areas as resources permit.</i> |

**FINANCIAL IMPLICATIONS**

16. The City’s contribution to this project compromises in-kind staff time as project manager and supervisor of temporary employee, as well as \$25,000 monetary component from Reserves – Strategic Planning; Fire Management 14/15 budget.
17. If the funding is successful, it will require the employment of another reserves officer on a casual or contract basis to complete the work.

**LEGAL IMPLICATIONS**

18. There are no legal implications relating to this matter.

**ENVIRONMENTAL CONSIDERATIONS**

19. There are no on-ground works directly involved with this project. However, this project will generate on-ground works. All works as a result of this project, will, to the best of our abilities and knowledge, be undertaken in a manner as to minimise adverse impacts on environmental values.

**ALTERNATE OPTIONS**

20. The Council may elect to not accept the funding of \$40,738 from NDRP, subject to an offer of funding.

**SUMMARY CONCLUSION**

21. It is recommended that the available funding be accepted.

|                                   |   |          |
|-----------------------------------|---|----------|
| <b>Consulted References</b>       | : | Nil      |
| <b>File Number (Name of Ward)</b> | : | PR.PLA.7 |
| <b>Previous Reference</b>         | : | Nil      |

**WS060: INSTALLATION OF SOLAR PANELS AT VARIOUS CITY OF ALBANY FACILITIES**

**Land Description** : North Road Administration office, Daycare Centre, Library and Albany Leisure and Aquatic Centre  
**Proponent** : City of Albany  
**Owner** : City of Albany  
**Report Prepared by** : Assets Officer (M Holt)  
**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 2014-2018](#):
  - a. **Key Theme:** 2. Clean, Green & Sustainable
  - b. **Strategic Objective:** 2.2. To maintain and renew city assets in sustainable manner
  - c. **Strategic Initiative:** 2.2.3. Carbon Footprint

**In Brief:**

- In accordance with the City's objective of reducing its Carbon Footprint, investigations have been completed relating to the installation of solar panels on various buildings.
- North Road Administration Office, Daycare Centre, Library and Albany Leisure and Aquatic Centre are the largest consumers of energy. Council consideration is sought to install solar panels at these facilities.
- To enable the installation of solar panels, the City will be required to either source funds through the transfer of monies from its reserves or through a bank loan.

**RECOMMENDATION**

**WS060: RESPONSIBLE OFFICER RECOMMENDATION**

**MOVED: CR BOWLES**

**SECONDED: CR HOLLINGWORTH**

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

**CARRIED 5-0**

**WS060: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council:

- (1) PROCEED with the installation of Solar Panels for North Road Administration Office and the Daycare Centre;
- (2) APPROVE the reallocation of \$148,000 from Building Restoration Reserve to fund this project ;
- (3) ADOPT the Solar Panel Installation Forward Plan, subject to future budget considerations.

**BACKGROUND**

2. The Corporate Business Plan 2013 aims to make the City Clean, Green & Sustainable, by maintaining and renewing City assets in sustainable manner, and reduce our Carbon Footprint
3. The Carbon Footprint Reduction Strategy (2014) recommended an energy audit be conducted, which identified a number of City of Albany buildings that were among the lead consumers of energy within the City of Albany.
4. When researching cost effective initiatives to reduce energy consumption, Solar Panels were identified as a priority, as well as other energy efficiency options such as LED building lighting.
5. An independent contractor was sourced to evaluate the energy consumption of North Road Administration office for the past 12 months and submit recommendations in regards to size of solar unit and the number of solar panels required and other energy saving initiatives the City could employ.
6. Staff used this information and applied the same process to the Daycare Centre, Library and Albany Leisure and Aquatic Centre, to determine the size of solar unit and the number of solar panels required.

**DISCUSSION**

7. The Solar Panel options for the various buildings have been investigated and the following information collated to establish recommendations pertaining to size and number of units.

**North Road Administration Office**

8. The Consultants report is summarised as follows:
  - a. Energy consumption analysis from the previous 12 months identified approximately 992 units per day (5 days per week) which equates to the 2013/14 budgeted energy cost of \$75,000.
  - b. To install Solar Panels to cover the total energy used per day, North Rd Administration would require 600 panel systems which would generate 150Kw of power. The building does not have sufficient the roof space to support this system, but can accommodate a maximum of 400-500 panels.
  - c. The City can install a 30Kw system comprising of 120 Solar Panels and 2 15Kw inverters, at a cost of \$87,000, with an opportunity to expand the units at a later date. The Administration building main meter will also require an upgrade via Western Power at a one off cost of \$1,000.

9. Council has entered into an Energy Sales Agreement - large use business plan with Synergy which covers the Airport, North Road Administration, Library and the Mercer Road Depot. This provides annual savings to the cost of electricity by agreeing to remain within the approved energy volumes. Should Council support the installation of Solar Panels on the North Road Administration Office, there would be no impact on the Energy Sales Agreement and the savings will continue.
10. The estimated annual savings by utilising the Solar Panels has been projected at \$20,000 over a four year payback period after which only ongoing minor maintenance would apply. A Government rebate is applicable for a Small Scale Technology Certificate (STC's) of approximately \$19,000, and is available as either an upfront cash payment or as a price reduction (subject to the registered agent).

### **Daycare Centre**

11. Energy consumption analysis from the previous 12 months has identified approximately 100 units per day (5 days per week) which equates to the 2014/15 budgeted energy cost of \$8,000.
12. It is recommended that the City install a 15Kw system comprising of 60 Solar Panels and one 15Kw inverter, at a cost of \$56,000, to maximise any potential energy savings. The main meter will also require an upgrade via Western Power at a one off cost of \$1,000.
13. The estimated annual savings by utilising the Solar Panels has been projected at \$18,000 over a three year payback period after which only ongoing minor maintenance would apply. A Government rebate is applicable for a Small Scale Technology Certificate (STC's) of approximately \$19,000, and is available as either an upfront cash payment or as a price reduction (subject to the registered agent).
14. The above information has been assessed by staff based on a similar process to the North Road Administration Office review and would require a consultant in the energy field to validate these assertions.

### **Library**

15. Energy consumption analysis from the previous 12 months has identified approximately 520 units per day (6 days per week) which equates to the 2014/15 budgeted energy cost of \$41,000.
16. To install Solar Panels to cover the total energy used per day, the building would require 300 panel systems which would generate 80Kw of power. It has been assessed that the roof structure of this building cannot to support this system, but could accommodate approximately 120 Panels.
17. It is recommended that the City install a 30Kw system comprising of 120 Solar Panels and two 15Kw inverters, at a cost of \$87,000. The main meter will also require an upgrade via Western Power at a one off cost of \$1,000.
18. The estimated annual savings by utilising the Solar Panels has been projected at \$20,000 over a four year payback period after which only ongoing minor maintenance would apply. A Government rebate is applicable for a Small Scale Technology Certificate (STC's) of approximately \$19,000, and is available as either an upfront cash payment or as a price reduction (subject to the registered agent).
19. The above information has been assessed by staff, based on a similar process to the North Road Administration Office review and would require a consultant in the energy field to substantiate these assertions and any effects that it may have to the Energy Sales Agreement with Synergy.



20. There are some are some broader issues with the Library with respect to its condition and future potential for expanded usage. On this basis it may be prudent to delay this installation.

**ALAC**

21. Energy consumption analysis from the previous 12 months identified approximately 5,400 units per day (7 days per week) which equates to the 2013/14 budgeted energy cost of \$312,000.
22. The ALAC complex has large heating, ventilation and air conditioning (HVAC) units and lighting requirements that would require an integrated assessment by qualified personnel to determine the impact of any proposed installation of Solar Panels.
23. To ensure the installation of Solar Panels program is developed and managed in the most effective manner, it is recommended the City engage a consultant to prepare tender documentation with respect to any implications related to the Energy Sales Agreement, impact on the integrated systems should Solar Panels be installed, any expected annual savings, payback period and if the system is eligible for a Small Scale Technology Certificate rebate.
24. Other initiatives aimed to reduce energy consumption include a current funding application with Department of Sport and Recreation to convert current court lighting to LED and the replacement of HVAC units.
25. The above information has been assessed by staff, and would require a consultant in the energy field to substantiate these assertions and any effects that it may have to the Energy Sales Agreement with Synergy which will remain in place until 2017.

**Forward Plan**

26. It is recommended that the Solar Panel program be implemented over a number of financial years as these are new capital works projects that have not been included in the current 10 Year Forward Capital Works Plan. As ALAC is currently in the process of having the HVAC requirements reviewed, and the Library having issues with respect to some aspects of its condition and possible expanded use, it is recommended these facilities be considered for Solar Panels in future financial years.

| <b>Building</b> | <b>2014/15</b> | <b>2015/16</b>       | <b>2016/17</b> |
|-----------------|----------------|----------------------|----------------|
| North Road      | \$79,000       |                      |                |
| Daycare         | \$56,000       |                      |                |
| ALAC            |                | Consultant- \$10,000 | \$79,000       |
| Library         |                | Consultant- \$10,000 | \$79,000       |

**GOVERNMENT & PUBLIC CONSULTATION**

27. Consultation with Government agencies and the community will occur as a component of this project.

**STATUTORY IMPLICATIONS**

28. Small-scale Renewable Energy Scheme.
29. Building Code of Australia - Building Act 2011.

**POLICY IMPLICATIONS**

30. The Environmental Policy has as an objective a commitment to evaluating and reducing the City’s carbon footprint and the provision of practical strategies for carbon reduction, offsetting and / or sequestration.

**RISK IDENTIFICATION & MITIGATION**

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

| <b>Risk</b>   | <b>Likelihood</b> | <b>Consequence</b> | <b>Risk Analysis</b> | <b>Mitigation</b>   |
|---|-------------------|--------------------|----------------------|---|
| <b>Environment Implications:</b><br><i>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>                                      |
| <b>Financial implications:</b> <i>If the re-allocation of funds is not approved the Solar Panel Installation Forward Plan cannot proceed</i>    | <i>Unlikely</i>   | <i>Moderate</i>    | <i>Medium</i>        | <i>The existing Annual Budget would remain and proposed program would be delayed.</i>                             |
| <b>Reputation:</b> <i>CoA not seen to be committed to Clean, Green and Sustainable initiatives and its carbon footprint reduction strategy.</i> | <i>Possible</i>   | <i>Moderate</i>    | <i>Medium</i>        | <i>City staff continue to work toward carbon footprint reduction initiatives within current budgetary limits.</i> |

**FINANCIAL IMPLICATIONS**

32. The City has adopted its Long Term Financial Plan covering 2013/14 to 2022/23 last financial year, and for each subsequent year the various capital works projects are to be reviewed to ensure long term financial sustainability that will allow the aspirations of the community to be matched with the City’s capacity to deliver these outcomes in a prudent and responsible manner.
33. As this Solar Panel program is not detailed in the Long Term Financial Plan it is recommended that Council seek funds from either its own reserves or a bank loan. The time frame to process a bank loan which included public advertising would be approximately 3 months. Staff have identified sufficient funds (\$148,000) being available in the Building Restoration Reserve, which can be accessed subject to Council approval.
34. It should also be noted, a Government rebate opportunity is currently available called a Small Scale Technology Certificate (STC’s) rebate of approximately \$19,000 per unit installed. The rebate is currently applicable as either an upfront cash payment or as a price reduction (subject to registered agent).

**LEGAL IMPLICATIONS**

35. Nil

**ENVIRONMENTAL CONSIDERATIONS**

36. Installation of Solar Panels will assist with the reduction of fossil fuels used for power generation and there for reducing greenhouse gases and other air pollution emissions.

**ALTERNATE OPTIONS**

- 37. The City may support
  - a. The installation of the Solar Panels on the North Road Administration Office and the Daycare Centre for inclusion in the 2015/16 budget deliberations.
  - b. The installation of Solar Panels on the Library and Albany Leisure and Aquatic Centre for inclusion in the 2016/17 budget deliberations
  - c. Not support the Solar Panels program and remain with current arrangements and energy consumption costs.

**SUMMARY CONCLUSION**

- 38. As per the City of Albany Corporate Business Plan 2014-18, recommendations on cost effective initiatives such as Solar Panels being installed on City of Albany buildings, staff have prepared recommendations for a Solar Panel installation program.
- 39. The largest energy consuming City buildings include North Road Administration office, the Daycare Centre, Albany Leisure and Aquatic Centre and the Library were identified
- 40. The installation of Solar Panels on these City facilities will allow the City to supplement its current energy consumption whilst using a clean green energy and therefore reducing the City's Carbon Footprint.
- 41. It is recommended that a qualified consultant be used to verify staff findings in relation to possible energy savings and payback periods on the City's buildings that have been identified for Solar Panels installation.
- 42. Approval is required to transfer funds from the City's reserves to fund installation of Solar Panels at North Road Administration office and the Daycare Centre.

|                                   |   |   |
|-----------------------------------|---|---|
| <b>Consulted References</b>       | : | Corporate Business Plan 2013, Environmental Council Action Plan, Carbon Footprint Reduction Strategy 2014 |
| <b>File Number (Name of Ward)</b> | : | PS.COT.4  |
| <b>Previous Reference</b>         | : | Nil   |

14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**
15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil.**
16. **REPORTS OF CITY OFFICERS**
17. **MEETING CLOSED TO PUBLIC Nil.**
18. **CLOSURE:** The Chair declared the meeting closed at 5.49pm.

*(Confirmed Minutes)*

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Councillor Alan Hortin JP  
**CHAIR**