

TABLE ONE**Recommendations from Planning Context's review of the City of Albany's Planning Procedures, Policies and Delegations**

SUBJECT	RECOMMENDATIONS	ACTION
Strategic Planning	That following the appointment of the new CEO, Council reviews the existing Strategic Plan and does this through a community engagement process.	Pending. A timetable has been prepared for Council's new corporate strategic plan which will be driven by the new CEO.
	That Council consider the formation of a Regional Stewardship Group to help with the review of the strategic plan and to develop and maintain a shared vision for the future.	Pending. The Regional Stewardship Group should be formed to assist and guide development of the strategic plan (especially the vision etc). The make-up of that group should include key government and community stakeholders.
Planning Integration	That Council seeks the urgent support of the WAPC to the endorsement of the Albany Local Planning Strategy noting that it will need an early review.	Completed. The ALPS was adopted on 26 August 2010 by the WAPC.
	That Council seeks the urgent support of the WAPC to the endorsement of the new draft single town-planning scheme for Albany to allow for its advertising.	Ongoing. Staff have recently finalised amendments to the draft Local Planning Scheme No.1 in response to discussions with Department of Planning (DOP) staff and the Environmental Protection Authority (EPA). The DOP are now satisfied with the content of the Scheme and an update of it's progress will be delivered at the March Elected Members Workshop to discuss the changes since Council initiated the draft in February 2009. It is anticipated that the updated draft Scheme will be presented to Council at the May OCM requesting the WAPC grant consent to advertise as soon as possible.
	That Council commence a review of the Albany Local Planning Strategy after the completion of the strategic plan review process and then proceeds towards the development of a single planning scheme.	Pending. The ALPS will be reviewed after corporate strategic plan completed (ie. mid 2011).

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	That Council consider developing, in consultation with the Department of Planning, a planning framework (Structure Plan) document as a policy for Albany to provide the overall planning direction for the City.	Partly Completed. Staff have included a conceptual structure plan within it's draft Local Planning Policy Manual. This plan will be continually updated as more information from government agencies comes to hand.
Governance	That Council develops and adopts a good governance framework for use by both elected members and Council administration. The framework should be developed through a council workshop process and training provided to staff and elected members on good governance processes and procedures.	Ongoing. Ongoing improvements in governance are occurring and will continue to be developed (currently review of standing orders, procedures and policies is taking place). The City is committed to ISO9001 certification and the planning team's processes have been subject to this certification program.
Development Services	That the CEO should fill the vacant position of Director of Development Services as a matter of priority.	Completed.
	That the CEO considers providing additional administrative support for the Division.	Completed. A part-time, temporary admin assistant has been appointed to assist the professional staff in undertaking administrative functions.
	That appropriate levels of staff resources be provided to support the undertaking of strategic planning functions in-house.	Pending. A casual planning position and limited consultancy services were identified for strategic planning work within the 2010/11 budget. In the draft 2011/12 budget this allocation is intended to be diverted back to a full time strategic planning position without impacting on budget.
	That the Development Services Division nomenclature be changed to reflect the fact that it also does strategic land use planning.	Completed. The Development Services Directorate was renamed to Planning and Development Services as per Council's resolution of 16/11/10.
Delegation	That Council considers amending the delegation policy to allow staff to refuse applications that are clearly inconsistent	Completed. Item 4.1 OCM 19/10/10.

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	with policy without the need to refer them to Council.	
	That Council gives further consideration to development control delegations following the review of Council policies.	Pending. To be considered once revised planning policies are adopted (revised policy manual to be considered at April 2011 OCM).
Planning Policies	That Council includes a local planning framework or structure plan as the first policy within the Policy Manual.	Completed. This policy is shown as LPP No. 1 in draft Local Planning Policy Manual.
	That Council undertake a further review and rationalisation of the Draft Policy Manual in conjunction with the adoption of the new planning scheme.	Ongoing. Prior to gazettal of the new Scheme, staff will need to review the policy manual to ensure it is relevant to and supports the controls within the new Scheme. This will occur in late 2011, early 2012 depending on the progress of the Scheme.
Technical Advisory Group	That Council requests that the Technical Advisory Group provides reports on a quarterly basis dealing with a range of key performance indicators for the Development Services Division.	Completed. Refer report in Elected Members Bulletin. In addition to the TAG report, the City has included a benchmarking report which will be reported to Council on a quarterly basis, commencing from the March 2011 meeting.
Quality of Reports	That Council procedures be modified to ensure that only essential information for decision-making is included in Council agendas.	Completed. The Appendices Booklet has been cut back to only essential information; large documents are placed in Councillor Lounge or available to Councillors electronically depending on the item.
	That Council requires administration to develop a set of key performance indicators for the Development Services Division including those relevant to development control functions and strategic planning.	Completed. At it's 15/2/2011 Council meeting Council resolved to adopt specific benchmarks for each planning application type. A report against these benchmarks can be found in the Elected Members Bulletin.

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<p>Key Performance Indicators</p>	<p>That Council continues its community scorecard survey and develops a stakeholder survey to provide additional key performance indicators information.</p>	<p>Pending. A community survey will be carried out in the near future to gauge the community's feedback on development matters in addition to all of Council's services; the CEO is committed to ensuring a meaningful survey is undertaken at the earliest opportunity.</p>