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# MINUTES

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## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 8 July 2025**

6.00pm

Council Chambers

The Five Strategic Pillars



**Community & Corporate Services Committee**  
**Terms of Reference**

**Function:**

This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

**Chairperson:** City of Albany elected member, elected from the Committee.

**Membership:** Open to all elected members

**Meeting Schedule:** Monthly Meeting Location: Council Chambers

**Directorates:** Corporate & Commercial Services and Community Services

**Executive Officer(s):**

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

**Delegated Authority:** None

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES – 8/7/2025

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COMMUNITY AND CORPORATE SERVICES COMMITTEE  
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1. **DECLARATION OF OPENING** The Chair declared the meeting open at 6.00pm.

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 past, present and emerging”.*

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

Mayor	G Stocks
Councillor	D Baesjou
Councillor	R Sutton
Councillor	P Terry
Councillor	C McKinley
Councillor	L MacLaren
Councillor	M Lionetti
Councillor	S Grimmer (Chair)
Councillor	T Brough ( <b>Electronic Means - Zoom</b> )
Councillor	M Traill (Deputy Chair)

**Staff:**

Executive Director Corporate & Commercial Services	M Giffellon
Executive Director Community Services	N Watson
Manager Development Services	J Van Der Mescht

Meeting Secretary	C Crane
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**Leave of Absence**

Councillor	A Cruse
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**Apologies:**

Chief Executive Officer	A Sharpe
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There were 2 Members of Public in attendance.

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
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**4. DISCLOSURES OF INTEREST**

Name	Committee/Report Item Number	Nature of Interest
Nil.		

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil**

**6. PUBLIC QUESTION TIME**

In accordance with *City of Albany Standing Orders Local Law 2014* (as amended) the following points apply to Public Question Time:

- Clause 5) The Presiding Member may decide that a public question shall not be responded to where—*
- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
  - (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

**7. PETITIONS AND DEPUTATIONS Nil.**

*6.03pm Councillor Brough left the meeting.*

*6.04pm Councillor Brough rejoined the meeting.*

**8. CONFIRMATION OF MINUTES**

**MOTION**

**MOVED: DEPUTY MAYOR TERRY  
SECONDED: COUNCILLOR SUTTON**

**THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 10 June 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.  
CARRIED 10-0**

**9. PRESENTATIONS Nil.**

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

## CCS725: MONTHLY FINANCIAL REPORT – MAY 2025

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Monthly Financial Report – May 2025
<b>Report Prepared By</b>	: Manager Finance
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** Strong workplace culture and performance

### IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 30 April 2025 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 30 April 2025 is preliminary and has not yet been audited.

### RECOMMENDATION

#### CCS725: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON**

**SECONDED: COUNCILLOR MCKINLEY**

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

**CARRIED 10-0**

#### CCS725: AUTHORISING OFFICER RECOMMENDATION

**THAT the Monthly Financial Report for the period ending 31 May 2025 be RECEIVED.**

### DISCUSSION

2. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
  - (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the *Local Government (Financial Management) Regulations 1996*);
  - (b) Statement of Financial Position (satisfying Regulation 35 of the *Local Government (Financial Management) Regulations 1996*);
  - (c) Basis of Preparation;
  - (d) Explanation of material variances to year-to-date budget;
  - (e) Net Current Asset & Funding Position;
  - (f) Investment Portfolio Snapshot;
  - (g) Receivables; and

(h) Capital Acquisitions.

3. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS647, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2024/2025.
4. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
5. It is noted 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**

6. The *Local Government (Financial Management) Regulations 1996* stipulate that each month Local Governments are required to prepare and report a Financial Activity Statement (reg 34) and a Financial Position Statement (reg 35).
7. Each of these statements are to be presented at an ordinary meeting of the council within two months after the end of the relevant month, as well as recorded in the minutes of the meeting at which it is presented.

**POLICY IMPLICATIONS**

8. The City's 2024/25 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

**FINANCIAL IMPLICATIONS**

10. Expenditure for the period ending 31 May 2025 has been incurred in accordance with the 2024/25 budget parameters.
11. Details of any budget variation more than \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

**LEGAL IMPLICATIONS**

12. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

13. Nil.

**ALTERNATE OPTIONS**

14. Nil.

**CONCLUSION**

15. The Authorising Officer's recommendation be adopted.
16. It is requested that any questions regarding this report are submitted to the Executive Director Corporate & Commercial Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.7



**CCS726: LIST OF ACCOUNTS FOR PAYMENT – MAY 2025**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance  
**Authorising Officer:** : Executive Director Corporate and Commercial Services

**STRATEGIC IMPLICATIONS**

- This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - Pillar/Priority:** Leadership.
  - Outcome:** Strong workplace culture and performance.

**IN BRIEF**

- 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.

**RECOMMENDATION**

**CCS726: COMMITTEE RECOMMENDATION**

**MOVED: DEPUTY MAYOR TERRY**  
**SECONDED: COUNCILLOR TRAILL**

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

**CARRIED 10-0**

**CCS726: AUTHORISING OFFICER RECOMMENDATION**

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 May 2025 totalling \$15,025,633.56 be RECEIVED.

**DISCUSSION**

- The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 31 May 2025. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$11,887,640.07	79.12%
Municipal	Payroll	\$3,104,231.68	20.66%
Municipal	Credit Cards	\$33,361.81	0.22%
Municipal	Cheques	\$400.00	0.00%
Trust	N/A	\$0.00	0.00%
<b>TOTAL</b>		<b>\$15,025,633.56</b>	<b>100%</b>

- Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$6,673.28.

4. The table below summaries the total outstanding creditors as at 31 May 2025.

Aged Creditors	Amount (\$)
Current	\$817,369.37
30 Days	\$50.00
60 Days	\$234.95
90 Days	\$954.19
<b>TOTAL</b>	<b><u>\$818,608.51</u></b>

## 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.
8. As part of the Local Government Regulations Amendment Regulations 2023 (SL2023/106), additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, requires Local Governments to report on payments by employees via purchasing cards.

## POLICY IMPLICATIONS

Expenditure for the period to 31 May 2025 has been incurred in accordance with the 2024/2025 budget parameters.

## FINANCIAL IMPLICATIONS

Expenditure for the period to 31 May 2025 has been incurred in accordance with the 2024/2025 budget parameters.

## LEGAL IMPLICATIONS

9. Nil

## ENVIRONMENTAL CONSIDERATIONS

10. Nil

## ALTERNATE OPTIONS

11. Nil

## CONCLUSION

12. That the list of accounts have been authorised for payment under delegated authority.
13. It is requested that any questions on specific payments are submitted to the Executive Director Corporate Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.2

## CCS727: DELEGATED AUTHORITY REPORTS – 16 MAY 2025 TO 15 JUNE 2025

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Executed Document and Common Seal Report
<b>Report Prepared By</b>	: PA to Mayor and Councillors
<b>Authorising Officer:</b>	: Chief Executive Officer

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** A well informed and engaged community.

### RECOMMENDATION

#### CCS727: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR BAESJOU**

**SECONDED: COUNCILLOR MCKINLEY**

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

**CARRIED 10-0**

#### CCS727: AUTHORISING OFFICER RECOMMENDATION

**THAT the Delegated Authority Reports 16 May 2025 to 15 June 2025 be RECEIVED.**

### BACKGROUND

2. In compliance with Section 9.49A of the *Local Government Act 1995* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:
  - **Delegation: LG1.18 (D006)** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
  - **Delegation: LG4.06 (D009)** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
  - **Delegation: LG5.05 (D018)** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**CCS728: CORPORATE SCORECARD – APRIL TO JUNE  
2025 QUARTER**

**Attachments** : Corporate Scorecard: Q4 2024-25: CBP Actions  
Corporate Scorecard: Q4 2024-25: CEO KPIs  
**Report Prepared By** : Business Planning and Performance Coordinator  
**Authorising Officer:** : Manager Finance

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany's Strategic Community Plan 2032 or Corporate Business Plan 2024-2028 informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.

**IN BRIEF**

- The Strategic Community Plan 2032 (SCP) and the first Corporate Business Plan (CBP) were adopted by Council in August 2021.
- The CBP outlines a comprehensive suite of strategic actions that effectively form Council's priority commitments to the community.
- The 'Corporate Scorecard' provides a summary overview of these actions, while adding commentary on those that are not 'on track'.
- Also included within the Corporate Scorecard is an update on the Chief Executive Officer's (CEO) Key Performance Indicators (KPIs) for the 2024/25 financial year.

**RECOMMENDATION**

**CCS728: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR MACLAREN**  
**SECONDED: COUNCILLOR TRAILL**

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

**CARRIED 10-0**

**CCS728: AUTHORISING OFFICER RECOMMENDATION**

**THAT the 'Corporate Scorecard: Q4 2024-25: CBP Actions' and 'Corporate Scorecard: Q4 2024-25: CEO KPIs' for the April to June 2025 quarter be NOTED.**

**BACKGROUND**

2. The SCP establishes the results the community expects Council to achieve through the City, while the CBP describes the specific actions necessary to achieve those results.
3. In addition, Council has assigned the CEO with KPIs for the 2024-25 financial year, that have been incorporated into the existing quarterly corporate reporting framework to improve transparency, efficiency and consistency.
4. Delivery of these actions are monitored through the City's strategy management software 'CAMMS', which defines the associated project milestones for the current financial year and enable reporting against them.

## DISCUSSION

5. The attached 'Corporate Scorecard' report provides an update on the status of CBP actions and CEO KPI's for the October to December 2024 quarter.
6. These reports retain the general traffic-light model, with the following threshold specifications:
  - 'Off Track' (red) actions are less than 70% complete relative to the established project milestone.
  - 'Monitor' (amber) actions are more than 70% but less than 90% complete relative to the established project milestone.
  - 'On Track' (green) actions are 90% or more complete relative to the established project milestone.
  - 'No Target Set' actions are yet to commence or are ongoing services with no milestone.
  - Completed actions are subsumed within the 'On Track' actions.

## GOVERNMENT & PUBLIC CONSULTATION

7. N/A.

## STATUTORY IMPLICATIONS

8. There are no direct statutory implications, however the Report supports the City's obligations under *Local Government (Administration) Regulations 1996*, regulation 19DA in relation specifically to the Corporate Business Plan:

**Corporate Business Plan** means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56, which states:

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications. \*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

## POLICY IMPLICATIONS

9. N/A.

## RISK IDENTIFICATION & MITIGATION

10. Risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputational/Business Operations:</b> Loss of reputation from not following through on commitments outlined in the CBP.	Likely	Minor	Moderate	Staff to review and address areas of concern prior to reconsideration by Council.
<b>Opportunity:</b> Significantly enhanced oversight of CBP Actions, leading to improved community perception of Council leadership.				

## FINANCIAL IMPLICATIONS

11. N/A.

## LEGAL IMPLICATIONS

12. N/A.

## ENVIRONMENTAL CONSIDERATIONS

13. N/A.

## ALTERNATE OPTIONS

14. Council may choose not to review progress of commitments made in the CBP through the Report, and delegate this oversight to the City's Executive.

## CONCLUSION

15. It is recommended the 'Corporate Scorecard: Q4 2024-25' and 'Corporate Scorecard: Q4 2024-25: CEO KPIs' be noted.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>Local Government Act 1995, s5.56</li> <li>Local Government (Administration) Regulations 1996, Reg. 19D</li> <li>IPR Framework and Guidelines 2019</li> </ul>
<b>File Number</b>	:	CM.RVW.9
<b>Previous Reference</b>	:	<ul style="list-style-type: none"> <li>OCM 23/07/2024 - Report Item CCS643</li> <li>OCM 22/10/2024 – Report Item CCS665</li> <li>OCM 26/11/2024 – Report Item CCS676</li> </ul>

**CCS729: TENDERS AWARDED REPORT – APRIL TO JUNE 2025**

<b>Proponent</b>	: City of Albany
<b>Attachments</b>	: Tenders Awarded Report – April to June 2025
<b>Report Prepared by</b>	: Manager Finance
<b>Authorising Officer</b>	: Executive Director Corporate & Commercial Services

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** A well informed and engaged community.

**RECOMMENDATION**

**CCS729: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR MACLAREN**  
**SECONDED: DEPUTY MAYOR TERRY**

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

**CARRIED 10-0**

**CCS729: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Tenders Awarded Report – April to June 2025 be RECEIVED.**

## CCS730: NEW LEASE – ST JOHN AMBULANCE WESTERN AUSTRALIA LTD – PATIENT TRANSFER STATION – ALBANY REGIONAL AIRPORT

<b>Land Description</b>	: Lot 214 on Deposited Plan 402105, the subject of Certificate of Title Volume 2861 Folio 954
<b>Proponent</b>	: St John Ambulance Western Australia Ltd (ACN 165 969 406)
<b>Owner</b>	: City of Albany (freehold)
<b>Report Prepared By</b>	: Team Leader Property and Leasing
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan:
  - **Pillar:** People – A happy, healthy and resilient community.
  - **Outcome:** Improve access to quality health facilities, services and programs to achieve good general and mental health in the community.

### Maps and Diagrams:



### In Brief:

- Council is requested to consider a new lease with St John Ambulance Western Australia Ltd (St John Ambulance) for the ongoing operation of a patient transfer station at Albany Regional Airport.
- The proposed new lease term is five years with a five-year option.
- St John Ambulance provides an essential patient transfer service from this location.
- The current lease expired on 30 May 2025 and remains on holding over provisions.
- It is recommended that the proposed new lease be approved.



## **RECOMMENDATION**

### **CCS730: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SUTTON**

**SECONDED: COUNCILLOR BAESJOU**

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

**CARRIED 10-0**

### **CCS730: AUTHORISING OFFICER RECOMMENDATION**

THAT Council APPROVE a new lease to St John Ambulance Western Australia Ltd for the patient transfer station at the Albany Regional Airport, subject to the terms and conditions outlined in section 13 of this report.

## **BACKGROUND**

2. In 2005 the City entered into a lease with St John Ambulance Association of WA Inc to support Royal Flying Doctor Service operations at the airport by providing first aid and patient transfer services at the airport.
3. A lease variation in May 2015 allowed the service to relocate within the airport precinct, as the original station no longer met operational needs. The variation also included an agreement to end the current lease once the new facility was ready and then a new lease could be put in place for the new location.
4. In 2017, the City constructed a new patient transfer station as part of a major infrastructure project supported by Regional Aviation Access Program (RAAP) funding from the State Government. The City retains ownership of the building.
5. A new lease commenced on 1 November 2017 for a term expiring on 30 May 2025, with a lease area of approximately 247m<sup>2</sup> and rent based on market valuation.
6. St John Ambulance has formally requested a new lease to continue operating the patient transfer station at the airport.

## **DISCUSSION**

7. The current rent of \$6,008.80 + GST per annum was originally based on a market valuation at the time the lease commenced in 2017.
8. Under the City's Property Management (Leases and Licences) Policy, rent for community and not-for-profit organisations occupying City owned buildings is the equivalent to the annual minimum rate set by Council each year, currently \$1,222 + GST.
9. The proposed new lease rent of this minimum rate is in line with the policy. This approach ensures consistency and equity across the City's leasing portfolio for community service providers.
10. The patient transfer station supports the safe transfer of patients from Albany and surrounding regions to other health services across the state.
11. St John Ambulance is the only provider of ambulance services in Albany.
12. The City's Airport Management Team has been consulted and supports the proposed new lease term of five years with a five-year option.

13. The table below summaries the key terms of the proposed lease.

Tenant	St John Ambulance Western Australia Ltd
Land Description	Lot 214 on Deposited Plan 402105 the subject of Certificate of Title Volume 2861 Folio 954
Lease Area	Approximately 247m <sup>2</sup>
Land Ownership	City of Albany
Permitted Use	First Aid and Ambulance Services
Term of Lease	5 years + 5 year option
Rental	\$1,222.00 + GST per annum (based on annual minimum rate set by Council each year)
Outgoings	Tenant responsible for all outgoing & utilities, including insurance
Special Conditions	<ul style="list-style-type: none"> <li>The tenant is responsible for supplying and maintaining its own equipment.</li> <li>The tenant must comply with all relevant health and transport laws and regulations.</li> <li>A relocation clause applies if the lease area is required for future airport expansion the tenant will be relocated within the airport precinct.</li> </ul>

14. The tenant has agreed in principle to the above terms, pending Council approval.

#### GOVERNMENT & PUBLIC CONSULTATION

15. Section 3.58 of the *Local Government Act 1995* governs property disposal, including leases.
16. Clause 30(2)(c) of the *Local Government (Functions and General) Regulations 1996* exempts certain disposal from public notice, including those to charitable, not-for-profit organisations.
17. The proposed lease is exempt from public notice requirements.

#### STATUTORY IMPLICATIONS

18. Section 3.58 of the *Local Government Act 1995* allows for the disposal of property, including leased land and buildings.
19. The proposed new lease complies with the statutory requirements for property disposal.

#### POLICY IMPLICATIONS

20. The City's Property Management (Leases and Licences) Policy aims to support equitable access, and the efficient management of City owned and managed properties in line with statutory procedures.
21. The recommendation is consistent with the policy.

## RISK IDENTIFICATION & MITIGATION

22. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation:</b> New lease not approved – interruption to patient transfer services.	Unlikely	Severe	High	Prioritise negotiations to ensure continuity of services.
<b>Reputation:</b> New lease not approved – negative impact on City reputation.	Unlikely	Major	Medium	Continue to work collaboratively to reach agreement.
<b>Opportunity:</b> To continue providing patient transfer services to Albany and surrounding regions at the airport.				
<b>Opportunity:</b> The lease aligns with the City's Strategic Community Plan 2032 objective to improve access to quality health facilities, services and programs to achieve good general and mental health in the community.				

## FINANCIAL IMPLICATIONS

23. All costs associated with the development, execution and completion of the new lease documentation will be met by the tenant.

## LEGAL IMPLICATIONS

24. The lease documentation will be prepared by City legal to ensure enforceable terms that minimise any risk to the City.

## ENVIRONMENTAL CONSIDERATIONS

25. There are no identified environmental considerations related to this report.

## ALTERNATE OPTIONS

26. Council may:
- Approve the proposed new lease;
  - Support some selected elements of the new lease with amended terms;
  - Decline the request for a new lease.
27. Should Council decline the new lease, St John Ambulance will be required to vacate the premises and remove their equipment.
28. Patient air transfer services at the Albany Airport may be disrupted.
29. The City may choose to initiate an Expression of Interest (EOI) process to identify a new suitable tenant.

## CONCLUSION

30. The current tenant, St John Ambulance, has requested a new lease term of 5 years with a 5-year option to continue operating the patient transfer station at Albany Airport beyond the current lease expiry on 30 May 2025.
31. St John Ambulance provides an essential service for Albany and the wider region and has complied with all obligations under the current lease.
32. It is recommended the proposed new lease be approved to support the continued provision of patient transfer services for the community.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>Property Management (Leases and Licences) Policy</li> <li>Local Government Act 1995</li> </ul>
<b>File Number</b>	:	PRO349, A64802
<b>Previous Reference</b>	:	Item 12.2.2 OCM 19.04.05

## CCS731: DRAFT LOCAL PLANNING POLICY 3.2 RENEWABLE ENERGY FACILITIES

<b>Land Description</b>	: City of Albany
<b>Proponent / Owner</b>	: City of Albany
<b>Business Entity Name</b>	: City of Albany
<b>Attachments</b>	: Draft Local Planning Policy 3.2: Renewable Energy Facilities <ul style="list-style-type: none"><li>• <a href="#">WALGA – Empowering Local Governments: Planning for Renewable Energy Facilities.</a></li><li>• <a href="#">Clean Energy Council – A Guide to Benefit Sharing Options for Renewable Energy Projects</a></li><li>• <a href="#">WAPC Position Statement: Renewable Energy Facilities</a></li><li>• <a href="#">Draft Guideline for Community Benefits for Renewable Energy Projects for public consultation</a></li></ul>
<b>Councillor Workstation</b>	Elected Member Survey – Results Summary
<b>Report Prepared By</b>	: Senior Planning Officer
<b>Authorising Officer:</b>	: Executive Director Infrastructure, Development and Environment

### STRATEGIC IMPLICATIONS

1. Council is required to exercise its quasi-judicial function in this matter.
2. In making its decision, Council is obliged to draw conclusion from its adopted *Albany Local Planning Strategy 2019* (the Planning Strategy) and *Strategic Community Plan – Albany 2032*.
3. This item relates to the following elements of the City of Albany Strategic Community Plan 2032:
  - **Pillar:** Planet
  - **Outcome:**
    - Shared responsibility for climate action
  - **Pillar:** Place
  - **Outcome:**
    - Responsible growth, development and urban renewal.

#### In Brief:

- Draft Local Planning Policy 3.2 Renewable Energy Facilities (LPP 3.2) has been prepared to guide the development of Renewable Energy Facilities in the City of Albany.
- Council is requested to endorse the draft LPP3.2 for advertising.

### RECOMMENDATION

#### CCS731: COMMITTEE RECOMMENDATION

**MOVED: DEPUTY MAYOR TERRY**  
**SECONDED: COUNCILLOR TRAILL**

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

**CARRIED 9-1**

*Record of Vote: Against the Motion – Councillor MacLaren*

**CCS731: AUTHORISING OFFICER RECOMMENDATION**

**THAT Council, in pursuance of Schedule 2, clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to endorse draft Local Planning Policy 3.2 – Renewable Energy Facilities for the purpose of advertising.**

**BACKGROUND**

4. The Western Australian Planning Commission (WAPC) State Planning Strategy 2050 promotes the implementation of renewable energy initiatives.
5. Renewable energy facilities in WA are principally wind turbine and solar array systems. Other systems can include geothermal, biogas, ocean power and hydro-electric power for on-grid and off- grid locations.
6. Renewable energy facilities can enhance local economies, connecting into the existing network. The growth in the number, size, and complexity of renewable energy facilities is expected to continue as energy generation and other traditional industries decarbonise their facilities and operations. The contribution that renewable energy facilities make to the reduction in carbon emissions is also an important consideration for the growth of the industry, as well as the socio-economic benefits to the State.
7. The Western Australian Planning Commission's *Position Statement: Renewable Energy Facilities* provides guidance for proponents, local governments, relevant agencies and stakeholders on the relevant matters to be considered in the preparation and consideration of proposals for renewable energy facilities.
8. Growing awareness by communities of the potential impacts (either positive or negative) from renewable energy facilities, requires state and local government planning frameworks provide suitable policy and guidance on the appropriate location, siting, design and management measures for proposals to ensure balanced outcomes that benefit the locality can be achieved.
9. To support fair and consistent community benefit-sharing practices for large-scale renewable energy projects across Western Australia, the State Government—through the Department of Energy, Mines, Industry Regulation and Safety—has released a Draft Guideline for Community Benefits for Renewable Energy Projects for public consultation. This initiative complements existing resources, such as the Clean Energy Council's Guide to Benefit Sharing Options for Renewable Energy Projects.
10. Officers prepared a survey to seek feedback on key considerations for renewable energy facilities and inform the preparation of the draft LPP3.2. Five responses were received with feedback incorporated into the draft policy provisions. Survey responses are available in the Councillor Workstation.

**DISCUSSION**

11. Development proposals for renewable energy facilities are permitted in certain zones in accordance with Table 3 of LPS2.
12. Officers have prepared draft LPP3.2 to guide the assessment of proposals for renewable energy facilities where permitted in accordance with the applicable zoning and land use provisions outlined under LPS2.
13. The scope of draft LPP3.2 applies to larger scale renewable energy facilities land use proposals (as defined under LPS2) including premises, structures and equipment that are used to generate energy from a renewable source (such as biogas, wind, wave or solar) predominantly for export and consumption offsite.
14. The scope of draft LPP3.2 does not apply to operational activities or works that involve renewable power generation facilities or equipment for onsite consumption purposes only

(such as solar panels or domestic wind turbines), as these are already addressed via other development provisions across the state and local planning frameworks.

15. To ensure renewable energy facility proposals are compatible with surrounding land uses, draft LPP3.2 requires proposals to demonstrate:
- The renewable energy facility will not result in the fragmentation of productive agricultural land through subdivision.
  - The renewable energy facility will not reduce the potential or viability of agricultural activities on priority agriculture zoned land.
  - The renewable energy facility will not unreasonably interfere with existing lawful use of neighbouring land.

16. Other key matters addressed under draft LPP3.2 include:

Mitigation measures to manage amenity impacts:

- Proponents required to demonstrate that the development will have minimal, or otherwise acceptable visual impact on the property or surrounding locality, particularly in high amenity areas, including the preparation of a visual impact assessment when required.
- Establishing a baseline setback of 1km for wind energy systems with associated guidance on circumstances where greater setbacks may be required to address adverse impacts likely to impact the enjoyment of the surrounding land.
- The draft policy suggests height restrictions contained within LPS2 may be varied for wind energy systems to allow for these systems to function properly, with appropriate heights to be informed by a Visual Impact Assessment and consultation with adjoining property owners and the community.

Consultation and stakeholder engagement:

- Proponents are encouraged to undertake their own consultation with the community and key stakeholders, prior to submission of a formal proposal. A summary of the pre-lodgement consultation to be included with the development application.
- Notwithstanding the permissibility of the land use within the designated zoning, or pre-lodgement consultation activities, where in the officer's opinion there is potential impact by a proposal on the environment and/or amenity of adjoining properties or the locality, draft LPP3.2 provides discretion to undertake advertising to further inform the local government's consideration of the proposal.

Traffic Management and Protection of Roads:

- Proponents for renewable energy facility applications will be responsible for costs associated with repairing any damage caused to roads or City infrastructure attributable to the construction or operation of the renewable energy facility, following provision and approval of a Road and City of Albany Infrastructure Condition Report.
- Proponents will also be responsible for the cost of any road upgrades required for the construction or operation of the development.

Other matters to be given due regard by the local government include:

- Public and aviation safety considerations and
- Whether the proposal provides a community or social benefit, in accordance with the Clean Energy Council's Guide to Benefit Sharing Options for Renewable Energy Projects, or any relevant State-specific guidance such as the Draft Guideline for Community Benefits for Renewable Energy Projects currently open for public consultation.

Development application documentation requirements:

- Minimum documentation requirements for development applications are outlined in the draft policy, to provide consistent guidance and certainty to proponents regarding key issues to be addressed and information provided as part of a development application.
- Proponents to consider preparation of a whole-of-life management plan as part of the development application to capture construction, ongoing operation / management and decommissioning stages and ensure land is rehabilitated to its pre-development condition following the facilities end of life.

17. It is recommended that Council endorses draft LPP3.2 for advertising.

## GOVERNMENT & PUBLIC CONSULTATION

18. Should Council resolve to support draft LPP3.2 for advertising, a notice of the proposed policy will be placed in a newspaper circulating in the LPS2 area and published on the City of Albany website. The notice is required to outline the following:
- a) Where the draft local planning policy can be inspected.
  - b) The subject and nature of the draft local planning policy; and
  - c) In what form and during what period (21 days from the day the notice is published) submissions may be made.
19. Following closure of the submission period, the local government is to:
- a) Review the draft local planning policy considering any submissions made; and
  - b) Resolve to adopt the draft local planning policy with or without modification, or not to proceed with the local planning policy.

## STATUTORY IMPLICATIONS

20. Voting requirement for this item is **Simple Majority**.
21. Consideration of draft new LPPs requires resolution of Council for endorsement to advertise and final adoption following advertising, with or without modifications, in accordance with the Planning Regulations.
22. Should Council resolve to adopt draft LP3.2, with or without modification, a notice must be published as per cl.87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## POLICY IMPLICATIONS

23. There are no policy implications relating to endorsing the proposed LPP3.2 for advertising.

## RISK IDENTIFICATION & MITIGATION

24. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Operational</b> Not progressing with a policy to address this matter—such as LPP3.2—may result in a lack of clear guidance for the assessment of renewable energy facilities, increasing the risk of inconsistent decision-making or undesirable outcomes.	Possible	Minor	Low	Policy provisions are consistent with the considerations set out under the WAPC Position Statement and guided by similar policies created by other regional local governments.
<b>Opportunity:</b> To ensure a sufficient assessment framework for renewable energy facilities proposals within the City of Albany.				

## FINANCIAL IMPLICATIONS

25. There are no financial implications beyond what will be used for advertising.

## LEGAL IMPLICATIONS

26. There are no legal implications relating to endorsing the proposed draft LPP3.2 for advertising.

## ENVIRONMENTAL CONSIDERATIONS

27. There are no environmental implications relating to endorsing the proposed draft LPP3.2 for advertising.

## ALTERNATE OPTIONS

28. Council has the following alternate options in relation to this item, which are:
- To resolve to proceed with advertising the policy without modification;
  - To resolve to proceed with advertising the policy subject to modification; and
  - To resolve not to proceed with advertising the policy.

## CONCLUSION

29. Staff recommend Council resolve to endorse the draft *LPP 3.2 Renewable Energy Facilities* for advertising.

<b>Consulted References</b>	:	<ol style="list-style-type: none"> <li>1. <a href="#"><u>City of Albany Local Planning Scheme No. 2</u></a></li> <li>2. <a href="#"><u>Planning and Development (Local Planning Schemes) Regulations 2015</u></a></li> <li>3. <a href="#"><u>WAPC Position Statement: Renewable Energy Facilities.</u></a></li> <li>4. <a href="#"><u>Western Australian Local Government Association – Empowering Local Governments: Planning for Renewable Energy Facilities.</u></a></li> <li>5. <a href="#"><u>Clean Energy Council – A Guide to Benefit Sharing Options for Renewable Energy Projects</u></a></li> <li>6. Department of Energy, Mines, Industry Regulation and Safety—has released a <a href="#"><u>Draft Guideline for Community Benefits for Renewable Energy Projects for public consultation</u></a></li> </ol>
<b>File Number (Name of Ward)</b>	:	All
<b>Previous Reference</b>	:	N/A



**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN – Nil.**

**12. MEETING CLOSED TO THE PUBLIC**

**13. CLOSURE**

There being no further business the Chair declared the meeting closed at 7.18PM

(Unconfirmed Minutes)

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Stephen Grimmer  
Chair