

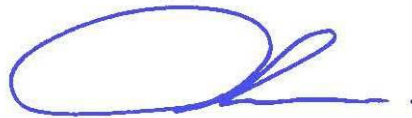
District Council of Robe

NOTICE OF MEETING

Pursuant to Section 81 of the Local Government Act 1999 notice is hereby given that a Special Meeting of the District Council of Robe will be held on **15 January 2013** commencing at **7.00pm** at the Council Chambers, Smillie Street, Robe.

Pursuant to Section 83(5) of the Act (*Local Government Act 1999*) the report attached to this agenda as item **7.1** and titled "Possible Use of Crown Land", is delivered to the Council members on the basis that the Council consider the report in confidence under Section 90(2) and (3) of the Act, specifically on the basis that the report and accompanying documentation contain certain information that the pursuant to Section 90(3)(d) of the Act concerns:

- Commercial information of a confidential nature (not being a trade secret) the disclosure of which:
 - (i) Could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) Would on balance, be contrary to public interest.



Roger Sweetman
Chief Executive
9 January 2013

ORDER OF BUSINESS

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1. Acknowledgement

1.1 Acknowledgement of traditional owners

The District Council of Robe acknowledges and respects the traditional owners of the ancestral lands of the Robe District. We acknowledge elders past and present and we respect the deep feelings of attachment and relationship of Aboriginal peoples to country.

2. Welcome

3. Present

4. Apologies

5. Conflicts of Interest

Any Councillor with a potential conflict of interest is asked to declare it at the start of each meeting and explain what the conflict is and why they will not be participating in any item relating to that issue.

6. Chief Executive Reports

6.1 Structure Plan for Robe Township – Selection of Planning Consultants

Report Title:	Structure Plan for Robe Township – Selection of Planning Consultants
Meeting Date:	15 January 2013
Author:	Roger Sweetman
Title:	Chief Executive
Attachments:	Structure Plan Consultancy

Purpose

Appointment of a planning consultant to undertake the preparation of a structure plan for the Robe Township in accordance with the consultancy.

RECOMMENDATION

That the District Council of Robe having considered Report No 7.1 “Structure Plan for Robe Township – Selection of Planning Consultants” accept the recommendation of the Strategic Planning and Policy Development Committee and appoint (?) to undertake the preparation of a structure Plan for the Robe Township.

Background

Council invited 8 planning Consultants and the six Councils within the South East Local Government Association (SELGA) to submit a tender for the provision of a structure plan for the Robe Township.

Council received tenders from Consultants but none from our regional SELGA Councils.

The consideration of this tender and the tender documents received was undertaken by the District Council of Robes Strategic Planning and Policy Development Committee constituted pursuant to Section 101A Development Act 1993.

All members of the committee were provided with copies of the consultants tender responses

Policy Implications

The Structure Plan when completed will guide the actions of Council with respect to the Robe township and assist Council set future policies.

Risk Level

There are no risks associated with this report.

Budget Implications

Council has budgeted money to undertake this work in the 2012-2013 Budget.

Council will however have to also allocate funds in next year's budget to complete the project.

Strategic Plan

Governance and Finance

To ensure the delivery of sustainable, high quality, corporate governance for the district Council of Robe.

Community Consultation

There is no requirement for consultation with respect to this report.

Description of Project

- Identify the required distribution of land uses to accommodate population growth within the Robe township (residential, recreation, community, local retail/services, industrial etc).
- Determine a township growth boundary
- identify infill opportunities and individual Growth Areas (to the year 2040) to identify the future pattern of land uses (residential allotment orientation, recreation areas, major local road layouts, drainage reserves, buffer areas, areas for increased density etc, commercial and industrial.)
- Establish an Urban Design Framework and identify desired character for the township growth areas (consistency with desired character in existing township areas)
- Identify ways to ameliorate township impacts on environmentally sensitive areas and opportunities for improving current impacts in the designated growth areas.
- Identify key infrastructure requirements to support township growth (water, power, sewer, upgrades to existing roads/bridges, downstream drainage systems, including future Council resourcing requirements).
- Identify traffic safety issues including any long term measures such as heavy vehicle diversions, Robe Street, Main Road intersection issues (connecting growth areas to the arterial road network) etc
- Identify traffic movement and car park (off street and on street) issues.
- Establish a Street Scaping plan for the Robe Main Street which will identify the character of the street and provide a planned method of improving the street-scape.

There is a need for specialist information associated with the investigations such as:

- Potential land contamination assessments of greenfields land,
- Retail/business analysis of Town Centre and Commercial/Industrial capacity
- Conservation of local historical sites.
- Traffic impact analysis
- Urban Storm water analysis
- Township character analysis
- Introduce new planning policies

Project Outcomes

Drawing on Strategic Investigations the consultant will deliver a Strategic Directions Report to illustrate the broad land use, infrastructure and development intent for the future growth of the Robe Township to the year 2040, within the following parameters.

- *Planning and Urban Design- Promote a coherent township that is compact, walkable and support greater housing diversity through:*
 - Walkable neighbourhoods that are well connected to public open space areas and positively contribute to the desired township character.
 - Town Centre that are vibrant places which accommodate the needs of the community, visitors and the wider district.
 - Identification of the required distribution of land uses to accommodate population growth within the designated growth areas (residential, recreation, community, local retail/services, industrial etc).
 - Sustainable and adaptable housing design reflecting a diverse community at different life stages, located close to jobs and services.
 - Facilitate an aged friendly township environment.
 - Medium density residential and mixed use development in key locations around Town Centre.
 - Forms of development that:
 - Minimise non-renewable energy use and car dependence
 - Encourage greater local self-containment
 - Protect natural and cultural assets, and
 - Minimise impacts such as air and noise pollution

- *Movement and Access - Promote the design of accessible and well connected places through:*
 - A mix of land uses that provide easy access to recreation areas, retail/business and community facilities serving the daily needs of the population.
 - A highly connected movement network that:
 - Clearly distinguishes between arterial routes and local streets;
 - Encourages cycling and walking;
 - Maximizes safety;
 - Establishes good internal and external access for residents
 - Public realm responses that accommodate well designed foot/cycle paths including off-road and on-road routes.
 - Identify traffic safety issues associated with Growth Areas, including any long term measures such as heavy vehicle diversions (connecting growth areas to the arterial road network) etc.

Economy and Employment- Promote a range of local employment and business activities through:

- Provision of sufficient land for employment in Town Centre, Marina Precinct, Commercial and Industry areas.
- Provide economic and employment opportunities associated with tourism

- Identify the likely amount of retail, business and industry growth needed to service the expected population growth and identify a desired strategy for locating that growth;

Liveability, Community, Sense of Place - Townships designed to attract residents and businesses and create a sense of attachment to place through:

- Providing opportunities for people at different life stages to be physically active by creating walkable neighbourhoods that are within a short distance of community parks, town centres and community/recreation facilities.
- High quality and accessible buildings.
- Well designed, multifunctional and safe open spaces that embrace crime prevention through environmental design principles.
- Urban environments that celebrate and contribute to the development of local culture.
- Accommodating growth in designated areas and ensuring that the edge of the new built form is integrated with and complements the desired character of the township acknowledging the Historic Township zone.
- Encouraging development that reinforces the scale and legibility of the townships.
- Define an Urban Design Framework (incorporating desired character) that will ensure future land division development achieves the objects of water sensitive urban development (WSUD), Energy Efficiency and Healthy Places and Spaces – creating a sustainable community that encourages healthy living

Environment- -Creation of a robust urban ecology associated with the townships through:

- Minimising disturbance of the natural environment through design that responds to landform, views, prevailing breezes and environmental features.
- Encouraging the development of biodiversity corridors (greenways) to both integrate and define the built and natural environments.
- Maximising energy and water efficiency through optimising building orientation, designing for air circulation, promoting stormwater re-use and incorporating water sensitive urban design (WSUD) principles and techniques.
- Design of 'green' buildings and public spaces which encourage people to walk or travel by bike.
- Identify the key environmental constraints to development (Climate Change factors; buffers to rivers, dunes, watercourses) ways to ameliorate township impacts on environmentally sensitive areas and opportunities for improving current impacts in the designated growth areas.
- Identify how the placement of Community Open Space can assist in attaining environmental improvements and provide the opportunity for safe and convenient pedestrian and cycle links

Infrastructure and Community Services - Provision for accessible, integrated and adaptable community services and infrastructure by:

- Equitable distribution of utilities and services in a timely, cost efficient, coordinated and effective manner.
- Social infrastructure provided for people of all ages and abilities, located within easy access of residential areas.
- Identifying and preserving critical infrastructure corridors (including major transmission lines, substations, water pipelines and new utilities)
- Identify the local and collector road layout for proposed growth areas, including any associated upgrades/replacements required for junctions with existing local and/or arterial roads;
- Identify long term transport issues, including consideration of possible heavy transport corridor options
- Identify the key infrastructure upgrades required to cater for future population growth (Water, Power, Sewer, IT/Broadband, Stormwater)
- Identify the ways in which urban storm water generated from established and growth areas can be treated for re-use on public areas & improve water quality within the town lakes and water table.

Management of the project

The consultancy manager will be the Chief Executive Mr. Roger Sweetman.

The Strategic Planning and Development Policy Committee will oversee the project and in doing so will;

- Review technical and professional input from consultants ,
- Provide direction and advisory input to consultants , and
- Monitor the progress of the project.

Client contribution

Council will:

- Make available all relevant technical reports held or initiated by the Council for the consultants reference;
- Make available relevant staff to provide advice and local knowledge to the consultant;
- Council staff will coordinate the preparation of reports to Council and make the necessary arrangements for presentations to Council on an as needed basis;
- Undertake public consultation with the draft project report and/or Structure Plans
- Undertake a Development Plan Amendment process that will be the subject of a separate consultant selection process.

Contractual requirements

The successful Consultant(s) will be expected to enter into a contractual arrangement with the District Council of Robe under terms set out in the Local Government Association General Conditions of Contract for Consultant Engagement.

Submission details

- The submission shall include the following information:
 - (a) An outline of the Consultant's appreciation of the project;
 - (b) The intended methodology and approach proposed to meet the requirements of the Brief;
 - (c) Relevant experience of the consultant team;
 - (d) The names, hours and hourly rates of the persons who will be working on the Study, together with details of their qualifications and experience;
 - (e) Details of proposed secondary consultant(s) if any;
 - (f) Timelines showing timing of key aspects of the project;
 - (g) A lump sum fee for carrying out the Study
- The Consultant shall nominate the name and contact details for their Project Manager as part of the Proposal.

Selection Criteria

A value selection method will be used to assist in evaluating submissions.

Assessment criteria are:

- (a) relevant experience of the consulting team in undertaking similar projects
- (b) technical skills
- (c) proposed methodology
- (d) price / value for money
- (e) ability to meet timelines
- (f) demonstrated capacity to undertake the work
-

The District Council of Robe reserves the right to:

- (a) Consider and select a non-compliant submission/s
- (b) Not select any submission at all
- (c) Abandon this selection process at any time

6.2 Planning Services Consultancy

Report Title: Planning Services Consultancy
Meeting Date: 15 January 2013
Author: Roger Sweetman
Title: Chief Executive
Attachments: Structure Plan Consultancy

Purpose

Appointment of a planning consultant to provide planning services to Council in accordance with the consultancy.

RECOMMENDATION

That the District Council of Robe having considered Report No 6.2 “Planning Services Consultancy” accept the recommendation of the Strategic Planning and Policy Development Committee and appoint (?) as the District Council of Robes Planning Consultant for a three year period .

Background

Council invited 8 planning Consultants and the six Councils within the South East Local Government Association (SELGA) to submit a tender for the provision of Councils Planning Services.

Council received tenders from 6 Consultants but none from our regional SELGA Councils.

The consideration of this tender and the tender documents received was undertaken by the District Council of Robes Strategic Planning and Policy Development Committee constituted pursuant to Section 101A Development Act 1993.

All members of the committee were provided with copies of the consultants tender responses

Policy Implications

There are no policy implications arising from this report

Risk Level

Council are required to engage a qualified Planner and in previous discussion Council has agreed that this service be provided by a Planning Consultant. Council would not be legislatively compliant if it does not appoint a qualified planning staff.

Budget Implications

The costs associated with the provision of a planning consultancy are included within the current budget.

The actual costs associated with this service are difficult to determine with any degree of accuracy at the time of setting the budget because it is dependent upon;

- (a) The number of applications received
- (b) The degree of complexity of these applications and
- (c) The other work that Council may ask them to do during the term of their consultancy.

Strategic Plan

Governance and Finance

To ensure the delivery of sustainable, high quality, corporate governance for the district Council of Robe.

Community Consultation

There is no requirement for consultation with respect to this report.

REFERENCE		
CLIENT:	District Council of Robe PO Box 1 Robe S.A. 5276	CONTACT: Roger Sweetman Chief Executive 87682003
TITLE:	Provision of Planning Service for the District Council of Robe	
GOAL:	Council are seeking the service of a Consultant Planner to provide planning services for Council for a three year period.	
BACKGROUND:	<p>The District Council of Robe uses the services of a planning consultant to provide planning advice in relation to;</p> <ol style="list-style-type: none"> 1. Processing XXX development applications annually, 2. Preparing reports for Council on planning and development related matters. 3. Producing concept plans associated with Council projects. 4. Undertaking Community Consultation associated with strategic planning and development issues. 5. Coordinating development applications for Council development proposal. 6. Representing Council at ERD Court hearings 7. Review Council's Development Plan as directed by Council pursuant to Section 30 of the Development Act 1993 and prepare any necessary Strategic Directions Report. 8. Undertaking Development Plan Amendments as identified by Councils Strategic Directions Report. 9. Identifying and preparing new development policy to assist with development assessment. 10. Responding to State Government departments on behalf of Council in relation to planning and development matters 11. Provide expert advice and assistance to other Council Officers in support of internal projects. 	
CLIENT CONTRIBUTION:	<p>Council will:</p> <ul style="list-style-type: none"> • Make available all relevant technical reports held or initiated by the Council for the consultants reference; • Make available all planning applications and associated documentation. • Make available relevant staff to provide advice and local knowledge to the consultant; • Council staff will coordinate the preparation of reports to Councils 	

FEE CONDITIONS:	<p>Development Assessment Panel and Council and make the necessary arrangements for presentations to Councils Development Assessment Panel and Council on an as needed basis;</p> <ul style="list-style-type: none">• Undertake public consultation as required. <p>Tenderers will provide an hourly rate for the service provided and all billable costs for the first year of the three year contract.</p> <p>2 months prior to the commencement of years two and three of the contract a schedule of fees will be presented to Council for acceptance.</p> <p>Any additional work outside of the agreed scope of works will be paid at the relevant hourly rate.</p>
CONTRACTUAL REQUIREMENTS:	<p>The successful Consultant(s) will be expected to enter into a contractual arrangement with the District Council of Robe under terms set out in the Local Government Association General Conditions of Contract for Consultant Engagement.</p>
CONSULTANT SUBMISSION:	<p>Consultants shall submit three hard copies of their submission as well as an electronic version of the document on CD in PDF format.</p> <p>The submission shall include the following information:</p> <ul style="list-style-type: none">(a) An outline of the Consultant's appreciation of the project;(b) The intended methodology and approach proposed to meet the requirements of the Brief;(c) Relevant experience of the consultant team;(d) The names, hours and hourly rates of the persons who will be working on the Study, together with details of their qualifications and experience;(e) Details of proposed secondary consultant(s) if any;(f) Timelines relating to the consideration of applications and reporting to Council.

	<p>The Consultant shall nominate the name and contact details for their Project Manager as part of the Proposal.</p>
SELECTION CRITERIA	<p>A value selection method will be used to assist in evaluating tenders.</p> <p>Assessment criteria are:</p> <ul style="list-style-type: none">(a) relevant experience of the consulting team in undertaking similar projects(b) technical skills(c) proposed methodology(d) price / value for money(e) ability to meet timelines(f) demonstrated capacity to undertake the work <p>The District Council of Robe reserves the right to:</p> <ul style="list-style-type: none">(a) Consider and select a non-compliant submission/s(b) Not select any submission at all(c) Abandon this selection process at any time
BRIEF APPROVAL	<p>..... Roger Sweetman, Chief Executive</p> <p>..... Date</p>

7. Confidential Items

7.1 Possible Use of Crown Land

Pursuant to Section 83(5) of the Local Government Act 1999 (the Act), this report entitled "Possible Use of Crown Land" is listed to be considered in confidence under part 3 of the Act, and this is listed as a confidential report, until otherwise determined by Council.

If Council considers that the report and discussion at the meeting should remain confidential and considered in confidence under Part 3 (Section 90(2)) of the Local Government Act 1999, then the following resolution must be adopted by Council before discussing or considering the report.

Recommendation:

That pursuant to Section 90 (3)(d) of the Local Government Act 1999 (the Act), the Council orders the public to be excluded, with the exception of the Chief Executive and Deputy Chief Executive being present on the basis that it will receive, discuss and consider information relating to report number 7.1 titled "Possible Use of Crown Land" and that the Council is satisfied with the principal that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter by the need to keep the discussion, report and supporting documentation confidential on the following basis:

- **Commercial information of a confidential nature (not being a trade secret) the disclosure of which:**
 - (i) **Could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and**
 - (ii) **Would on balance, be contrary to public interest.**

8. Closure