



AGENDA

CORPORATE SERVICES AND FINANCE COMMITTEE MEETING

10 March 2015

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 Corporate Services and Finance Committee will monitor and comment on the financial health and strategies of Council and will be responsible for the delivery of the following Civic Leadership Objectives contained in the City of Albany Strategic Plan:

- (a) To establish and maintain sound governance structures;
- (b) To provide strong, accountable leadership supported by a skilled and professional workforce;
- (c) To engage effectively with our community.

(2) It will achieve this by:

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

(3) Chairperson: Deputy Mayor, Councillor Stocks

(4) Membership: All elected members

(5) Meeting Schedule: As required

(6) Meeting Location: Council Chambers

(7) Executive Officer: Deputy Chief Executive Officer

(8) Delegated Authority: None

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1. DECLARATION OF OPENING

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

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

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

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Councillors:

Member	G Stocks (Chair)
Member	V Calleja JP (Deputy Chair)
Member	R Sutton
Member	S Bowles
Member	A Goode JP
Member	G Gregson
Member	J Price
Member	B Hollingworth
Member	N Williams
Member	C Dowling

Staff:

Deputy CEO	G Adams
Manager Finance	D Olde

Minutes	H Bell
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Apologies:

Mayor	Mayor D Wellington (Apology)
Member	R Hammond (Leave of Absence)
Member	A Hortin JP (Leave of Absence)
Chief Executive Officer	G Foster

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

6. PUBLIC QUESTION TIME

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the minutes of the Corporate Services and Finance Meeting held on 10 February 2015, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

9. PRESENTATIONS

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CSF147: FINANCIAL ACTIVITY STATEMENT – JANUARY 2015

Proponent : City of Albany
Attachments : Financial Activity Statement
Report Prepared by : Financial Accountant (S Beech)
Responsible Officer : Deputy Chief Executive Officer (G Adams)

Responsible Officer's Signature:



RECOMMENDATION

CSF147: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 January 2015.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 January 2015 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

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

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

STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
 - (1) A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;

- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing –
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown –
- (a) according to nature and type classification;
 - (b) by program; or
 - (c) by business unit
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

- 8. The City's 2014/15 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 January 2015 has been incurred in accordance with the 2014/15 proposed budget parameters. Details of any budget variation in excess of \$50,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CSF148: LIST OF ACCOUNTS FOR PAYMENT – FEBRUARY 2015

Proponent : City of Albany
Attachments : List of Accounts for Payment
Report Prepared by : Financial Accountant (S Beech)
Responsible Officer : Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:



RECOMMENDATION

CSF148: RESPONSIBLE OFFICER RECOMMENDATION

That Council received the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 February 2015 totalling \$4,159,137.11.

BACKGROUND

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

DISCUSSION

- The table below summarises the payments drawn from the municipal fund for the period ending 15 February 2015. Please refer to the Attachment to this report for further details.

Municipal Fund

Trust	\$0.00
Credit Cards	\$12,718.29
Payroll	\$1,143,136.36
Cheques	\$76,333.46
Electronic Funds Transfer	\$2,926,949.00
TOTAL	<u>\$4,159,137.11</u>

- As at 15 February 2015, the total outstanding creditors, stands at \$306,299.08 and made up as follows:

Current	\$288,349.50
30 Days	\$20,191.68
60 Days	\$0.00
90 Days	-\$2,242.10
TOTAL	<u>\$306,299.08</u>

Cancelled cheques: Nil

STATUTORY IMPLICATIONS

4. 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.
5. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
6. 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.

POLICY IMPLICATIONS

7. Expenditure for the period to 15 February 2015 has been incurred in accordance with the 2014/2015 budget parameters.

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 February 2015 has been incurred in accordance with the 2014/2015 budget parameters.

SUMMARY CONCLUSION

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

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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**CSF149: DELEGATED AUTHORITY REPORTS – DECEMBER 2014 AND
JANUARY 2015**

Proponent : City of Albany
Attachments : Executed Document and Common Seal Report
Report Prepared by : Personal Assistant to the DCEO (H Bell)
Responsible Officer : Chief Executive Officer (G Foster)

Responsible Officer's Signature:



RECOMMENDATION

CSF149: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports up until 15 February 2015.

**CFS150: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD
ENDING 31 JANUARY 2015**

Proponent : City of Albany
Attachments : Budget Review for the period ending 31 January 2015
Report Prepared by : Business Analyst/Management Accountant (D Harrison)
Responsible Officer : Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
 - a. **Key Theme:** 5. Civic Leadership.
 - b. **Strategic Objective:** 5.1. To establish and maintain sound business and governance structures.
 - c. **Strategic Initiative:** 5.1.3 Integrated Planning Framework.

In Brief:

2. Local governments are required to conduct a budget review between 1 January and 31 March each financial year which is a requirement covered by regulation 33A of the *Local Government (Financial Management) Regulations 1996*. The Department recommends a review of the budget early in the financial year to amend carry forward projects from forecast to actual.
3. This review is for the period ending 31 January 2015. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

RECOMMENDATION

CSF150: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the Budget Review for the period ending 31 January 2015.

BACKGROUND

4. Council adopted the 2014/2015 Budget on 22 July 2014 (total budget of \$107.4M comprising \$46.5M capital works, \$1.5M debt reduction and \$59.4M in operating expenditure)
5. This Budget Review identifies expenditure of \$2,955,840 for general works, variations and new projects. Funding of \$2,949,388 inclusive of reduction in expenditures, adjustment of grant funding, additional revenue, reserve funding and increase in opening funds has been identified in this review to maintain a surplus budget.
6. This budget review shows the 2014 -15 budget in a surplus position of \$130,877.
7. Executives, managers and officers with budget responsibility were consulted in the preparation of the Budget Review.
8. A copy of the Budget Review for the period ending 31 January 2015 is attached.

GOVERNMENT & PUBLIC CONSULTATION

9. Nil.

STATUTORY IMPLICATIONS

10. 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 authorized in advance by a resolution (absolute majority required) or;
 - c. is authorized in advance by the mayor in an emergency.

POLICY IMPLICATIONS

11. Nil.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Operations. Budget review is not adopted.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>The existing Annual Budget would apply and proposed amendments would not apply. City Officers address areas of concern and represent for adoption.</i>

FINANCIAL IMPLICATIONS

BUDGET REVIEW FOR THE PERIOD ENDING 31 JANUARY 2015

This Review Maintains Council's Budget in a Surplus Position

GENERAL WORKS/VARIATIONS. (Additional Funds Required)		\$ (2,955,840)
FUNDED BY		
- Reduction in Expenditure	1,097,269	
- Adjustment in Grant/Contributions Funding	1,405,880	
- Adjustment in Revenue	656,687	
- Restricted Cash Adjustments	<u>(247,920)</u>	<u>2,911,916</u>
Balance		<u><u>(43,924)</u></u>
- Adjustment to opening funds from forecast to actual 30 June 2014 (Being adjustments at the conclusion of the annual Audit)	37,472	
- Current 14/15 Budgeted closing funds	137,326	
- Amended 14/15 Budgeted closing funds		<u><u>130,877</u></u>

LEGAL IMPLICATIONS

13. Nil

ENVIRONMENTAL CONSIDERATIONS

14. Nil.

ALTERNATE OPTIONS

15. Adopt the Budget Review for the period ending 31 January 2015 with amendments (as specified by Council)

SUMMARY CONCLUSION

16. That Council adopt the Budget Review for the period ending 31 January 2015.

Consulted References	:	Adopted Budget 2014/15 Local Government Act 1995
File Number (Name of Ward)	:	FM.BUG.2
Previous Reference	:	Annual Budget – Ordinary Council Meeting 22 nd July 2014

CSF151: COMMUNITY ENGAGEMENT

Attachments : Proposed Community Engagement Council Policy
Report Prepared by : Stakeholder Relations Manager (J Gray)
Responsible Officer : Chief Executive Officer (G Foster)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
 - a. **Key Theme:** 5 Civic Leadership
 - b. **Strategic Objectives:**
 - 5.1. To establish and maintain sound business and governance structures
 - 5.3. To engage effectively with our community.
 - c. **Strategic Initiatives:**
 - 5.1.2. Develop informed and transparent decision making processes that meet our legal obligations.
 - 5.3.1. Develop structures and processes that engage the community.
 - 5.3.2. Improve community engagement processes and platforms.

In Brief:

- Review and endorse proposed Council Policy.

RECOMMENDATION

CSF151: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council, pursuant to Clause 2.7(2)(b) of the *Local Government Act 1995*, RESOLVES to ADOPT the Community Engagement policy.

BACKGROUND

2. Council's adopted Strategic Community Plan direct City Officer's to develop structures and processes that engage the community.
3. This proposed Council Policy is prepared to support the following operational guidelines:
 - a. City of Albany, Community Engagement Communications Staff Toolkit (IG13118676);
 - b. How to engage with residents before your event guide (NG1542481); and
 - c. City of Albany Community Engagement Community Engagement Project Template.

DISCUSSION

4. It is requested that Council make a policy position to ensure the following guideline and subordinate processes are adhered to:

Council Policy – Community Engagement

Summary of policy statements:

- Council is committed to processes and technique that facilitate effective community engagement.
- Effective community engagement directly supports good governance, informed leadership, and delivers better decisions making, to guide the city's priorities into the future.

GOVERNMENT & PUBLIC CONSULTATION

5. This Policy has been endorsed by Executive Management Team on 27 January 2014 for consideration of Council.
6. Public will have the opportunity to provide feedback once published in the Committee and Council agenda.

STATUTORY IMPLICATIONS

7. Clause 2.7 of the *Local Government Act 1995* outlines the role of Council, which specifically includes determining the local government's policies (Clause 2.7(2)(b)).

POLICY IMPLICATIONS

8. This report proposes a new Council policy to support operational guidelines and processes.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation. Community engagement is not followed this may cause community dissatisfaction.	Possible	Moderate	Medium	Council establish a policy that mandates Community Engagement Processes.
Operational. Council policy position is not adopted.	Unlikely	Minor	Low	Policy is referred back to Committee to address areas of concern.

FINANCIAL IMPLICATIONS

10. There are no financial implications to the acceptance of this policy.

LEGAL IMPLICATIONS

11. This item has been prepared in close consultation with relevant legislation, ensuring all requirements are considered and documented.

ENVIRONMENTAL CONSIDERATIONS

12. There are no direct environmental considerations associated with this item.

ALTERNATE OPTIONS

13. Council may adopt, amend or not adopt this proposed policy position.

SUMMARY CONCLUSION

14. As this policy position affirms the City of Albany’s commitment to community engagement it is recommended that the proposed policy position is adopted.

Consulted References	:	<i>Local Government Act 1995</i> City of Albany Community Strategic Plan 2023
File Number (Name of Ward)	:	(All Wards) CM.STD.7, CM.PLA.13
Previous Reference	:	SCM 25/06/2013 Report Item 6.1

CSF152: C14038 TELEPHONE SYSTEM AND SERVICES UPGRADE FOR CITY OF ALBANY

Proponent : City of Albany
Attachments : C14038 Telephone System and Services for the City of Albany, Tender Evaluation v1.00 (**CONFIDENTIAL ATTACHMENT**)
C14038 Evaluation Methodology CoA v1.01
Report Prepared by : Information Manager (C Hannan)
Responsible Officer : Deputy CEO (G Adams)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
 - a. **Key Theme:** 5. Civic Leadership
 - b. **Strategic Objective:** 5.1 To establish and maintain sound business and governance structures
 - c. **Strategic Initiative:** 5.1.2 Improved ICT Practices.

In Brief:

- Enabling the replacement of redundant Telephone System and Services, including new contact centre capability;
- Replacement and standardisation of telephone handsets; and
- New Video Conferencing Facility in the 2015/16 Financial Year (optional).

RECOMMENDATION

CSF152: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ACCEPT the tender response from NEC Australia and AWARD the contract for Telephone System and Services Upgrade for the City of Albany subject to final contract negotiations.

BACKGROUND

2. The City was an early adopter of telephony technologies (Telstra CustomNet Spectrum – installed in 1988), however, the system has not been upgraded or enhanced and requires urgent replacement.
3. The existing telephone system is obsolete (end of life, in danger of losing technical support), is generally not meeting users' needs or maximising staff productivity and does not represent Value for Money.
4. In October 2013 the City contracted Peter Farr and Associates to undertake a telecommunications review. The final report was received in May 2014 recommending that the City develop a technical specification and go to tender for proposals to upgrade telephone system and services at the City.
5. The technical specification detailed the following requirements:
 - a. Telephone System and Services incorporating contact centre capabilities.
 - b. New IP telephony handsets.
 - c. New Video Conferencing Facility in the 2015/16 Financial Year.
6. The C14038 Telephone System and Services Upgrade for the City of Albany tender closed on Thursday the 18th of September 2014.
7. Tender responses were evaluated by Peter Farr & Associates and the City (Information Manager, IT Administrator and Application Support Officer) and was finalised in February 2015.

DISCUSSION

8. It is imperative that the existing telephone system be upgraded as a matter of priority to mitigate risks associated with relying on end of life technology for corporate communications across all City sites.
9. The additional Contact Centre service will enable the City to improve customer service and assist with streamlining the internal handling of phone communications.
10. The upgrade of telephone handsets is essential to support Voice over IP capability provided by the new telephony system.
11. Video conferencing capability was identified as a required service during the Telecommunications review and it is intended to implement the service once the telephone system and contact centre has been completed.

GOVERNMENT & PUBLIC CONSULTATION

12. N/A.

STATUTORY IMPLICATIONS

13. N/A.

POLICY IMPLICATIONS

14. Various internal policies and procures will be developed or reviewed and reissued through the implementation process.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Interruption <i>If not replaced current system will result in business interruption.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Endorse recommendation to allow replacement telephone system and services – remove end-of-life technology.</i>
Organisation Operations <i>Cannot operate efficiently due to poor communications systems.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Monitor telephone system and services during implementation and provide alternative means of communications where required.</i>
Reputation <i>Cannot meet customer expectations due to poor communications systems.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Endorse recommendation to allow replacement telephone system and services – remove end-of-life technology.</i>

FINANCIAL IMPLICATIONS

16. \$575, 402 over six years if contract extensions granted.
17. The telephone system changeover is cost neutral to the City over the six year contract period due to operating cost savings which supports to purchase given the tangible operational and customer service improvements.
18. The original budget for the telephone system and services tender was \$225,000. The Budgeted amount for 2014/15 is \$329,920 which is dependent on final contract negotiations.

LEGAL IMPLICATIONS

19. N/A.

ENVIRONMENTAL CONSIDERATIONS

20. N/A.

ALTERNATE OPTIONS

21. Design an in-house service that would need to be supported by City of Albany Staff. There are considerable risks associated with this approach due to expert resource availability and existing workloads.

SUMMARY CONCLUSION

22. The existing telephone system and services are redundant and need to be replaced as a priority.
23. The City of Albany has undertaken a comprehensive due diligence process to identify replacement services.
24. The tender evaluation team is confident that the proposed NEC services are the best value for money option available to the City and will meet the City’s telephone system and services requirements for at least the next six years.

Consulted References	:	City Procedure: Tenders & Quotations Evaluation Procedure
File Number (Name of Ward)	:	N/A
Previous Reference	:	Nil

12. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL Nil**
13. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil**
14. **REPORTS OF CITY OFFICERS Nil**
15. **MEETING CLOSED TO THE PUBLIC**
16. **CLOSURE**