



MINUTES

WORKS AND SERVICES COMMITTEE MEETING

Wednesday 11 May 2016

6.00pm

City of Albany Council Chambers

**CITY OF ALBANY
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

Focused: on community outcomes

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

TERMS OF REFERENCE

(1) Function:

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

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

(2) It will achieve this by:

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

(3) Chairperson: *Councillor Sutton*

(4) Membership: *Mayor Wellington, Councillor Stocks, Councillor Smith, Councillor Moir, Councillor Sutton, Councillor Hollingworth, Councillor Shanahun*

(5) Meeting Schedule: 2nd Wednesday of the month

(6) Meeting Location: Council Chambers

(7) Executive Officer: Executive Director Works and Services

(8) Delegated Authority: None

WORKS AND SERVICES COMMITTEE
MINUTES – 11/05/2016

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1. DECLARATION OF OPENING

[6:00:10 PM](#) The Chair declared the meeting open.

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

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

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

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor Mayor D Wellington (Member)

Councillors:

Member	R Sutton (Chair)
Member	A Moir (Deputy Chair)
Member	J Shanhun
Member	S Smith
Councillor	A Goode
Councillor	P Terry
Councillor	R Hammond

Staff:

Chief Executive Officer	A Sharpe
Executive Director Works and Services	M Thomson
Executive Director Corporate Services	M Cole
Coordinator Developed Reserves	J Freeman
Senior Civil Engineering Officer – Assets	B Aris
Minute Secretary	A Paulley

Apologies:

Manager City Engineering	D King
Member	G Stocks
Member	B Hollingworth

2 members of the public were in attendance.

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

[6:00:57 PM](#) Jane Mouritz, Chair of the Middleton Beach Group

Summary of key points:

- Spoke in support of the Responsible Officer Recommendation for WS108: Middleton Beach Entry Statement.

7. PETITIONS AND DEPUTATIONS Nil

8. CONFIRMATION OF MINUTES

RESOLUTION

MOVED: COUNCILLOR SHANHUN

SECONDED: COUNCILLOR MOIR

THAT the minutes of the Works and Services Committee Meeting held on 13 April 2016, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 5/0

9. PRESENTATIONS

The presentation on Assets Renewal Modelling by Senior Civil Engineering Officer – Assets, Brianna Aris, was held after the close of the meeting. The presentation is attached in Appendix A.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

WS108: MIDDLETON BEACH GROUP – INSTALLATION OF ARTWORKS/ENTRY STATEMENT - EYRE PARK

Land Description : Eyre Park, Middleton Beach
Proponent / Owner : City of Albany
Attachments : N/A
Supplementary Information & Councillor Workstation : N/A
Report Prepared by : Coordinator Developed Reserves (J Freeman)
Responsible Officer : Executive Director Works and Services (M Thomson)

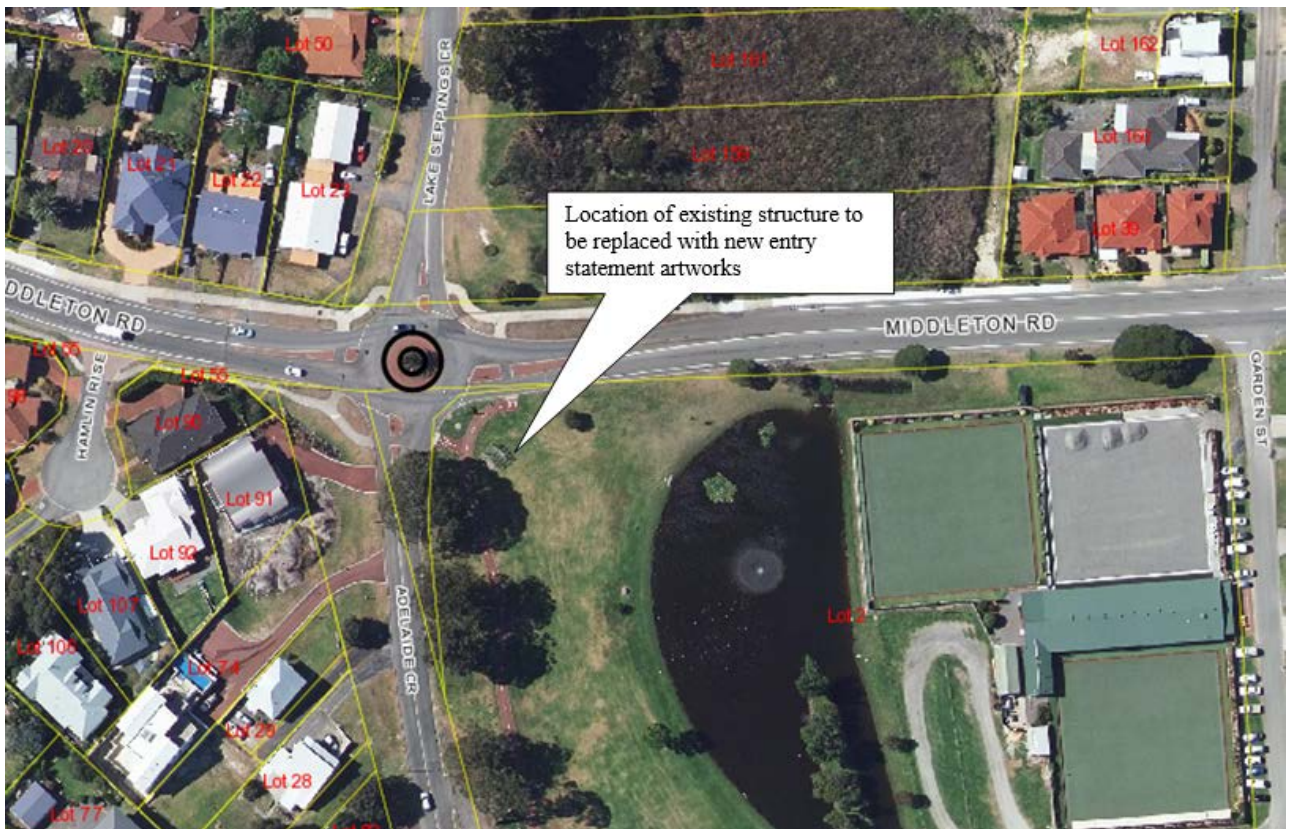
Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

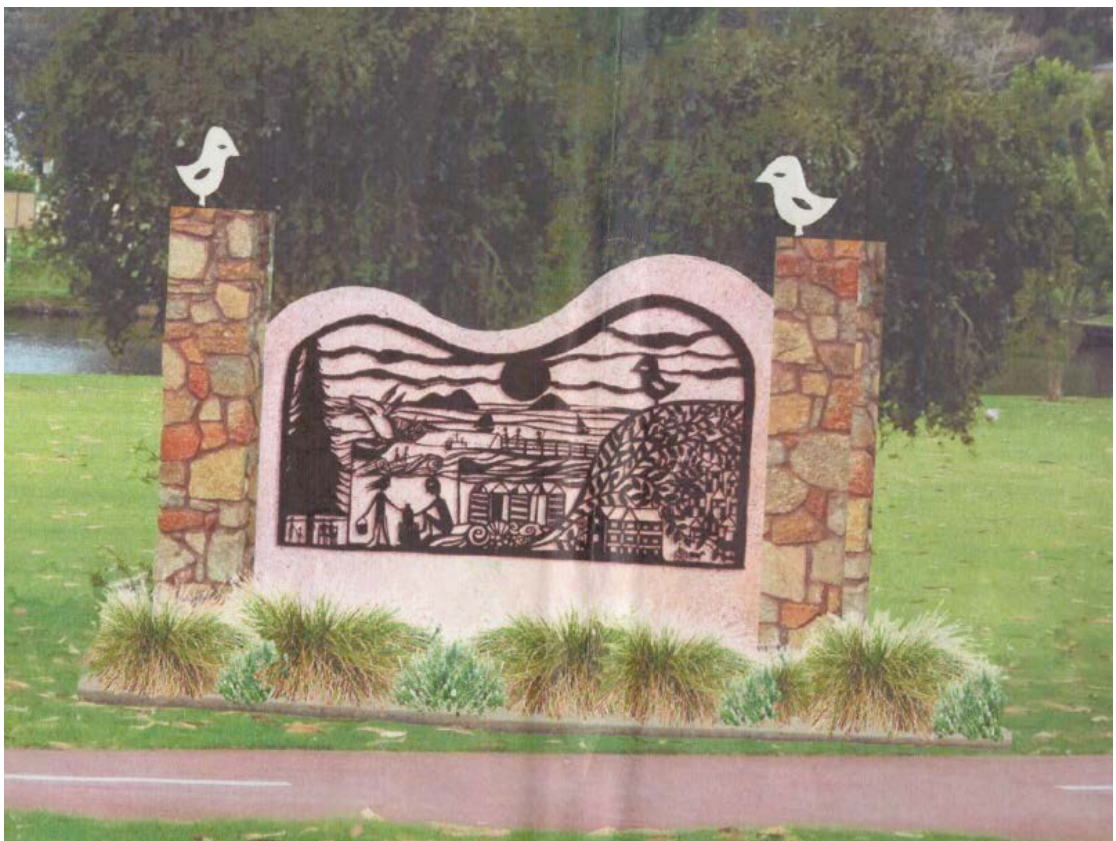
1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
 - a. **Key Theme:** 2. Clean, Green and Sustainable
 - b. **Strategic Objective:** 2.2 To maintain and renew city assets in a sustainable manner
 - c. **Strategy:** 2.2.1 Asset Management

Maps and Diagrams: Project Location





Existing structure - stone pillars are to remain



Artists Impression of preferred artworks on site.

In Brief:

- The Middleton Beach Group (MBG) has approached the City on numerous occasions to install an entry statement for Middleton Beach.
- This was identified in the adopted Coastal Parks Enhancement Plan (CPEP) in 2014.
- Following an expression of interest and assessment process, the artworks by Sue Codee and Sally Malone have been selected as the preferred design.

RECOMMENDATION

WS108: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON

SECONDED: COUNCILLOR SMITH

THAT Council APPROVE the artworks design for an Entry Statement to Middleton Beach Precinct and provide financial and in-kind support of up to \$5,000 to the Middleton Beach Group for its installation.

CARRIED 5/0

WS108: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE the artworks design for an Entry Statement to Middleton Beach Precinct and provide financial support of up to \$5,000 to the Middleton Beach Group for its installation.

BACKGROUND

2. A recommendation within the Coastal Parks Enhancement Plan was to design and install an entry statement to Middleton Beach Road in consultation with the MBG.
3. Following a survey completed by the MBG and City assessments, it was decided that the entry statement would be suitably located in Eyre Park at the corner of Middleton Road and Adelaide Street, replacing the existing arch.
4. The MBG provided funding to develop a concept design, and the City provided support with seeking submissions and assessing the artworks that were presented. Staff on the panel represented the Vancouver Arts Centre, Major Projects and Reserves. The artwork that was selected was one by Sue Codee and Sally Malone.

DISCUSSION

5. The artwork will be cut out of aluminium, powder coated black for corrosion protection and secured to a limestone/rammed earth wall. This will be placed in between the existing stone pillars which will be retained. The wooden structure will be removed. A small garden of coastal natives will be installed at the front of the piece to enhance the design and include up lighting.
6. The artist would consider simplifying the design or incorporating other elements. The birds are to represent coastal bird species such as seagulls. Below the cut-out will be written 'Eyre Park – Middleton Beach', and interpretative signage with information on the history of Eyre Park is to be added to the back of the artwork.
7. All ground works will be contained within the existing footprint of the current structure

GOVERNMENT & PUBLIC CONSULTATION

8. This design was referred to State Heritage and local Noongars as part of an update within the CPEP. The project was given Ok to proceed. The MBG has also undertaken some consultation with Noongars to assist with its grant funding.
9. The City has worked closely with the main stakeholder, the MBG, through the submission and assessment processes, with members attending the presentations by all of the artists.
10. The broader community and internal staff were consulted as part of the larger CPEP in 2014, of which this was noted as a recommendation.

STATUTORY IMPLICATIONS

11. No implications. A planning application will be made to ensure the structure is compliant with the City's requirements.

POLICY IMPLICATIONS

12. No implications.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation Adverse impact on relationship with community group (MGB) if expectations are not met concerning proposal.	<i>Likely</i>	<i>Minor</i>	<i>Medium</i>	Council to provide required approval and support the entry statement installation as appropriate.

FINANCIAL IMPLICATIONS

14. The MBG is currently seeking funding for implementation of these works and has allocated \$5,000 of its own funds towards the project.
15. The City has committed to \$5,000 to assist with lighting and some in-kind works to remove parts of the existing structure. These funds will come from existing operational accounts.

LEGAL IMPLICATIONS

16. No implications.

ENVIRONMENTAL CONSIDERATIONS

17. There are no environmental consideration in relation to this project.

ALTERNATE OPTIONS

18. If Council chooses not to adopt the Middleton Beach Entry Statement artworks design, artists will need to reconsider the design.

SUMMARY CONCLUSION

19. City staff in consultation with the Middleton Beach Group have agreed on a design for an entry statement to be installed at Eyre Park.
20. An assessment process has been undertaken in order to arrive at the agreed design.

21. This report recommends that the design be approved, a small allocation of funding be allocated, and the installation proceed.

Consulted References	:	Coastal Parks Enhancement Plan
File Number (Name of Ward)	:	PR.DEC .9 (Frederickstown)
Previous Reference	:	Nil

[6:16:56 PM](#) Jane Mouritz and Jacqui Freeman left the meeting.

**WS109: DELEGATED AUTHORITY REPORT - CENTENNIAL PARK
IRRIGATION AND ELECTRICAL CONTRACTS**

Land Description : Centennial Park Sporting Precinct
Proponent / Owner : City of Albany
Attachments : Confidential Briefing Note - Irrigation
Confidential Briefing Note - Electrical
Report Prepared By : Executive Director Works & Services (M Thomson)
Responsible Officer : Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and Corporate Business Plan 2014-2018:
 - a. **Key Theme:** 2. Clean Green & Sustainable.
 - b. **Strategic Objective:** 2.2. To maintain and renew City assets in a sustainable manner.
 - c. **Strategy:** 2.2.1. Deliver effective asset planning and delivery programs.

In Brief:

- Council agreed to increasing delegated authority on two specific tenders for the Centennial Park Sporting Precinct.
- It requested that Council note the outcome of these two tenders.

RECOMMENDATION

WS109: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR MOI

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS109: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council NOTE that the following two tenders have been awarded under special delegated authority given to the Chief Executive Officer:

- C16005 - Supply and Installation of Irrigation for Centennial Park Eastern Precinct – Horizon West Landscaping and Irrigation Services.
- C16006 - Supply and Installation of Sports Lighting for Centennial Park Eastern Precinct – J & S Castlehow Electrical Services

BACKGROUND

2. At its meeting Ordinary Council Meeting 22nd March 2016 Council resolved as follows:
THAT Council:

- i. AUTHORISE the CEO under delegated authority, subject to tenders being less than \$1 million in value, and no more than fifteen percent above the City's quantity surveyors estimate, to award the following tenders:
 - C16005 - Supply and Installation of Irrigation for Centennial Park Eastern Precinct; and
 - C16006 - Supply and Installation of Sports Lighting for Centennial Park Eastern Precinct
 - ii. NOTE that the Executive Director Works & Services will provide a confidential briefing note prior to award of tenders and a formal report will be presented for Council to note following award.
3. Briefing notes concerning the tenders were distributed to elected members at the completion of the evaluation process and prior to award. These briefing notes are attached under confidential cover for information.
 4. The standard tender process was followed for both tenders.

DISCUSSION

5. The successful tenderers were as follows:
 - a. C16005 - Horizon West Landscaping and Irrigation Services
 - b. C16006 - J & S Castlehow Electrical Services
6. The accepted tenders for both projects were less than the quantity surveyors estimates for the works.

GOVERNMENT & PUBLIC CONSULTATION

7. Requests for tenders were published in the West Australian and the Great Southern Weekender for each project in compliance with the tender regulations.

STATUTORY IMPLICATIONS

8. Regulation 11 of the *Local Government (Functions and General) Regulations 1996 (Regulations)* requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$150,000.
9. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
10. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.
11. In accordance with the provisions of the *Local Government Act 1995*, section 5.42, the Council may delegate to the Chief Executive Officer any of its powers other than those referred to in section 5.43.

POLICY IMPLICATIONS

12. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.
13. Council gave special delegated authority to the CEO to award tenders up to the value of \$1 million.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Organisation's Operations. Delay in project delivery due to tender process timeframe.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Reduce process timeframe by providing increased CEO delegated authority.</i>

FINANCIAL IMPLICATIONS

15. Both awarded tenders are less than the Quantity Surveyors estimate, therefore there are no adverse financial implications.

LEGAL IMPLICATIONS

16. There are no legal implications associated with this item.

ENVIRONMENTAL CONSIDERATIONS

17. There are no environmental issues relating to this item.

ALTERNATE OPTIONS

18. There are no alternative options relating to this item.

SUMMARY CONCLUSION

19. Increased CEO delegated authority was sought from Council to award the Centennial Park Sporting Precinct Project Tenders C16005 and C16006 to enable the Centennial Park Sporting Precinct project to progress in a timely manner.
20. This report is presented for information only in order for Council to note the outcome of the tender process.

Consulted References	:	<i>Local Government Act 1995 Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Council Policy – Buy Local (Regional Price Preference)</i>
File Number (Name of Ward)	:	RD.DEC.43
Previous Reference	:	OCM 26/05/2015 Report Item CSF169 (Delegations)

14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL** Nil
15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN** Nil
16. **REPORTS OF CITY OFFICERS** Nil
17. **MEETING CLOSED TO PUBLIC**
18. **CLOSURE** There being no further business, the Chair declared the meeting closed at [6:18:28 PM](#)

(UNCONFIRMED)

Councillor Robert Sutton
CHAIR