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# MINUTES

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## **WORKS AND SERVICES COMMITTEE MEETING**

**Wednesday 9 November 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:** 2<sup>nd</sup> 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 – 09/11/2016

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**1. DECLARATION OF OPENING**

[6:01:02 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**

**Councillors:**

Member	R Sutton (Chair)
Member	A Moir (Deputy Chair)
Member	G Stocks
Member	B Hollingworth
Member	J Shanhun
Member	S Smith

**Staff:**

Acting Executive Director Planning & Development	P Camins
Executive Manager Community Services	A Cousins
Manager City Operations	M Richardson
Communications Manager	N Watson
Team Leader – Records & Council Liaison	J Williamson
Manager Major Projects	A McEwan
Major Projects Officer	M Randall
Waste Sustainability Officer	S Parker
Minute Secretary	A Paulley

**Observers:**

Cr Carolyn Dowling  
Cr Nicolette Mulcahy  
Cr Alison Goode

**Apologies:**

Executive Director Works and Services	M Thomson
Manager City Engineering	D King
Mayor	D Wellington (Member)

Two members of the public and one media representative were in attendance.

WORKS AND SERVICES COMMITTEE  
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4. **DISCLOSURES OF INTEREST - Nil**

Name	Committee/Report Item Number	Nature of Interest

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

6. **PUBLIC QUESTION TIME**

[6:02:20 PM](#) Tony Harrison speaking in support of the artificial surf reef. [6:05:36 PM](#)

[6:05:45 PM](#) Paul Hepworth of 6 Middleton Road speaking in support of the artificial surf reef. [6:08:37 PM](#)

7. **PETITIONS AND DEPUTATIONS – Nil**

8. **CONFIRMATION OF MINUTES**

Note: No Works & Services Committee meeting was held in October due to there being no agenda items.

**RESOLUTION**

**MOVED COUNCILLOR SHANHUN  
SECONDED COUNCILLOR SMITH**

**THAT the minutes of the Works and Services Committee Meeting held on 14 September 2016, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 6-0**

9. **PRESENTATIONS – Deferred to go behind closed doors.**

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

**WS115: ALBANY RECREATIONAL BOATING FACILITIES DRAFT STRATEGIC PLAN 2016**

<b>Land Description</b>	: Recreational Boating Facilities along the City of Albany coastline
<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Emu Point Conceptual Layout Lower King Conceptual Layout Cheyne Beach Conceptual Layout Cosy Corner (Hartmans) Existing Layout
<b>Supplementary Information &amp; Councillor Workstation</b>	: Albany Recreational Boating Facilities Draft Strategic Plan 2016 including recommendations. (175 pages)
<b>Report Prepared By</b>	: Manager City Engineering (D King)
<b>Responsible Officers:</b>	: 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 Objectives:** 2.2 To maintain and renew City assets in a sustainable manner.
  - c. **Strategy:** 2.2.2 Deliver effective asset maintenance programmes.

**In Brief:**

- The Albany Recreational Boating Facilities Draft Strategic Plan has been finalised in conjunction with consultants Seashore Engineering and the community.
- The draft plan is presented for consideration and adoption (*made available in the Councillor Workstation*).

**RECOMMENDATION**

**WS115: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR MOIR  
SECONDED: COUNCILLOR SMITH**

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

**CARRIED 6-0**

**WS115: RESPONSIBLE OFFICER RECOMMENDATION**

That:

1. The Albany Recreational Boating Facilities Draft Strategic Plan 2016 be ADOPTED.
2. The implementation of recommendations contained in the plan will be subject to the City's Long Term Financial Plan and future Council approval.

## **BACKGROUND**

2. The City's recreational boating facilities have been developed over the years with little strategic planning. Some are well-placed and in excellent condition but others are under-utilised and in an unsuitable condition. The City needs to understand the current and future demand of these facilities so that it can plan works effectively.
3. The City of Albany received a Recreational Boating Facilities Scheme (RBFS) grant of \$87,730 from the Department of Transport in 2015 to undertake a strategic plan for boating facilities in the Albany municipality. This scheme provides funding for planning and construction of recreational public boating infrastructure across Western Australia.
4. The City engaged Seashore Engineering in August 2015 to undertake a study to ensure a rational and sustainable approach to future provision of recreational boating facilities in the municipality. The focus is on development of improved, safe and appropriate facilities for recreational boating users (in particular motorised) in Albany.

## **DISCUSSION**

5. A key stakeholder workshop was held in November 2015 which provided critical local knowledge and focus to the strategy. This resulted in tangible recommendations for improvements to boating facilities. In particular, stakeholders identified two urban sites (Emu Point & Lower King) and two rural sites (Cheyne Beach & Cosy Corner/Hartmans) as priority sites.
6. Following input from key local stakeholders and City of Albany Elected Members and staff, Seashore Engineering compiled the Albany Recreational Boating Facilities Draft Strategic Plan Revision C which was advertised for public comment from 28 June until 27 July 2016.
7. The plan includes the following aspects:
  - a. Outcomes of inspections of boat launching facilities;
  - b. An assessment of boating demand;
  - c. Community consultation;
  - d. A strategic assessment of the capacity of facilities to meet existing and future demand;
  - e. Recommendations for improvements to, rationalisation of and maintenance of existing boating facilities, potential new facilities and boating safety.
8. Key priorities included new boat launching facilities in Lower King, and improvements to existing facilities at Emu Point, Cheyne Beach and Cosy Corner (Hartmans)
9. Lower King provided the best opportunity to construct a new boating facility to meet future demand and alleviate pressure at Emu Point. This site is close to areas of high population density and population growth. The design and timeframe for constructing a new facility at this site should be subject to further monitoring of boating demand and a consultative Master Planning process.
10. The capacity and utility of the Emu Point facility can be improved through modification of the trailer parking layout and replacement of the timber finger jetty, which is nearing the end of its design life, with a wider jetty/pontoon. This is likely to require some realignment of the ramps. The development of a Master Plan to accommodate future demand is recommended.
11. The peak season capacity at Cheyne Beach and Cosy Corner (Hartmans) should be improved through maintenance of gravel parking and ramp approaches and improved delineation of parking bays and signage.
12. The adoption of this report will support further applications to the RBFS to secure future funding for the proposed work within the report, however, before doing so, the City will analyse the costs and ensure that adequate funds can be made available in the Long Term Financial Plan.



**GOVERNMENT & PUBLIC CONSULTATION**

13. Implementation of the strategy will require further consultation on specific projects with key stakeholders and the general community.

**STATUTORY IMPLICATIONS**

14. Nil

**POLICY IMPLICATIONS**

15. There are no direct policy implication related to this item.

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Community &amp; Reputation Risk:</b> A lack of strategic planning may result in inadequate recreational boating facilities to meet growing demand.	Likely	Moderate	Low	Adoption and timely implementation of the Recreational Boating Facilities Strategy.
<b>Reputation Risk:</b> The perception that there will be no further public engagement post adoption of the plan.	Possible	Medium	Low	Ongoing community consultation will continue and will be appropriately targeted for specific projects.
<b>Opportunity.</b> By adopting the Recreational Boating Facilities Strategic Plan and its recommendations, the City's position to attract further funding support through the Recreational Boating Facilities Scheme is enhanced.				

**FINANCIAL IMPLICATIONS**

17. Adopting of the plan does not lock the City into allocation of funds. City staff will give consideration to the recommendations as further reviews and development of the City's Long Term Financial Plan occur.
18. The progression of physical works will be subject to funding.

**LEGAL IMPLICATIONS**

19. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

20. There are no direct environmental issues associated with item. Specific projects will be assessed as part of a more detailed design process.

**ALTERNATE OPTIONS**

21. Nil.

**CONCLUSION**

22. That the Responsible Officer's recommendation be adopted.

<b>Consulted References</b>	:	Refer to Item 10 'References' on page 77 of the Strategic Plan.
<b>File Number (Name of Ward)</b>	:	PR.PLA.11 (Kalgan, Breaksea and West Wards)
<b>Previous Reference</b>	:	Nil

**WS116: ALBANY TOURISM AND INFORMATION HUB**

**Land Description** : York Street, Albany CBD  
**Proponent / Owner** : City of Albany  
**Business Entity Name** : Albany Public Library  
**Attachments** : **Commercial in Confidence: Albany Tourism and Information Hub detailed design package.**  
*(Note: No attachments to be released with the agenda, as designs will be presented to Elected Members on the 9 November).*  
**Supplementary Information & Councillor Workstation** : Nil  
**Report Prepared By** : Manager of Major Projects (A McEwan)  
**Responsible Officers:** : Executive Director Works and Services (M Thomson)  
Executive Director Commercial Services (C. Woods)

**Responsible Officer's Signature:**



**CONFIDENTIAL ATTACHMENT**

*It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.*

[6:37:51 PM](#)

**RESOLUTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR HOLLINGWORTH**

**SECONDED: COUNCILLOR SMITH**

**THAT the meeting go behind closed doors to discuss WS116: Albany Tourism and Information Hub.**

**CARRIED 6-0**

Members of the public and media left the Chambers.

[7:26:35 PM](#)

**RESOLUTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR MOIR**

**SECONDED: COUNCILLOR HOLLINGWORTH**

**THAT the meeting come out from behind closed doors.**

**CARRIED 6-0**

Members of the public entered the Chamber.

## STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023.
  - a. **Key Themes:**
    - 1. Smart, Prosperous & Growing
    - 4. A Sense of Community
    - 5. Civic Leadership
  - b. **Strategic Objectives:**
    - 1.2 Revitalise and promote the central City area
    - 4.2 To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
    - 5.2 To provide strong, accountable leadership supported by a skilled and professional workforce
  - c. **Strategies:**
    - 1.2.1 Increasing numbers of locals and visitors attracted to the central area.
    - 4.2.1 Deliver effective library and information services.
    - 5.2.1 Provide positive leadership that delivers community outcomes.
2. This item relates to the following elements of the Corporate Business Plan 2014 – 2018:
  - a. **Key Focus Area:** 2. Facilities
  - b. **Outcome:** 2.1 Investigate feasibility of relocating the AVC to a higher profile location

## Maps and Diagrams:

Location of Albany Tourism and Information Hub.



**In Brief:**

- The Detailed Design has now been completed for Council’s consideration and approval.
- Approval to progress into the advertising of Contract Tender Documentation is also being sought.

**RECOMMENDATION**

**WS116: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR MOIR  
SECONDED: COUNCILLOR HOLLINGWORTH**

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

**CARRIED 6-0**

**WS116: RESPONSIBLE OFFICER RECOMMENDATION**

THAT the Albany Tourism and Information Hub:

1. Detailed Design Package be APPROVED; and
2. Contract Tender Documentation Package be prepared and issued.

**BACKGROUND**

3. The City of Albany’s “*Albany Tourism and Information Hub Project*” was successful in securing funds through the National Stronger Regions Fund and Tourism WA to co-locate the Albany Public Library and Albany Visitors Centre to the Library site on York Street, Albany. The application was submitted on Friday 28 Nov 2014.
4. On 3 June 2016, under CEO Delegation, the contract (C16007) for full service consultancy for the delivery of design, engineering services, superintendence and contract administration was awarded to Howard + Heaver Architects.
5. The detailed design phase has now been completed by the appointed consultants, and documentation has been enclosed for Council’s consideration and approval under confidential cover.
6. This design documentation package details the proposed design, materials and themes associated with the project.

**DISCUSSION**

7. The detailed design includes the following components:
  - a. New Visitor Centre component;
  - b. Alison Hartman Garden interface ; and
  - c. Minor Library integration works.
8. The scope of detailed design work is comprised of the following elements:
  - a. Architectural;
  - b. Electrical;
  - c. Mechanical;
  - d. Hydraulics;
  - e. Landscape;
  - f. Civil; and
  - g. Structural.

9. Key user groups have been engaged and involved in the development of the design for the Albany Tourism and Information Hub.
10. The Schematic Design and Detailed Design phases have been completed and presented to Elected Members by the appointed Consultants (Howard + Heaver) together with the Major Projects Team.
11. An Albany Tourism and Information Hub Project Control Group was established in September 2015 to guide the project design and development. Membership includes:
  - a. Chief Executive Officer;
  - b. Executive Director Commercial Services;
  - c. Executive Manager Community Services;
  - d. Executive Director Works & Services;
  - e. Manager of Major Projects;
  - f. Manager of Tourism and Development Services;
  - g. Executive Director Corporate Services;
  - h. Manager of Planning Services; and
  - i. Major Project Team Officers.
12. The next phase is the preparation of contract tender documentation and advertising.
13. The approval of the Albany Tourism and Information Hub construction tender will require Council approval.

#### GOVERNMENT & PUBLIC CONSULTATION

14. **Government Consultation:** The City of Albany has undertaken consultation and engagement with other government stakeholders including the Great Southern Development Commission and Heritage Council of WA.
15. **Internal Business Unit Consultation:** The Albany Tourism and Information Hub Project Control Group has representation from business units across the City of Albany, with regular updates provided to the Executive Management Team and Elected Members. The Project Control Group has also briefed City of Albany business units directly.
16. Elected Members presentations were undertaken on the following dates:
  - a. 18 November 2014;
  - b. 19 April 2016;
  - c. 21 June 2016;
  - d. 19 July 2016;
  - e. 6 September 2016;
  - f. 18 October 2016; and
  - g. 9 November 2016.
17. **Public Consultation:** A Community engagement forum was held at the Senior Citizens Centre on the 16 and 17 September 2016 to brief the community on the schematic designs, impacts to services and the design intent.
18. **Future Planned Consultation:** A project presentation to the Albany Chamber of Commerce and Industry (ACCI) and the Business After Hours event is planned to be undertaken in late November 2016.
19. A further community engagement forum will be held once the construction programme has been determined and library service impacts during the construction period are known.

**STATUTORY IMPLICATIONS**

- 20. Council Procurement Policy - tenders and quotes, and associated procedures is applicable to this report.
- 21. Voting requirement: **Simple Majority**.

**POLICY IMPLICATIONS**

- 22. There are no policy implications related to this report.

**RISK IDENTIFICATION & MITIGATION**

- 23. The risk identification and categorisation relies on the [City's Enterprise Risk & Opportunity Management Framework](#).
- 24. Council may choose not to adopt the detailed design. This would expose the City to the following risks:

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<b>Financial Risk:</b> <i>There is a financial risk that if the proposed detailed design is not approved, the project delivery may be delayed, which result in grant agreements being jeopardised.</i>	<i>Almost Certain</i>	<i>Severe</i>	<i>Extreme</i>	<i>City Officers and engaged architects address any areas of concern to allow the proposed designs to be approved.</i>
<b>Community Risk:</b> <i>Disruption to user groups, community members, and tourists would result if construction is undertaken during peak visitor period as a result of significant project delay.</i>	<i>Likely</i>	<i>Major</i>	<i>High</i>	<i>Design is approved and project progressed in accordance with projected time frame.</i>
<b>Reputational Risk -</b> <i>Delays in the project may result in substantial public dissatisfaction and may attract a high media profile.</i>	<i>Almost Certain</i>	<i>Major</i>	<i>Extreme</i>	<i>Design is approved and project progressed in accordance with projected time frame.</i>

**FINANCIAL IMPLICATIONS**

- 25. Council allocated \$226,230 for the planning and design of the Albany Visitor Centre in the 2016/17 budget.
- 26. The funds allocated in the 2016/17 budget for planning and design have been committed and spent in accordance with requirements, and in support of the design services process.
- 27. In summary, the financial status of the project funding can be reported as follows:
  - Total approved external funding: \$1,332,190
  - Total City contribution: \$1,381,120
  - Funding sources include:
    - National Stronger Regions - Department of Infrastructure & Regional Development
    - Tourism WA (TWA) Regional Visitor Centre Sustainability Program / Tourism Demand Driver Infrastructure (TDDI)
    - City of Albany
  - Total project budget: \$2,713,310

(\*Total project budget not all related to construction costs.)

28. The award of the recommended construction tenderer and budget will be subject to Council approval.

**LEGAL IMPLICATIONS**

29. There are no legal implications relating to this report.

**ENVIRONMENTAL CONSIDERATIONS**

30. **Heritage:** Noting the registered heritage sites adjacent to the subject property the Heritage of *Western Australia Act 1990* is applicable.

**ALTERNATE OPTIONS**

31. Option 1: Adopt the proposed detailed designs.  
 32. Option 2. Adopt the proposed detailed design with minor amendments; or  
 33. Option 3: Not adopt the detailed design.

**CONCLUSION**

34. The Detailed Design has now been completed by the appointed service provider, Howard + Heaver Architects, and will be presented for Council’s consideration and approval.  
 35. The City requires Council approval to progress into the Contract Tender Documentation phase for the Albany Tourism and Information Hub.  
 36. Therefore, it is recommended that the Responsible Officers recommendation be adopted.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• Albany Tourism and Information Hub Detailed Design Package</li> </ul>
<b>File Number (Name of Ward)</b>	:	CP.DEC.17 (Fredericktown Ward )
<b>Previous Reference</b>	:	<ul style="list-style-type: none"> <li>• Elected Member presentations and briefings (<i>See public consultation section of the report</i>).</li> <li>• OCM 26/07/2016 Resolution CSF255 (Budget Adoption)</li> </ul>

**WS117: ALBANY ARTIFICIAL SURF REEF**

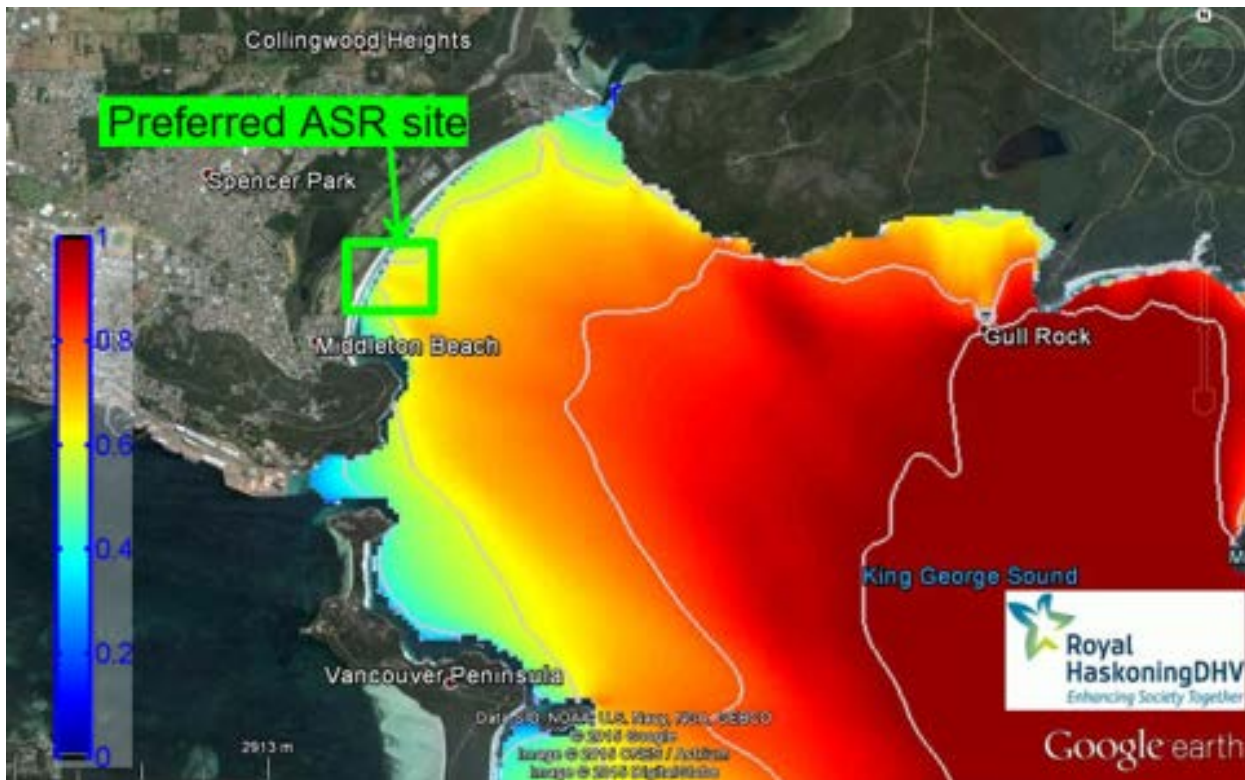
**Land Description** : Middleton Beach, Albany  
**Proponent / Owner** : City of Albany  
**Business Entity Name** : N/A  
**Attachments** : Albany Artificial Surfing Reef Business Case  
*(Executive Summary)*  
**Supplementary Information & Councillor Workstation** : Nil  
**Report Prepared By** : Manager Major Projects (A McEwan)  
**Responsible Officers:** : 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:** 4. A Sense of Community
  - b. **Strategic Objectives:** 4.3 To develop and support a healthy, inclusive and accessible community.
  - c. **Strategy:** 4.3.1 Develop a range of activities and facilities that are appropriate for all ages.

**Maps and Diagrams:**





**In Brief:**

- The City of Albany commissioned a Business Case for the development of an Artificial Surf Reef at Middleton Beach as per the resolution of Council at the 22 March 2016 OCM and 2016/17 adopted budget.
- Council is requested to review and support the Albany Artificial Surfing Reef Business Case (as presented to the Elected Members briefing on 18 October 2016).
- Council consideration of the completed Business Case is sought to enable the project to progress should funding opportunities arise.

**RECOMMENDATION**

**WS117: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR STOCKS  
SECONDED: COUNCILLOR HOLLINGWORTH**

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

**CARRIED 6-0**

**WS117: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT:**

1. The Albany Artificial Surf Reef Business Case be RECEIVED.
2. COMMENCE funding advocacy to support the implementation of an Albany Artificial Surf Reef at Middleton Beach.
3. NOTE: Should suitable funding sources become available for the Artificial Surf Reef, this will be the subject of a future Council report.

**BACKGROUND**

2. The local Albany surfing community have been advocating for an artificial surf reef for over a decade. A series of comprehensive reports have been privately undertaken in relation to the creation of an artificial surf reef in Albany.
3. As a response from the community and Council, the City of Albany included an allocation in the 2015/2016 budget to investigate further feasibility studies into the proposed artificial surf reef at Middleton Beach. A previous study was undertaken in 2003, and was laid on the table with a recommendation to seek funding, mitigate environmental works through further scientific studies on coastal protection, and develop a more robust feasibility study considering the environmental impacts.
4. On 12 February 2015, an Albany Artificial Surf Reef Steering Group was established. The Steering Group's role was to guide and monitor project development against identified objectives and provide guidance to the consultant engaged to develop the Feasibility and Scoping Study including development of the vision, scope and methodology. This Steering Group has since evolved to provide guidance on the development of the business research phase and approvals process.
5. The Steering Group consists of volunteer community members, City of Albany representatives and the Great Southern Development Commission.
6. A Feasibility Study was completed in July 2015 by Royal Haskoning DHV (RHDHV) regarding the feasibility of developing an Artificial Surfing Reef at Middleton Beach with the primary objective developed by the Steering Group to deliver:  
*"The creation of a consistent, surfable wave, which maximises available swell conditions and is central to Albany, driving benefits in tourism, economic development and retention of Albany's younger age demographic."*

7. RHDHV presented a significant amount of scientific and technical studies and subsequent preliminary design options to the Steering Group. This work was produced as a result of months of comprehensive data compilation and modelling analysis.
8. The Feasibility and Scoping Study prepared by the specialist consultant team was developed taking into consideration: recreational amenity and performance, direct and indirect ecological and environmental impacts, approvals process, constructability and an order of costs that met the objectives of the brief.
9. The outcomes of the Feasibility Study determined that Middleton Beach is an ideal location for an artificial surf reef that offers existing unique characteristics: wave period, unidirectional wave climate and tidal advantages that are sought in artificial reef design.
10. These factors combine to make the proposed site an ideal location for an artificial surfing reef as the predictable wave conditions, low tidal range and predominant offshore winds mean that a lot of the variability encountered with previous artificial surf reef locations are eliminated.
11. The information received as a result of this previous commission is an invaluable resource for any future coastal adaptation and protection works outside of this specific project and is not considered sacrificial.
12. A community survey was undertaken in February 2015. The City of Albany received a total of 732 feedback documents, the largest response for any City of Albany community survey undertaken to date, with Community survey results revealing 90% support for the creation of an Artificial Surf Reef at Middleton Beach.

## **DISCUSSION**

13. The progression of a business research phase for an artificial surf reef at Middleton Beach was endorsed by Council at the 22 March 2016 OCM, to determine return on investment business models and how the project would be sustainable as an economic investment once installed and in the long term.
14. The City of Albany appointed local professionals Keston Technologies to undertake the business research phase. Professional coastal engineers from Royal Haskoning DHV, and Dr Michael Raybould of Bond University School provided input into the content development.
15. In summary, the Business Case concluded that the development of an artificial surf reef at Middleton Beach would be a viable investment. Outcomes included:
  - a. The introduction of an artificial surf reef would diversify and grow the regional economy.
  - b. A series of socio-economic benefits would be delivered including economic development, social, health, ecological, environmental and safety.
  - c. The calculations demonstrated a positive Net Present Value of \$18m (Benefit Cost Ratio of 3.52), clearly deriving from the high level of community benefits that would accrue - hosting surfing events, uplift in visitation and length of stay, complementing adventure tourism and creation of a Surfing Hub. Note: Benefit Cost Ratio above 1 is considered a viable public investment.
  - d. The implementation of an artificial surf reef will create a consistent, quality wave appropriate for holding events at state, national and international levels. Surfing WA indicated they would foresee holding 3-4 events per year in Albany that are not currently possible due to the poor quality of surf on Albany's central beaches.
  - e. Job creation would be significant. There will be benefits from both the construction phase and the operational phase - 30 FTE direct jobs in the construction industry and 125 FTE jobs in the economy as a whole, during the construction phase, and an estimated 27 sustainable, long-term FTE jobs in the region, based on the additional direct tourism spend.

- f. The implementation of an artificial surf reef would provide a significant tourism drawcard in Albany's winter season, which predominately experiences lower tourist numbers and overnight visitors to the area.
  - g. A real opportunity exists for Albany to be recognised as a Surfing Hub; a clustering of multiple recognised surfing spots in the region (the only other such hub being Margaret River). With existing infrastructure in retail and hospitality and other attractions, the facilitation of a recognised surfing hub in Albany would provide substantial benefits both economically and socially.
  - h. A general uplift in visitation would be expected and an increase in length of stay.
  - i. The project would improve the community's confidence in the City's ability to deliver recreational projects that contribute to Albany's liveability and reputation as one of WA's key tourism destinations.
  - j. The project will attract and retain a younger generation, who currently tend to be drawn away to metropolitan areas where a wider variety of recreational facilities exist.
  - k. The project will deliver a recreational outlet beyond those currently available in the region, providing for diversified interests in the community and helping to create a more liveable regional city.
16. The project is subject to a detailed design phase to determine exact requirements for the project implementation and budget requirements.
17. Any detailed design work on the proposal will require a further Council resolution directing the Administration to seek external funding to progress the project.

#### GOVERNMENT & PUBLIC CONSULTATION

18. **Government:** The Great Southern Development Commission has been engaged and involved in development of the Business Case, as per its membership on the Steering Group.
19. **Government:** The City has undertaken consultation and engagement with key government stakeholders (Department of Transport & Southern Ports Authority) during the Feasibility Phase. Both these authorities together with Grange Resources have provided large amounts of coastal environment research data and information to the City.
20. The Department of Fisheries was briefed on the project scope during the Feasibility Phase.
21. **City of Albany:** The Steering Group has representation from across the City of Albany including the Major Projects Team, Community Services, Works & Services, Economic & Tourism Development, and Planning & Development Services. The Steering Group has been led by the Manager of Major Projects.
22. **Key Community Groups:** The Steering Group has representation from key community user groups including the Albany Surf Life Saving Club, Middleton Beach Group, Surfing WA, and the Albany Boardriders,
23. A briefing on the project scope (only) was also given to representatives of UWA, Friends of Emu Point and the City of Albany's Let's Chat Focus Group, facilitated by the Manager Stakeholder Relations.
24. **Broad Community:** The City of Albany has undertaken a number of broad community engagement activities including public submission period (survey) during the Feasibility Phase.

#### STATUTORY IMPLICATIONS

25. The voting requirement of Council is to be Simple Majority.

#### POLICY IMPLICATIONS

26. Should the project be supported and funding become available, Federal and State policies would apply to the project implementation.

27. The Artificial Surf Reef will be considered for inclusion in the City's Sport & Recreation Futures Plan.

### RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputation. If the Business Case and commencement of funding advocacy is not supported, the project will not progress.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>City officers will resubmit for further discussion addressing concerns raised.</i>
<i>Reputation. The viability of the Business Case outcome raises community expectations that the artificial surf reef will be implemented.</i>	<i>Likely</i>	<i>Major</i>	<i>High</i>	<i>Develop media and Communication Strategy to manage community expectations  Clearly articulate Council's rationale for decision.</i>

### FINANCIAL IMPLICATIONS

29. The Business Case has been completed within the agreed budget allocation.

### LEGAL IMPLICATIONS

30. There are no legal implications related to the Business Case.

### ENVIRONMENTAL CONSIDERATIONS

31. There are no direct environmental considerations related to this report.  
32. Any environmental considerations will be considered as part of the broader project, ongoing data collection and approvals process.

### ALTERNATE OPTIONS

33. Council may chose not to support the Albany Artificial Surfing Reef Business Case.  
34. Failure to support the project may result in the project not progressing further, and/or limit funding advocacy opportunities.

### CONCLUSION

35. The community response during the Feasibility Phase revealed overwhelming support for the project.  
36. The Business Case concluded that the implementation of an artificial surf reef at Middleton Beach would be a viable investment. In line with the outcome of the Business Case, the City recommends to continue with the project to ensure the potential implementation would have positive impacts to retain youth and be an economic driver for tourism into the future, especially during the winter season tourism decline.  
37. Council's support of the Artificial Surfing Reef Feasibility & Scoping Study completes the research business phase as per Council resolution at the OCM on 22 March 2016.  
38. Support of the Artificial Surfing Reef Business Case will allow funding advocacy to commence and improve the community's confidence in the City's ability to deliver recreational projects that contribute to Albany's liveability and reputation as one of WA's key tourism destinations.  
39. A Council commitment to fund implementation of an Artificial Surf Reef at Middleton Beach is not being sought. External funding opportunities would be pursued.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• Commercial-in-Confidence: Albany Artificial Surf Reef Business Case</li> <li>• Commercial-in-Confidence: Albany Artificial Surfing Reef Feasibility Study</li> <li>• Community Engagement Report 12 February 2015</li> </ul>
<b>File Number (Name of Ward)</b>	:	EM.PLA.28 (Breaksea Ward)
<b>Previous Reference</b>	:	<ul style="list-style-type: none"> <li>• OCM 22/03/2016 Resolution WS101</li> <li>• 2016/2017 City Adopted Budget</li> <li>• Strategic Briefing Presentation dated 23/06/2015</li> <li>• Strategic Briefing Presentation dated 18/10/2016</li> </ul>

**WS118: CONTRACT C16022 – ELIZABETH STREET RECONSTRUCTION**

**Land Description** : Elizabeth Street, Lower King.  
**Proponent / Owner** : City of Albany  
**Business Entity Name** : N/A  
**Attachments** : Confidential Briefing Note under separate cover  
**Supplementary Information & Councillor Workstation** : Nil  
**Report Prepared By** : Team Leader Civil Infrastructure (Roger Cations)  
**Responsible Officers:** : Executive Director Works & Services (M Thomson)

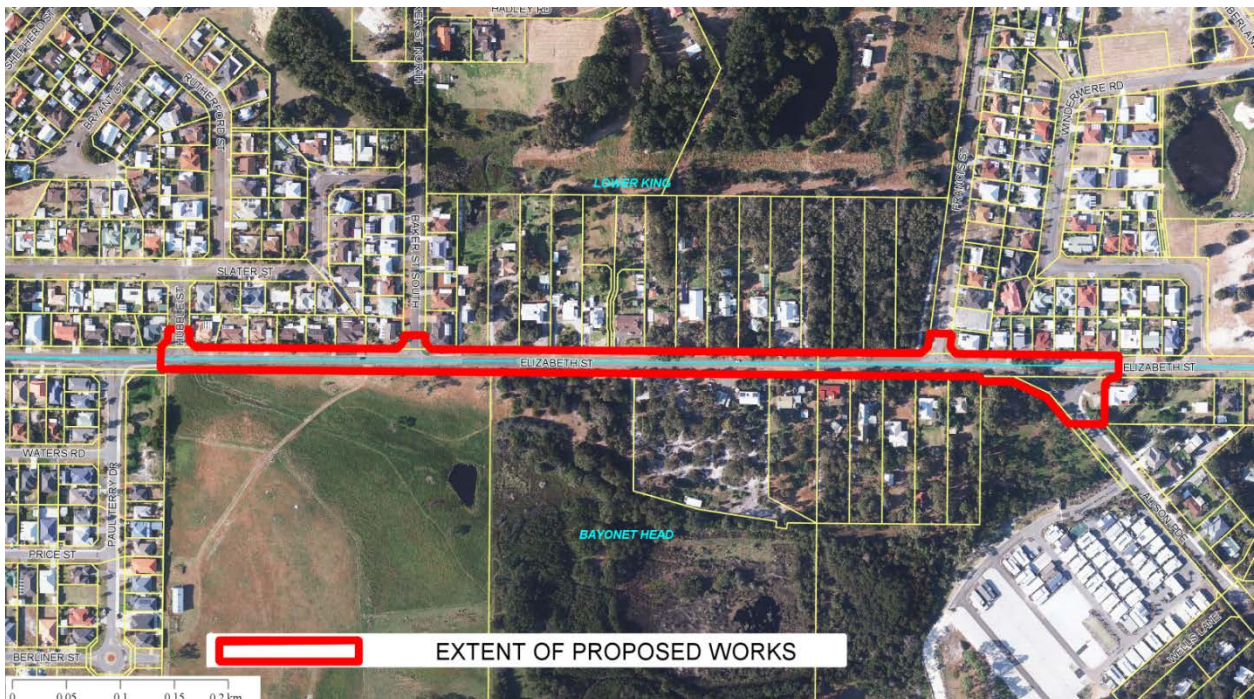
**Responsible Officer's Signature:**



**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:** 3. A Connected Built Environment.
  - b. **Strategic Objectives:** 3.1 To advocate, plan and build, friendly and connected communities
  - c. **Strategy:** 3.1.1 improve connectedness and traffic flows.

**Maps and Diagrams:**



**In Brief:**

- Council approval is sought to appoint the preferred tenderer, Tricoast Civil, to construct Elizabeth Street Reconstruction, Lower King.
- Nine (9) complying tenders and One (1) alternative tender were received, with Tricoast Civil the recommended contractor.
- Construction is scheduled for completion by early April 2016.

**RECOMMENDATION**

**WS118: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR HOLLINGWORTH  
SECONDED: COUNCILLOR MOIR**

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

**CARRIED 6-0**

**WS118: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council:

1. ACCEPT the tender from Tricoast Civil; and
2. AWARD contract C16022 for the Elizabeth Street Reconstruction.

**BACKGROUND**

2. The proposed Elizabeth Street Reconstruction is required due to poor existing pavement and seal condition.
3. The proposed works involve full reconstruction of existing pavement, primer seal and asphaltic concrete surfacing, kerbs and drainage, concrete footpath and driveways.
4. Design and specification documentation was prepared by City of Albany Works and Services staff to the stage of 'Tender Issue'. Tender period was from 5 November 2016 to 26 November 2016.

**DISCUSSION**

5. A total of 29 tender documents were issued by the City of Albany.
6. Nine (9) completed tender documents and one (1) alternative tender document were submitted on or before the stipulated closing date and time.
7. The tenders were evaluated using the weighted attributes methodology. This method scores the evaluation criteria and weighs their importance to determine an overall points score for each tender. The criteria are tabled below:

<b>Criteria</b>	<b>% Weighting</b>
Cost	40%
Relevant Experience	15%
Key Personnel Skills & Experience	10%
Tenderer's Resources	10%
Demonstrated Understanding	20%
Corporate Social Responsibility	5%
<b>Total</b>	<b>100%</b>

8. The following table summarises the tenders and overall evaluation scores applicable to each submission:

Tenderer	Total Evaluation Score
Tenderer A (non-conforming)	582.94
Tricoast Civil	579.77
Tenderer B	574.45
Tenderer C	566.71
Tenderer D	565.21
Tenderer E	558.99
Tenderer F	520.40
Tenderer G	490.42
Tenderer H	420.26

9. Tricoast Civil is the recommended tenderer as Tenderer A was deemed to be non-conforming due to changes made to the Pricing Schedule and a number of clarifications which can potentially expose the City to construction and financial risk.

#### GOVERNMENT & PUBLIC CONSULTATION

10. All relevant Government departments including Department of Environment Regulation, Department of Indigenous Affairs and SWALSC have been consulted on the project.
11. A request for tenders was published in the West Australian on 5 October 2016 and the Albany Weekender on 6 October 2015.

#### STATUTORY IMPLICATIONS

12. 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 \$100,000.
13. 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.
14. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

#### POLICY IMPLICATIONS

15. The City of Albany Tender policy and Regional Price Preference Policy are applicable to this item.



**RISK IDENTIFICATION & MITIGATION**

16. The risk identification and categorisation relies on the [City’s Enterprise Risk & Opportunity Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>People Health and Safety</b> <i>There is a risk of vehicle accident due to sub-standard road geometry.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Accept tender and undertake works as budgeted.</i>
<b>People Health and Safety</b> <i>No dual use path to cater for increased pedestrian and cycle activity.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Accept tender and undertake works as budgeted.</i>
<b>Finance</b> <i>Non-compliance with contract or business failure.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>General conditions of contract (forming part of tender) allow for contract termination on the basis of failure to supply goods and services.</i>

**FINANCIAL IMPLICATIONS**

17. The value of this tender is in excess of \$500,000 and therefore the approval is referred to Council for consideration.
18. Funding for this project has been received from Regional Road Group. Funds have also been allocated in the 2016-17 budget.
19. Total budget for the contract is \$1,355,000 excluding GST. The recommended tenderer is within budget.

**LEGAL IMPLICATIONS**

20. There are no legal implications related to report.

**ENVIRONMENTAL CONSIDERATIONS**

21. Some clearing of native vegetation will take place to accommodate the proposed road widening and associated drainage infrastructure.
22. An Environmental Impact Assessment has been undertaken by a City of Albany Reserves Officer. No declared rare fauna were identified within the area of the proposed works.
23. Approval to clear native vegetation has been obtained from the Department of Environment Regulation.

**ALTERNATE OPTIONS**

24. Nil.

**SUMMARY CONCLUSION**

25. Tricoast Civil is the preferred tenderer.
26. Tenderer A was deemed to be non-conforming because their tender submission included a number of clarifications which would transfer an unacceptable amount of construction and financial risk to the City.
27. This report recommends that the tender from Tricoast Civil be accepted.

<b>Consulted References</b>	:	<i>Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Council Policy - Buy Local (Regional Price Preference)</i>
<b>File Number (Name of Ward)</b>	:	<i>C16022 (Kalgan Ward)</i>
<b>Previous Reference</b>	:	<i>Not applicable</i>

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 [7:28:42 PM](#)

(UNCONFIRMED)

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Councillor Robert Sutton  
**CHAIR**