



MINUTES

WORKS AND SERVICES COMMITTEE MEETING

Wednesday 7 December 2016

7.00pm

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 – 07/12/2016

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1. DECLARATION OF OPENING

The Chair declared the meeting open at [7:00:02 PM](#)

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

A Moir (Deputy Chair)

Member

B Hollingworth

Member

J Shanhun

Member

S Smith

Observers

Councillor Hammond

Councillor Terry

Councillor Dowling

Councillor Price (from [7:58:15 PM](#) onwards)

Staff:

Chief Executive Officer

A Sharpe

Executive Director Works and Service

M Thomson

Manager City Reserves

M Ford

Manager City Engineering

D King

Finance Manager

D Olde

Reserves Planning Officer

A Tucker

Minute Secretary

A Paulley

Apologies:

Member

R Sutton (Chair)

Member

G Stocks

Public

C Beck & S Stevens

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 - Nil

7. PETITIONS AND DEPUTATIONS - Nil

8. CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

**MOVED: COUNCILLOR HOLLINGWORTH
SECONDED: COUNCILLOR SHANHUN**

THAT the minutes of the Works and Services Committee Meeting held on 9 November 2016, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 5-0

9. PRESENTATIONS

- Natural Reserves Strategy and Action Plan – Alexandra Tucker
- Functional Road Hierarchy – Dave King

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS - Nil

WS119: BULK WASTE COLLECTION 2016-17

Land Description : City of Albany
Proponent / Owner : City of Albany
Attachments : N/A
Supplementary Information & Councillor Workstation : N/A
Report Prepared By : Waste Sustainability Officer (S Parker)
Responsible Officers: : 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 Objectives:** 2.3 To advocate for and support 'green initiatives' within our region.
 - c. **Strategy:** 2.3.2 To deliver effective waste management services.

In Brief:

- The City of Albany Strategic Waste Management Plan 2013 identified the action to review the delivery of the bulk waste collection service. It is recommended that the City provide a collection service in mid-2017 to allow for detailed data collection which will inform a review of the bulk waste service.

RECOMMENDATION

WS119: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR SMITH

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS119: RESPONSIBLE OFFICER RECOMMENDATION

VOTING REQUIREMENT: ABSOLUTE MAJORITY

Reason: Expenditure not included in annual budget.

1. That Council APPROVE the provision of a bulk waste collection service to be conducted mid-2017;
2. That Council NOTE a Bulk Waste Review Report will be brought back to Council by November 2017 for consideration; and
3. AUTHORISE the transfer of \$175,000 from the Refuse Collection and Waste Minimisation Reserve to a new allocation of \$175,000 – Bulk Waste Collection Service, as an amendment to the 2016-17 budget.

BACKGROUND

2. A key action area of the City's Strategic Waste Management Plan 2013 is to investigate alternative options for the bulk hard waste collection service. Officers have undertaken preliminary work in considering future options for potential service delivery.
3. In order to develop robust options, it is recommended that the City deliver a bulk waste collection service in 2017 to allow for detailed data to be collected and used in the development of future options.
4. This report recommends Council approve a bulk waste collection service and endorse the expenditure of funds to facilitate this service from the 2016-17 budget.

DISCUSSION

5. The City has provided a bulk hard waste collection for the past 10 years and residents have grown accustomed to the service.
6. Unlike some Perth metropolitan councils, the City of Albany does not have widespread abuse of its bulk hard waste collection service. Although some households deposit more than the 3 cubic metres of allowable waste, in general the system is respected by the majority of residents.
7. However, it is acknowledged that there is some concern that the bulk hard waste left on City verges for the period of 4-5 weeks every year is unsightly and detracts from the visual amenity of the town particularly during events or when there is peak tourist visitation.
8. In response to this the service was delayed so as to not coincide with the Campervan and Motorhome Club of Australia (CMCA) rally in October 2015. There was significant community concern over this decision.
9. It is becoming increasingly difficult to schedule a 4 - 5 week window of opportunity for the collection service to occur without it clashing with a major community event when visitors from outside of Albany are expected to attend.
10. The current method of service delivery involves contractors Cleanaway undertaking the service for the City. To date, as part of this service, only high level data is collected during this process - namely total tonnage of bulk waste, green waste, steel and e-waste.
11. In order to construct detailed costing estimates for future bulk waste options, it is recommended that more detailed data be collected during the 2017 bulk waste service. This is likely to include number of households participating, approximate volumes per household, household-based numbers of whitegoods and number of mattresses.
12. This information will then be used to help identify options for future bulk waste collection services with a Bulk Waste Services Review report brought back to Council for consideration by November 2017.
13. Without a service in 2017 to collect this data, the accurate costing and development of future options is limited.

GOVERNMENT & PUBLIC CONSULTATION

14. No government consultation is required.
15. Given the community response resulting from the delay of the 2015 bulk waste collection, it is strongly recommended that Council support the delivery of a comprehensive and extensive communications package with any future decisions relating to bulk waste.
16. This will include regular newspaper adverts, social media campaign and awareness raising. It is essential the community is informed of the changes and educated as to why the City would change its approach to waste service provision.

STATUTORY IMPLICATIONS

- 17. There are no statutory implications related to this item.
- 18. The voting requirement of Council is Simple Majority.

POLICY IMPLICATIONS

- 19. There are no policy implications related to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation. Negative community feedback if the City does not provide a bulk waste collection next year.	Almost Certain	Moderate	High	Deliver a service in 2017 and use this to collect data which will inform future options.
Organisation's Operations. The City's contractors may not be able to cater for a collection in 2017.	Likely	Minor	Low	Council to make a decision on the proposal and this service is negotiated with the contractors as soon as possible to ensure a timely collection date.
Reputation & Financial. Proposed new approach not endorsed and Council's reputation is damaged in delaying decision.	Likely	Moderate	High	Seek Council endorsement and communicate decision to the community.
Reputation. Poor acceptance of future proposed changes.	Likely	Moderate	High	Provide adequate communication and education to the public regarding proposed changes and implementation plan.
Opportunity: To gather data to make an informed decision and for change to be phased if required.				

FINANCIAL IMPLICATIONS

- 21. There has been no allocation for bulk waste collection in the 2016-17 budget. An allocation of \$175,000 is proposed to be transferred from the Refuse Collection and Waste Minimisation Reserve. The current balance as at 30 June 2016 was \$1,292,635 with the projected balance for this reserve at 30 June 2017 will be just over \$ 1 million.

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

- 23. The City of Albany recognises the value of its natural environment and the importance of protecting and managing natural values for future generations. In recognising the importance of thorough management, the City endorsed the Strategic Waste Management Plan in 2013 to guide the future direction of waste disposal.

24. It was identified within this report that alternative considerations should be given to the bulk waste collection program. The scale of waste generated during this collection service in 2016 was 674 tonnes - a significant volume to be allocated for within the Hanrahan landfill. Furthermore, a significant portion of this waste could be salvaged and recycled, diverting the waste from landfill, if more efficiently managed.

ALTERNATE OPTIONS

25. Council may elect to not to proceed with a bulk waste collection.

CONCLUSION

26. A key action area of the City's Strategic Waste Management Plan 2014 is to investigate alternative options to the bulk hard waste collection due to the aesthetic issues of waste left on street verges for extended periods of time.
27. The current bulk hard waste collection is a popular service and any changes to it will attract community attention. It is recommended that a service for 2017 is provided and this is used as an opportunity to gather detailed data on users of the service. This will then be utilised to develop a costed and strategic approach to future bulk waste management.
28. It is recommended that Council support the delivery of a bulk waste collection service in mid-2017 and that data is collected to develop future options which will be presented to Council at a future date.

Consulted References	:	CM.STD.6 – Strategic Waste Management
File Number (Name of Ward)	:	All Wards
Previous Reference	:	Nil

WS120: C16023 – MUELLER STREET RECONSTRUCTION TENDER

Land Description : Mueller Street, Lockyer
Proponent / Owner : City of Albany
Business Entity Name : N/A
Attachments : Confidential Briefing Note (under separate cover)
Supplementary Information & Councillor Workstation : N/A
Report Prepared By : Team Leader Civil Infrastructure (R 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 Mueller Street Reconstruction, Lockyer.
- Eight (8) complying tenders were received, with Tricoast Civil being the recommended contractor.
- Construction is scheduled for completion by end of March 2017.

RECOMMENDATION

WS120: COMMITTEE RECOMMENDATION

The substantive motion was then:

**MOVED: COUNCILLOR HOLLINGWORTH
SECONDED: COUNCILLOR SMITH**

THAT:

1. The tender from Tricoast Civil be **ACCEPTED** and contract C16023 - Mueller Street Reconstruction be **AWARDED** with the exclusion of 8.1 and 8.2 of the schedule.
2. Subject to 1 above, the over-budget expenditure be **AUTHORISED** and the budget amended accordingly through the mid-year budget review.

CARRIED 5-0

WS120: AMENDMENT BY COUNCILLOR HOLLINGWORTH

**MOVED: COUNCILLOR HOLLINGWORTH
SECONDED: MAYOR WELLINGTON**

THAT the Responsible Office Recommendation be moved together with the following **AMENDMENT** to read as follows:

THAT:

3. The tender from Tricoast Civil be **ACCEPTED** and contract C16023 - Mueller Street Reconstruction be **AWARDED** with the exclusion of 8.1 and 8.2 of the schedule.
4. Subject to 1 above, the over-budget expenditure be **AUTHORISED** and the budget amended accordingly through the mid-year budget review.

The Chair then put the Officer Recommendation, together with the amendment.

CARRIED 5-0

WS120: RESPONSIBLE OFFICER RECOMMENDATION

THAT:

5. The tender from Tricoast Civil be **ACCEPTED** and contract C16023 - Mueller Street Reconstruction be **AWARDED**.
6. The over budget expenditure be **AUTHORISED** and the budget amended accordingly through the mid-year budget review.

BACKGROUND

2. The proposed Mueller 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 19 October 2016 to 10 November 2016.

DISCUSSION

5. A total of 21 tender documents were issued by the City of Albany.
6. Eight (8) completed tender documents 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:

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

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

Tenderer	Total Evaluation Score
Tricoast Civil	682.34
Tenderer A	650.64
Tenderer B	633.14
Tenderer C	618.60
Tenderer D	607.98
Tenderer E	600.68
Tenderer F	485.46
Tenderer G	416.17

9. Tricoast Civil is the recommended tenderer as they scored the highest Total Evaluation Score.

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 19 October 2016 and the Albany Weekender on 20 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 \$150,000.
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 and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health and Safety <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>Carry out the proposed works as designed.</i>
Finance <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>
Opportunity: <i>To upgrade a road link enabling improved traffic flows and safety.</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 allocated in the 2016-2017 budget.
19. Total budget for the contract is \$737,100 excl. GST.
20. The recommended tender price exceeds the budget by 20%.
21. City staff will negotiate with the preferred contractor to look to make savings and bring the project closer to budget however a budget overrun is expected.
22. There are savings in other capital projects within the roads program which will cover the shortfall. The budget will be amended accordingly in the addressed in the March 2017 budget.

LEGAL IMPLICATIONS

23. There are no legal implications related to report.

ENVIRONMENTAL CONSIDERATIONS

24. Some clearing of native vegetation will take place to accommodate the proposed road widening and associated drainage infrastructure.

25. 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

ALTERNATE OPTIONS

26. Nil.

SUMMARY CONCLUSION

27. Following the tender evaluation process, the submission from Tricoast Civil is considered the most advantageous.

28. This report recommends that the tender from Tricoast Civil be accepted.

Consulted References	:	<i>Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Council Policy – Buy Local (Regional Price Preference)</i>
File Number (Name of Ward)	:	<i>C16023 (Vancouver Ward)</i>
Previous Reference	:	<i>N/A</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**

Presentations:-

- Natural Reserves Strategy and Action Plan – Alexandra Tucker
Cr Price entered the meeting at [7:58:15 PM](#)
 - Functional Road Hierarchy – Dave King
18. **CLOSURE** The Chair declared the meeting closed at [8:53:00 PM](#)