



MINUTES

DEVELOPMENT AND INFRASTRUCTURE SERVICES COMMITTEE MEETING

10 May 2017

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) **Functions:** The Committee is responsible for:

Development Services:

The delivery of the “*Liveable Environmental Objectives*” contained in the City of Albany Strategic Plan:

- Advocate, plan and build connected, liveable communities.
- Create a community that supports people of all ages and backgrounds.
- Create vibrant neighbourhoods which are safe yet retain our local character and heritage.

Infrastructure Services:

The delivery of the “*Clean and Green Objectives*” contained in the City of Albany Strategic Plan:

- To protect and enhance our pristine natural environment.
- To promote environmental sustainability.
- 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) **Membership:** Open to all elected members.

(4) **Meeting Schedule:** Monthly

(5) **Meeting Location:** Council Chambers

(6) **Executive Officers:** Executive Director Works & Services, Executive Director Development Services

(7) **Delegated Authority:** None

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1. DECLARATION OF OPENING

The Chair declared the meeting open at [6:01:08 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 D Wellington

Councillors:

Member	R Hammond
Member	C Dowling
Member	B Hollingworth
Member	J Shanhun (Chair)
Member	S Smith
Member	A Goode JP
Member	A Moir

Staff:

Chief Executive Officer	A Sharpe
Executive Director Works and Services	M Thomson
Executive Director Development Services	P Camins
Manager City Engineering	D King
Meeting Secretary	A Paulley

Apologies:

Member	N Mulcahy (leave of absence until 30-06-2017)
Member	R Sutton
Member	G Stocks
Member	P Terry
Member	J Price

No 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 – Nil. No members of the public attended the meeting.

7. PETITIONS AND DEPUTATIONS - Nil

8. CONFIRMATION OF MINUTES

RESOLUTION

**MOVED: COUNCILLOR DOWLING
SECONDED: COUNCILLOR GOODE**

THAT the minutes of the Development and Infrastructure Services Committee meeting held on 12 April 2017, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 8-0

9. PRESENTATIONS

- NBN Update – Rachael McIntyre (NBN) and Matt Evans (Ericsson).
- Emu Point Boat Pens – Matt Thomson and Dave King.
- Mercer Road relocation – Dave King.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS - Nil

DIS018: ALBANY CITY 2017 URBAN TREE STRATEGY

Land Description	: City of Albany
Proponent / Owner	: City of Albany
Attachments	: Albany City 2017 Urban Tree Strategy (electronic)
Supplementary Information & Councillor Workstation	: Albany City 2017 Urban Tree Strategy
Report Prepared By	: Environmental Sustainability Officer (M Holt)
Responsible Officers:	: Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	
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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:-

Key Theme: 2. Clean, Green & Sustainable.

Strategic Objectives: 2.2 To maintain and renew city assets in a sustainable manner.

Strategy: Carbon Footprint Reduction Strategy.

In Brief:

- The City of Albany has undertaken the development of the Albany City 2017 Urban Tree Strategy.
- The strategy provides framework for the expansion, protection and management of trees in our urban environment.
- The strategy has been developed using a combination of research and internal stakeholder engagement together with field data collection and analysis.

RECOMMENDATION

DIS018: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR HOLLINGWORTH
SECONDED: COUNCILLOR DOWLING**

THAT Council ADOPT the Albany City 2017 Urban Tree Strategy.

CARRIED 8-0

DIS018: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the Albany City 2017 Urban Tree Strategy.

BACKGROUND

2. The Urban Tree Strategy (UTS) is a strategic plan providing framework for the expansion, protection and management of trees located within the City's urban environment.
3. An Action Plan, Management Plan and 18 Street Tree Enhancement Plans will be developed in line with the UTS. Operational documents will be available on request.
4. In the 2016-2017 budget, Council allocated funding for street tree infill planting. Street tree infill planting has commenced after extensive consultation with the community which took place in early 2017. Tree planting will commence in Lockyer in June 2017.

DISCUSSION

5. The Carbon Footprint Reduction Strategy (CFRS), adopted in 2014 (WS045), outlines 5 key areas that the City can reduce its carbon footprint. The 5 key objectives of the CFRS included:
 - a. Carbon Offsets
 - b. Energy Efficiency
 - c. Water Management
 - d. Fleet and Plant Management
 - e. Waste Management
6. The Carbon Offsets objective identified the important role that trees have in urban environment by providing many positive social, economic and environmental benefits.
7. Extensive research in urban forestry, collaboration with other local governments, in the field data collection of existing City of Albany urban street trees, and a review of customer feedback and actions was conducted by internal staff.
8. The development of the UTS is also in line with the '2020 Vision Plan', an Australian urban forestry document that provides framework to assist local government to create 20% more green spaces by 2020.
9. The UTS identifies 5 key focus areas that will enable the effective and sustainable expansion, management and protection of trees in the urban environment. These are:
 - a. Greener urban streets and pathways networks
 - b. Identification of Biodiverse Green Links
 - c. Maintaining and protecting trees
 - d. Greener urban parklands
 - e. Valuing urban trees in the community

GOVERNMENT & PUBLIC CONSULTATION

10. Consultation with internal key stakeholders was conducted through a project control group from early 2016.
11. The UTS is only the first phase of a three phase process.
12. More internal consultation will continue during the development of the Urban Tree Management Plan (second phase).
13. Community consultation has already commenced through a range of presentations to community groups, and extensive community consultation will be undertaken during the street tree enhancement and replacement design phase (third phase).

STATUTORY IMPLICATIONS

14. There are no statutory implications related to this report

POLICY IMPLICATIONS

15. This Urban Tree Strategy contributes to the achievement of the following key Australian and Western Australian Government policies, plans and legislative requirements:
 - a. Australian Standards
 - b. State Heritage Register
 - c. Aboriginal Site and Other Heritage Place Register

16. It also builds on and informs a number of local City plans, strategies and policies including:
 - a. Carbon Footprint Reduction Strategy
 - b. Albany Local Planning Strategy
 - c. Environmental Policy
 - d. Environmental Weed Strategy for City of Albany Reserves (2005-2010)
 - e. Asset Management Plan: Developed Reserves

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Organisation operations</p> <p><i>Risk: Without a tree strategy, both the management of trees and vision of healthy trees in the urban environment will be undertaken in an ad-hoc manner without overarching guiding principles.</i></p>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>If the proposed strategy is not endorsed, officers can implement systems and processes that follow principles endorsed by the organisation.</i>
<p>Opportunities:</p> <p><i>Having an adopted strategy with clear principles will assist in future funding submissions.</i></p>				

FINANCIAL IMPLICATIONS

18. In the 2016-17 budget, \$50,000 has been allocated for the first year of street tree planting, which will be conducted in Lockyer in consultation with the Lockyer Action Network (LAN). Approximately 130 trees will be planted in the first year of the program.
19. In the 2017-18 budget, money has been allocated for street tree planting (\$25,000) and street tree replacement (\$20,000). Street tree planting and replacement will be conducted in accordance with the proposed management plan.
20. Once the Urban Tree Management Plan has been completed, future urban tree priority planting and replacement will be allocated within the 10-year forward capital works program, so that the proposed future works can be undertaken as staged implementation program.

LEGAL IMPLICATIONS

21. There are no legal implications related to report.

ENVIRONMENTAL CONSIDERATIONS

22. There are no direct environmental considerations related to this item.

ALTERNATE OPTIONS

23. Nil.

CONCLUSION

24. The Urban Tree Strategy provides the City with direction in its future practices by expanding, enhancing and protecting green assets.

Consulted References	:	1. Council Environmental Policy 2. Carbon Footprint Reduction Strategy
File Number (Name of Ward)	:	EM.PLA.26 (All Wards)
Previous Reference	:	OCM 26.11.13

DIS024: REGIONAL ROAD GROUP 2018-19 PROJECT APPLICATIONS

Land Description	: Road Reserve – various locations
Proponent / Owner	: City of Albany
Business Entity Name	: N/A
Attachments	: Revised 5-year Great Southern Regional Road Group Funding Application Program
Supplementary Information & Councillor Workstation	N/A
Report Prepared By	: Manager City Engineering (D King)
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:** 2. Clean, Green and Sustainable
 - b. **Strategic Objectives:** 2.2. To maintain and renew city assets in a sustainable manner.
 - c. **Strategy:** By scheduling maintenance, servicing and renewal in a timely manner that maximises the life and performance of infrastructure.

In Brief:

- Both state and federal funding is involved and is administered through the Great Southern Regional Road Group (GSRRG).
- Approval is sought to make applications for funding these proposed works in accordance with the attached program.

RECOMMENDATION

DIS024: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR GOODE**

THAT Council APPROVE the Great Southern Regional Road Group Funding Application for the 2018-19 financial year.

CARRIED 8-0

DIS024: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE the Great Southern Regional Road Group Funding Application for the 2018-19 financial year.

BACKGROUND

2. The State provides road funds for a number of programs administered by the State Road Funds to Local Government Advisory Committee. The Great Southern Regional Road Group (GSRRG) co-ordinates an annual application process to determine the distribution of these funds. Currently, there are four sources of road funding available through this process.

3. Identified Roads of Regional Significance (Roads 2030) are eligible for Road Project Grants. State funding is spread across 10 WA Regional Road Groups.
4. Funding provides two thirds (67%) of total project costs with the other third coming from Council's own resources. The GSRRG has also enacted a cap of 20% which limits the amount that any one Council can receive from the funding pool each year.
5. The GSRRG Policy and Procedure Guideline and Project Prioritisation Guidelines govern the assessment of projects put forward for funding. Projects are scored and then ranked into four broad categories – preservation, concluding, continuing, and new projects.
6. State Black Spot Program funds are allocated to individual Regional Road Groups for distribution. The GSRRG also processes the National Black Spot Program which sources federal funding for complying projects.
7. State Program funding covers two thirds (67%) and the National Program covers all (100%) of total project costs. For the national program, crash criteria is required to demonstrate a benefit cost ratio (BCR) of over 2 to comply. For the state program, either a BCR or a road safety audit is required to comply.
8. The Great Southern Technical Working Group members each assess the applications and rank them on being the most appropriate and cost effective.
9. Commodity Routes Supplementary Funding (CRSF) is provided for roads which are not Roads of Regional Significance (Roads 2030) but where there is a significant high priority transport task associated with the transport of a commodity.
10. \$2.5 million is provided statewide and distributed according to project ranking with no regional constraints. CRSF funding provides two thirds (67%) of total project costs and is limited to a maximum of \$250,000 per submitted project.

DISCUSSION

11. State funding provides a reliable and consistent source of income for maintaining and improving the City's road network. In the current financial year (2016-17), the City of Albany has been allocated \$1.419 million for its road network. This is made up of:
 - a. RRG Road Projects - \$1 million;
 - b. Black Spot Projects – \$214,000; and
 - c. CRSF Projects - \$205,000.
12. Funding applications for the 2017-18 financial year have already been submitted and are likely to total \$1.076 million.
13. Road Project Grants for individual Local Governments are capped at 20% of the total pool.
14. With the preparation and annual review of the Long Term Financial and Asset Management Plans a 10-year Forward Capital Works Program has been prepared identifying projects and allocating grant funding and the City's own resources in successive financial years.
15. RRG Road Projects are the most likely to secure funding as the scoring system more heavily weights traffic volumes and the City is well placed in this regard compared with other Local Government areas in the Great Southern. However, the ranking system of placing new projects low can mean that new projects can take some time before they become funded.
16. The State Black Spot funding allocation for the Great Southern has been dramatically reduced in the last couple of years (based on accident statistics) and now equates to approximately \$361,000. This funding is aimed at low cost / high benefit safety

improvements, for which the City has been reasonably successful in recent years. Each year, the City re-assesses possible projects and has road safety audits conducted on those short-listed as being suitable. With new projects being identified and considered, applications can vary from year to year.

GOVERNMENT & PUBLIC CONSULTATION

17. The annual applications comply with the rules and guidelines governing the Great Southern Regional Road Group allocations for road funding and therefore no additional government or public consultation is required.

STATUTORY IMPLICATIONS

18. Nil.

POLICY IMPLICATIONS

19. Project applications are consistent with Councils Asset Management Policy.

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
Finance. Failure to make funding application would result in the City of Albany missing out on a State funding contribution to the road renewal program.	Likely	Moderate	High	Forward planning through adoption of 10 year financial plan to identify opportunities for funding in advance.
Business Operation. Funding application is unsuccessful resulting in the project either being deferred or funded entirely by general revenue	Possible	Moderate	Medium	City maintains network within its resources and directs resources to areas of highest need.

FINANCIAL IMPLICATIONS

21. Costs associated with this item will be included in the 2017-18 review of the 10-year financial plan and will be incorporated into the 2018-19 budget. Future projects will also be identified in the 10-year financial plan for consideration.

LEGAL IMPLICATIONS

22. There are no legal implications related to report.

ENVIRONMENTAL CONSIDERATIONS

23. Works are conducted in accordance with the City of Albany Environmental Code of Conduct (2006).

ALTERNATE OPTIONS

24. Nil.

CONCLUSION

25. The approval of 2018-19 project applications ensure Council is consistent with its direction for the management of its road assets in coming years.

Consulted References	:	Nil
File Number (Name of Ward)	:	GS.PRG.22; GS.PRG.23. (Various Wards)
Previous Reference	:	OCM 24 March 2015 Item WS066

DIS025: Contract C17013 – Sports Field Lighting Installation – Centennial Park Fields T/U and Collingwood Park.

Land Description : Centennial Park Sporting Precinct and Collingwood Park
Proponent : City of Albany
Owner : City of Albany
Attachments : Nil
Supplementary Information & Councillor Workstation: : Nil
Report Prepared by : Manager City Engineering (David King)
Responsible Officer : Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:



Note: Confidential briefing note relating to DIS025 tender prices was sent under separate cover.

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. **Strategic Initiative:** 2.2.1. Asset management

In Brief:

- Submissions have been reviewed for contract C17013 – Sports Field Lighting Installation – Centennial Park Fields T/U and Collingwood Park.
- J&S Castlehow Electrical Services are recommended to be awarded the contract.

PROCEDURAL MOTION

MOVED: COUNCILLOR HOLLINGWORTH
SECONDED: COUNCILLOR WELLINGTON

THAT the Committee accepts DIS025 as a late item for consideration.

CARRIED 8-0

RECOMMENDATION

DIS025: COMMITTEE RECOMENDATION

MOVED: COUNCILLOR HAMMOND
SECONDED: MAYOR WELLINGTON

THAT Council ACCEPT the tender from J&S Castlehow Electrical Services and award contract C17013 – Sports Field Lighting Installation – Centennial Park Fields T/U and Collingwood Park separable portions 1 and 2.

CARRIED 8-0

DIS025: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ACCEPT the tender from J&S Castlehow Electrical Services and award contract C17013 – Sports Field Lighting Installation – Centennial Park Fields T/U and Collingwood Park separable portions 1 and 2.

BACKGROUND

2. As part of the Centennial Park Sporting Precinct (CPSP) construction, lighting of training fields T and U were included in the project scope and funding from Department of Infrastructure and Regional Development Community Development.
3. Collingwood Park lights have passed the end of their useful life and require renewal. Funding from DSR – CSRFF has been secured to complete the works.

DISCUSSION

4. A total of 19 tender documents were issued by the City of Albany.
5. One (1) completed conforming tender document was submitted on or before the stipulated closing date and time.
6. The weighted attributes methodology is the adopted means of tender evaluation. This method scores the evaluation criteria and weights their importance to determine an overall points score for each tender. The criteria are tabled below:

Criteria	% Weighting
Cost	60%
Relevant Experience	20%
Key Personnel Skills & Experience	15%
Corporate Social Responsibility	5%
Total	100%

7. As only one conforming tender was received it was evaluated and scored as follows:
 - a. J & S Castlehowe Electrical Services. Score = 577.94

GOVERNMENT & PUBLIC CONSULTATION

8. All relevant Government departments including Department of Indigenous Affairs and SWALSC have been consulted on the project.
9. A request for tenders was published in the West Australian on 12 April 2017 and the Albany Weekender 13 April 2017.

STATUTORY IMPLICATIONS

10. 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.
11. 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.

12. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

POLICY IMPLICATIONS

13. Council's Purchasing Policy (Tenders and Quotes) and Buy Local Policy (Regional Price Preference) are applicable to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Finance Not meeting funding deadlines.	Unlikely	Severe	High	Appropriate management of contract. Liquidated damages for non-completion.
Finance Non-compliance with contract or business failure.	Unlikely	Moderate	Medium	Contractor to ensure that all insurance of the works is provided

FINANCIAL IMPLICATIONS

15. The value of this tender is in excess of \$500,000 and therefore the approval is referred to Council for consideration.
16. Funding for Field T and U is part of the Department of Infrastructure and Regional Development Community Development Grant of \$8.25 million.
17. Funding for Collingwood Park is from DSR - CSRFF
18. Total budget for the contract is \$820,000 and the recommended tender is within budget.

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

20. There are no environmental considerations associated with this report.

ALTERNATE OPTIONS

21. Council can accept or reject tenders as submitted.

SUMMARY CONCLUSION

22. On reviewing the submissions, the evaluation team assessed J&S Castlehow Electrical Services as being the most suitable tenderer across the evaluation criteria in terms of cost, relevant experience, key personnel (skills & experience), and corporate social responsibility. J&S Castlehow Electrical Services are recommended to be awarded the contract.

Consulted References	:	<ul style="list-style-type: none"> • Local Government (Functions and General) Regulations 1995 • Council Policy – Purchasing • Council Policy – Buy Local (Regional Price Preference)
File Number (Name of Ward)	:	C16017 (Kalgan Ward, Yakamia Ward)
Previous Reference	:	Not applicable

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN - Nil

Presentations

[6:24:41 PM](#) NBN Update – Rachael McIntyre (NBN) and Matt Evans (Ericsson)

[6:56:44 PM](#) Emu Point Boat Pens – Matt Thomson and Dave King

[7:40:45 PM](#) Mercer Road Office Refurbishments – Dave King

12. MEETING CLOSED TO THE PUBLIC AT [7:53:54 PM](#)

13. CLOSURE