

Corporate & Community Services

REPORTS

- R E P O R T S -

12.1 FINANCE

12.1.1 List of Accounts for Payment

File/Ward	:	FIN 040 (All Wards)
Proposal/Issue	:	N/A
Subject Land/Locality	:	N/A
Proponent	:	N/A
Owner	:	N/A
Reporting Officer(s)	:	Manager Finance (S Goodman)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	Council adopt the list of accounts for payment.
Bulletin Attachment	:	Nil
Locality Plan	:	N/A

COMMENTS / DISCUSSION

- The list of account for payment for the City of Albany is included within the Elected Members Report & Information Bulletin and contains the following:-

Municipal Fund			
Cheques		Totalling	\$52,532.42
Electronic Fund transfer		Totalling	\$3,096,597.22
Credit Cards		Totalling	\$0.00
Payroll		totalling	\$637,961.00
Total			<u>\$3,787,090.64</u>

- As at 28th September 2007, the total outstanding creditors, stands at \$324,323.64.

RECOMMENDATION

THAT the following City of Albany accounts be passed for payment:-

Municipal Fund	Totalling	<u>\$3,787,090.64</u>
-----------------------	------------------	------------------------------

Voting Requirement Simple Majority

.....

CORPORATE & COMMUNITY SERVICES REPORTS

12.1.2 2007/2008 Budget Review

File/Ward	: FIN 047 (All Wards)
Proposal/Issue	: Council requested to adopt a Budget Review
Subject Land/Locality	: N/A
Proponent	: N/A
Owner	: N/A
Reporting Officer(s)	: Manager Finance (S Goodman)
Disclosure of Interest	: Nil.
Previous Reference	: Nil.
Summary Recommendation	: That Council adopt the 1 st Quarter Budget Review
Bulletin Attachment	: Proposed Review adjustments
Locality Plan	: N/A

BACKGROUND

1. In July 2007, Council officers conducted a review of 2006/07 projects for their areas and determined required carryovers. A macro review of 2007/08 budget items was also conducted and items for review were identified.

STATUTORY REQUIREMENTS

2. Under the Local Government Act, Section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - a) is incurred in a financial year before the adoption of the annual budget by the local government
 - b) is authorised in advance by a resolution (absolute majority required) or
 - c) is authorised in advance by the mayor in an emergency

POLICY IMPLICATIONS

3. There are no policy implications relating to this item.

FINANCIAL IMPLICATIONS

4. Carryovers for 2006/07 have been transferred to reserves and the corresponding 07/08 expenditure is funded from those reserve transfers. Any surplus for 2007/08 will be credited to the Master plan Funding Reserve as per the budget direction.

Item 12.1.2 continued.

STRATEGIC IMPLICATIONS

- 5. There are no strategic implications relating to this item.

COMMENT/DISCUSSION

- 6. The budget review is necessary to incorporate carryovers from 2006/07 into the 2007/08 budget. Most of the carryovers result from projects, which were not complete at the end of the 2006/07 financial year. Some projects are deferred to 2007/08 due to funding delays. There is no net impact on the balanced budget for 2007/08 as all costs were provided for in 2006/07 by reserve transfers
- 7. In addition to the carryovers, there are a number of required amendments which will provide a year end surplus of \$ 42,952. \$ 45,000 is the result of actual general purpose and local roads funding from the WA Grants Commission, which was in excess of the estimate in the budget. The proposed amendments also include a provision of \$ 120,000 to cover estimated reduced reserves interest as a result of the July 2007 Collateralised Debt Obligation (CDO) issues.

RECOMMENDATION

THAT Council adopt the 1st Quarter Budget Review.

Voting Requirement Absolute Majority

.....

12.2 ADMINISTRATION

12.2.1 Annual Electors Meeting

File/Ward	: FIN 047 (All Wards)
Proposal/Issue	: Council requested to set a date for the Annual Electors Meeting
Subject Land/Locality	: N/A
Proponent	: N/A
Owner	: N/A
Reporting Officer(s)	: Manager Finance (S Goodman)
Disclosure of Interest	: Nil
Previous Reference	: Nil
Summary Recommendation	: That Council hold the Annual Electors Meeting on 4 th December 2007
Bulletin Attachment	: Nil
Locality Plan	: N/A

BACKGROUND

1. Council is required to convene an Annual Meeting of Electors each year and publicly advertise its intention of holding such a meeting

STATUTORY REQUIREMENTS

2. Section 5.27 of the Local Government Act 1995 requires that a General Meeting of the electors of a district be held once every financial year, not more than 56 days after the Local Government accepts the annual report for the previous financial year, and any other nominated general business.
3. The Chief Executive Officer is required to give at least 14 days local public notice of an electors meeting.

POLICY IMPLICATIONS

4. There are no policy implications relating to this item.

FINANCIAL IMPLICATIONS

5. There are no financial implications relating to this item.

Item 12.2.1 continued.

STRATEGIC IMPLICATIONS

6. There are no strategic implications relating to this item.

COMMENT/DISCUSSION

7. It is proposed that the Annual Meeting of Electors for the City of Albany be held at 7:00pm on Tuesday 4th December 2007 in the William Finlay Room in the City's North Road Office and that the meeting be advertised locally.

RECOMMENDATION

THAT in accordance with the requirements of Section 5.27 of the Local Government Act, an Annual General Meeting of Electors be held in the William Finlay Room in the City's North Road Office at 7:00pm on 4th December 2007, for the purpose of receiving the 2006/2007 Annual Report of the City of Albany and other General Business as listed.

Voting Requirement Simple Majority

.....

12.2.2 Contract C07012 – Supply and Delivery of Information Technology Hardware

File/Ward	:	C07012 (All Wards)
Proposal/Issue	:	Supply and delivery of Information Technology hardware
Subject Land/Locality	:	Nil
Proponent	:	Nil
Owner	:	Nil
Reporting Officer(s)	:	Manager Customer Services (B Parker)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	That Council accept the tender from KLB Systems to supply Information Technology hardware to the City of Albany
Bulletin Attachment	:	Nil
Locality Plan	:	Nil

BACKGROUND

1. In line with the City’s new purchasing policy, officers identified a need to prepare a tender document for the supply of Information Technology hardware. The City’s intent was to establish a panel of suppliers for the supply and delivery of Information Technology hardware for a two-year period, with a price negotiated and mutually agreed continuance for a further twelve months.
2. Officers prepared a schedule of requirements from an Information Technology hardware perspective. The schedule of requirements contained elements such as new desktop computers, servers and laptops that are regularly purchased by the City.

STATUTORY REQUIREMENTS

3. Regulation 11 of the Local Government (Functions and General) Regulations 1996 requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than \$100,000.
4. Regulation 18 of the Local Government (Functions and General) Regulations 1996 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.
5. Regulation 19 requires the CEO to advise each tenderer in writing the result of Council’s decision.

Item 12.2.2 continued

POLICY IMPLICATIONS

6. The City of Albany's Regional Price Preference Policy applies to this Item. KLB Systems did not claim the Buy Local Policy.

FINANCIAL IMPLICATIONS

7. The City's tender document required the submission of a schedule of rates for six items that the City purchases regularly.
8. All items to be purchased under this agreement have been budgeted for.

STRATEGIC IMPLICATIONS

9. This item directly relates to the following elements from the City of Albany 3D Corporate Plan...

“Community Vision:

A Thriving City: Albany's community will enjoy economic growth and outstanding opportunities for our youth through innovative development complementing Albany's unique character, natural environment and heritage.

Mission Statement:

The City of Albany is committed to sustainable managing Albany's municipal assets: and at all times we will respect the Community's aspirations and resources.

Priority Projects:

Nil.”

COMMENT/DISCUSSION

10. A request for tenders was published in the West Australian on 29th August 2007 and in the Albany Advertiser on 30th August 2007 with a copy in the Albany Extra on 31st August 2007 for Supply and Delivery of Information Technology.
11. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria used for this tender is documented below:

Criteria	% Weight
Cost	40
Technical Compliance and Experience	40
Reliability	20
TOTAL	100%

12. A total thirty-three copies of tender documents were issued to interested companies. Only one formal response from KLB Systems was received.

CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.2.2 continued

13. The following table summarizes the submission received by the close of the tender period.

Criteria	Weight	KLB Systems	Weighted
Cost	40	5	200
Technical Compliance & Experience	40	8	320
Reliability	20	9	180
Total	100		700

14. KLB Systems have an existing relationship with the City of Albany. KLB Systems currently supply the City with Information Technology hardware. Previous dealings indicate that KLB Systems provide a reliable service, technical expertise and value for money.
15. KLB Systems have indicated as a part of their tender that they will commission local onsite support.

RECOMMENDATION

THAT Council accepts the tender from KLB Systems (C07012), for the supply of Information Technology hardware for a two-year period, with a price negotiated and mutually agreed continuance for a further twelve months.

Voting Requirement Simple Majority

.....

12.3 LIBRARY SERVICES

Nil

12.4 DAY CARE CENTRE

Nil

12.5 TOWN HALL

Nil

12.6 RECREATION SERVICES

12.6.1 Community Sporting and Recreation Facilities Fund (CSRFF) 2007/08 – 2009/10 Triennium Applications

File/Ward	:	FIN 022 (All Wards)
Proposal/Issue	:	Assessment of CSRFF Applications
Subject Land/Locality	:	N/A
Proponent	:	N/A
Owner	:	N/A
Reporting Officer(s)	:	Manager Of Community Development (M Weller)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	That consideration be given to the CSRFF applications received by Council and these be given a priority ranking.
Bulletin Attachment	:	Nil
Locality Plan	:	N/A

BACKGROUND

1. The Community Sport and Recreation Facilities Fund (CSRFF) is administrated by the Department of Sport and Recreation, with applications being called each year. Part of the assessment process involves Council consideration of the applications with a priority ranking being given to the applications received. The applications are then submitted to the Department of Sport and Recreation on behalf of the applicants.
2. Assessment and priority ranking on a regional level is then made by the Great Southern Regional Recreation Advisory Group. Communication from the Department of Sport and Recreation Regional Manager (Great Southern) is that the group ranks projects considering factors such as:
 - Application of Department of Sport and Recreation Fund Criteria
 - High priority for basic standard of provision (Grassed level playing field; Multi-marked hard stand area and extended use through provision of lighting)
 - Whether or not the project has a major regional significance

CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.6.1 continued

3. The future inclusion of Albany projects in the regional advisory group review process is subject to council adopting the Great Southern Regional Recreation Advisory Groups new terms of reference. A report is being compiled in relation to this and will be submitted to council at the November meeting. If the Terms of reference were not adopted the Regional review process would be skipped.
4. All applications received from Western Australian organisations are assessed and recommendation made by the Department of Sport and Recreation CSRFF committee with the final decision on funding at the discretion of the Minister for Sport and Recreation.

STATUTORY REQUIREMENTS

5. There are no statutory requirements relating to this item.

POLICY IMPLICATIONS

6. There are no policy implications relating to this item.

FINANCIAL IMPLICATIONS

7. The following table provides detail of all applications received and indicates the proposed Local Government contribution, which may be requested of Council in relation to a Community Financial Assistance funding round.
8. While no Council decision has been made, or may be made, in relation to any of these contributions at this time, the Department of Sport and Recreation's CSRFF guidelines require Council to provide an indicative priority ranking and to assess each project's financial viability.

Organisation	Project detail	Total Project Cost (ex GST)	Applicant contribution (ex GST)	CSRFF Grant (ex GST)	Proposed Council contribution/ private sponsorship (ex GST)
City of Albany/ Flinders Park P&C.	Joint Use – Community/ Sporting facility at Flinders Park, servicing the Bayonet and Lower King Communities	\$1,070,08	\$280,320 (made up of \$200,000 Confirmed Education Dept. Sourcing of \$80,320 pending.	\$337,76	\$452,000 By Heath Develop. Co. (cash and in- kind – no capital cash or in kind from the City of Albany)
Emu Point Sporting Club	Resurfacing of 6 Tennis courts at Emu Point with synthetic surface. The existing surface is in need of immediate refurbishment. The new surface is aimed at increasing the number of people using the courts.	\$140,73	\$83,873	\$46,86	\$10,000

Item 12.6.1 continued

9. Council contributions to any project would be subject to separate application under the Community Financial Assistance Fund.

10. The Flinders park application has been resubmitted for reasons discussed in the comments/ discussion section of this item. An index of 1% per month from June 2006 to September 2008 (28 months = 28%) has been applied to account for escalation increase during the projects delay.

STRATEGIC IMPLICATIONS

11. This item directly relates to the following elements from the City of Albany 3D Corporate Plan:

“Community Vision:

A Healthy City: Albany's community will enjoy healthy, fulfilling lifestyles, and a flourishing natural environment through:

- *Diverse and affordable cultural, recreational and sporting opportunities.*

A Thriving City: Albany's community will enjoy economic growth and outstanding opportunities for our youth through...

- *excellent community infrastructure and services.*

City of Albany Mission Statement

The City of Albany is committed to...

- *Sustainably managing Albany's municipal assets*
- *Delivering excellent community services*

At all times we will...

- *Actively keep abreast of best practice*
- *Respect the Community's aspirations and resources.*

Priority Projects

Nil.”

CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.6.1 continued

COMMENT/ DISCUSSION

12. Copies of project summaries completed by the applicants have been circulated to councillors. The grant guidelines require Council to provide a ranking for the projects i.e. first, second, third etc, as well as providing an assessment of how well the applicants have addressed the following criteria.

	Satisfactory	Unsatisfactory	Not Relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access & opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Project Rating:
- i. Well planned and needed by municipality;
 - ii. Well planned and needed by applicant;
 - iii. Needed by municipality, more planning required;
 - iv. Needed by applicant, more planning required;
 - v. Idea has merit, more preliminary work needed; and
 - vi. Not recommended.
14. It is suggested that Council rank the applications in priority order and refer the completion of assessment criteria to the Manager of Community Development prior to submission of applications to the Department of Sport and Recreation.
15. A ranking recommendation has been given based on the merits of each project as demonstrated in the submitted CSRFF application.

While both projects are worthwhile priority one ranking has been recommended for the Flinders Park Oval Upgrade. The project received number 1 City of Albany and then Regional Priority in the October 2005, CSRFF round. Confirmation of full funding from developer Heath and Co, the Education Department and the Department of Sport and Recreation was achieved early in early 2006 (without requirement for council capital contribution).

Despite this construction of the project was delayed since that time due to unforeseen requirement by the Environmental Protection Authority (EPA) for a high level of environmental review. All avenues of appeal were exhausted by the developer and the requirement for additional, further flora and fauna survey was placed.

All extensions for funding were exhausted and the City was forced to relinquish the Community Sport and Recreation Facilities Fund (CSRFF) Grant achieved in partnership with the local P and C association, and reapply for funding (including an amount for additional escalation) for the project in the current CSRFF round.

Item 12.6.1 continued

RECOMMENDATION

THAT:

- i) Council rank the two CSRFF applications received in the following order:

	ORGANISATION	PROJECT DETAIL
1	City of Albany/ Flinders Park P&C.	Joint Use – Community/ Sporting facility at Flinders Park, servicing the Bayonet and Lower King Communities
2	Emu Point Sporting Club	Resurfacing of 6 Tennis courts at Emu Point with synthetic surface. The existing surface is in need of immediate refurbishment. The new surface is aimed at increasing the number of people using the courts.

- ii) all applications be referred to the Manager of Community Development for completion of the criteria assessment section of the applications and submission to the Department of Sport and Recreation; and
- iii) those organisations seeking a Council contribution towards their CSRFF project be advised that any Council funding will be subject to an application under the Community Financial Assistance Program and Council’s budget process for the relevant year of CSRFF program, and that the Council’s priority ranking does not indicate funding will or will not be approved.
- iv) any late applications received before the last working day in October be ranked after the above projects, in the order they are received.

Voting Requirement Simple Majority

.....

12.6.2 Replacement of auxiliary pool heater

File/Ward	: PRO002 (All Wards)
Proposal/Issue	: Replacement of auxiliary pool heater
Subject Land/Locality	: Albany Leisure and Aquatic Centre, Barker Rd, Albany.
Proponent	: City of Albany
Owner	: City of Albany
Reporting Officer(s)	: Manager, Albany Leisure and Aquatic Centre (David Schober)
Disclosure of Interest	: N/A
Previous Reference	: Nil
Summary Recommendation	: That Council accepts the quotation supplied to replace and repair the auxiliary boiler at the Leisure and Aquatic Centre.
Bulletin Attachment	: N/A
Locality Plan	: N/A

BACKGROUND

1. The pool operates at a temperature of 28.5 degrees Celsius. The auxiliary boiler assists the main heating unit to control and maintain this temperature. Without the auxiliary boiler the temperature drops substantially.
2. The pool is now 22 years old and the auxiliary boiler is the original unit installed when the centre first opened.
3. Recently the auxiliary boiler unit broke down due to excessive corrosion and has been temporarily repaired to enable the centre to remain open. No further repairs can be made and the unit needs to be replaced immediately. The gas burner that heats the boiler is still in good working order and can be retained and integrated with a new a boiler.
4. All work proposed will be re-used after the redevelopment of ALAC. This unit will not be superseded or replaced during the redevelopment process. This unit will continue to heat the existing 25m pool when the new centre opens.

STATUTORY REQUIREMENTS

5. There are no statutory requirements relating to this item.

POLICY IMPLICATIONS

6. There are no policy implications relating to this item.

Item 12.6.2 continued

FINANCIAL IMPLICATIONS

- 7. There has been no allowance for replacement in the current budget.
- 8. A quotation detailing all expenses is attached for reference.

STRATEGIC IMPLICATIONS

- 9. This item directly relates to the following elements from the City of Albany 3D Corporate Plan...

“Community Vision: a Healthy City” Albany’s community will enjoy healthy, fulfilling lifestyles, and a flourishing natural environment through...

- *Diverse and affordable cultural, recreational and sporting opportunities.*

Mission Statement:

The City of Albany is committed to...Sustainably managing Albany’s municipal assets, and ...Delivering excellent community services.

Priority Projects:

Nil”

COMMENT/DISCUSSION

RECOMMENDATION

That Council accepts the quotation of \$16,665 from Matt Goodwin Plumbing and Gas to replace the auxiliary boiler at the Leisure and Aquatic Centre, with the necessary funding being subject to the next quarterly review.

Voting Requirement Absolute Majority

.....

Item 12.6.2 continued

MATT GOODWIN PLUMBING & GAS



5 KARRAKATTA RD

GOODE BEACH

ALBANY WA 6330.

FAX : 98444516

MOBILE : 0408939220

E-MAIL : ma22477@bigpond.net.au

Plumbing License 6773

Gas License No 007252

Electrical License EW138822

26/09/2007

Following is a report and an estimated costing for the cast iron boiler that heats the pool at the Albany Leisure and Aquatic Centre.

- 1.) The unit was examined along with a Southern Electrics staff member. It was deemed at this stage that the 2 rear seals (the unit has a total of 6) had failed and required renewal.
- 2.) The unit was then examined in detail by myself and was found to have failed in another seal. The faces that create the seal had corroded, therefore seal replacement was deemed futile as the subsequent leaks would increase with this procedure.
- 3.) A replacement boiler unit has been sourced from the eastern states, although the existing model has been superseded and will not retrofit completely with the existing unit therefore increasing installation costs.
- 4.) The actual gas burner that heats the boiler is in reasonable order for its age and can be fitted to the replacement unit.
- 5.) Water quality will be assessed and appropriate anti corrosion/calcification measures undertaken to improve efficiency and longevity of the proposed unit.

Assuring you of my best attention at all times.

Matt Goodwin.

ORDINARY COUNCIL MEETING AGENDA – 16/10/07
 ** REFER DISCLAIMER **
CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.6.2 continued

QUOTE

Matt Goodwin Plumbing And Gas

5 Karrakatta Rd
 Goode Beach
 Phone: 0408939220
 E-Mail: ma22477@bigpond.net.au



Quote Number 45
 DATE September 21, 2007
 CUSTOMER ID ALAC
 EXPIRATION DATE

TO

TRADESPERSON	JOB	PAYMENT TERMS	DUE DATE
Matt	ALAC	7 Days	

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Remove old pool heating boiler.		
	Transport and fit new boiler. Renew flow and return connections from pool heat exchanger. Engage stainless welder to fit flue		
	Send water sample to NATA certified Lab for analysis.		
	Re commission boiler and test.	12,650.00	12,650.00
	Engage Type B gas fitter from Perth to re fit existing burner and submit paperwork to the Office of Energy	2,500.00	2,500.00
	Allow 2 weeks for delivery of boiler unit.		
	Payment for boiler is required before dispatch		
	The cost component of the boiler is \$9150.00		

SUBTOTAL	\$	15,150.00
GST		0.10
TOTAL	\$	16,665.00

This quotation does not allow for: Rock removal. Rectification to any existing plumbing fault. Rectification to any existing non conforming plumbing fault if found. De watering of trenches if required. This quote is valid for 60 days upon receipt as material price fluctuations may occur or machinery hire pricing or labour rates may change. All care is taken to replace existing lawns and gardens to their previous state and in some circumstances this cannot be achieved. Payment for the quoted project is required upon completion. Signing of this quote means that the owner understands the above conditions and accepts them.

SIGNED AND ACCEPTED.

THANK YOU FOR YOUR BUSINESS!

12.7 VISITORS CENTRE

Nil

CORPORATE & COMMUNITY SERVICES REPORTS

12.8 CORPORATE & COMMUNITY SERVICES COMMITTEE

12.8.1 Albany Arts Advisory Committee meeting minutes – 12th September 2007

- File/Ward** : MAN 116 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Executive Director Corporate & Community Services (WP Madigan)
- Summary Recommendation** : That the Minutes of Albany Arts Advisory Committee held on the 12th September 2007 be accepted.

RECOMMENDATION

THAT the minutes of Albany Arts Advisory Committee meeting held on the 12th September 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin), and the following recommendation adopted:

Voting Requirement Simple Majority

.....

12.8.2 Albany Town Hall Theatre Advisory Committee meeting minutes – 12th September 2007

- File/Ward** : SER 047 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Executive Director Corporate & Community Services (WP Madigan)
- Summary Recommendation** : That the Minutes of Albany Town Hall Theatre Advisory Committee held on the 12th September 2007 be adopted.

RECOMMENDATION

THAT the minutes of the Albany Town Hall Theatre Advisory Committee meeting held on the 12th September 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin).

Voting Requirement Simple Majority

.....