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# MINUTES

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**WORKS AND SERVICES COMMITTEE**

**10 JUNE 2015**

5.30pm

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:** Cr Alan Hortin JP

**(4) Membership:** Minimum of 4 and a maximum of 7 elected members.

*Current Membership: Mayor Wellington, Councillor Hortin JP, Councillor Gregson, Councillor Dowling, Councillor Bowles, Councillor Hollingworth*

**(5) Meeting Schedule:** Monthly

**(6) Meeting Location:** City of Albany Council Chambers

**(7) Executive Officer:** CEO or Executive Director Works and Services

**(8) Delegated Authority:** None

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**1. DECLARATION OF OPENING**

[5:26:52 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	A Hortin JP (Chair)
Member	S Bowles (Deputy Chair)
Member	C Dowling
Member	G Gregson
Member	B Hollingworth

**Staff:**

Executive Director Works and Service Coordinator Developed Reserves	M Thomson J Purvis
Meeting Secretary	S Parker

**Apologies:**

Mayor	Mayor D Wellington (Member)
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**4. DISCLOSURES OF INTEREST**

<b>Name</b>	<b>Committee/Report Item Number</b>	<b>Nature of Interest</b>
Nil	Nil	Nil

**5. REPORTS OF MEMBERS Nil**

**6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil**

**7. PUBLIC QUESTION TIME** There were no members of the public or media in attendance.

**8. APPLICATIONS FOR LEAVE OF ABSENCE Nil**

**9. PETITIONS AND DEPUTATIONS Nil**

**10. CONFIRMATION OF MINUTES**

**RESOLUTION**

**MOVED: Councillor Bowles**

**SECONDED: Councillor Dowling**

**THAT the minutes of the Works and Services Committee Meeting held on 13 May 2015, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 5/0**

**11. PRESENTATIONS Nil**

**12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil**

**WS074: EYRE PARK ALL ABILITIES REGIONAL PLAY SPACE**

<b>Land Description</b>	: Eyre Park
<b>Proponent</b>	: City of Albany
<b>Owner</b>	: Freehold land – owned by the City of Albany
<b>Attachments</b>	: Preliminary Plan Probable Costings
<b>Report Prepared by</b>	: Developed Reserves Coordinator (J Purvis)
<b>Responsible Officer</b>	: Executive Director Works and Services (M Thomson)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

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

**In Brief:**

- Subject to Council approval, the play equipment at Eyre Park is scheduled for renewal in the 15/16 financial year.
- A concept plan of the proposed new play space has been prepared and Council consideration is sought for the plan to be adopted.
- **Executive Director Works and Services advised the Works and Services Committee that City Staff made a submission to the Royalties for Regions, Great Southern Regional Grants Scheme and this was not successful. The Committee was advised that the project will be re-staged and City staff will look at options for other funding sources.**

**RECOMMENDATION**

**WS074: COMMITTEE RECOMMENDATION**

**MOVED: Councillor Bowles**

**SECONDED: Councillor Gregson**

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

**CARRIED 5/0**

**WS074: RESPONSIBLE OFFICER RECOMMENDATION**

**THAT Council APPROVE the preliminary plan for the Eyre Park All Abilities Regional Play Space.**

## BACKGROUND

2. The City of Albany submitted an application to Royalties for Regions, Great Southern Regional Grants Scheme in December 2014, for the creation of an All Abilities Regional Play Space at Eyre Park, as per City of Albany's adopted Coastal Parks Enhancement Plan (CPEP).
3. This work compliments the City of Albany Asset Management Plan for developed reserves in that the existing play equipment requires replacement. Recent playground audits have confirmed this.

## DISCUSSION

4. The Coastal Parks Enhancement Plan was adopted by council in September 2014, of which there was a recommendation to create a centralised all abilities play space at Eyre Park.
5. The current playground has been forecast for renewal in the 15/16 financial year which presents the opportunity to replace existing equipment with components that can be accessed and utilised by the whole community, including those with autism and/or other disabilities including sight and hearing impairment, seniors, toddlers, teenagers and families.
6. A new improved all abilities play space will increase safety, usability, diversity, age appropriateness and accessibility and create a regional community hub where all ages and abilities can experience fun and challenging play alongside their friends and family members.
7. The majority of the existing components have been recommended for replacement due to high maintenance requirements and age, from a safety audit completed in 2012. Some equipment has had to be removed for safety which has reduced the diversity of the play ground.
8. Eyre Park is regularly frequented for its playground, picnic facilities, youth activity area, and for exercise groups, bocce and events. This inland park offers a more sheltered, complementary experience to the coastal parks with large open spaces, amenities and slopes which make it the ideal location.
9. This will increase the usability of Eyre Park for large events which will bring in benefits to the local business community through higher visitation to the area.
10. If the funding is not forthcoming, the project can be staged.

## GOVERNMENT & PUBLIC CONSULTATION

11. There was extensive community and stakeholder consultation in developing the CPEP which included presentations to the City's Access and Inclusion Working Group, local businesses, Nyoongar Elders Group, Friends Groups and the local community. This also included internal workshops within the City of Albany with representatives from Planning, Community Services and Corporate Services. The draft plan was then put out for public comment. It was concluded that the broader community would like to see enhancement of the parks facilities and amenities to enhance park experience and under one of the main themes 'A Place for Everyone'.
12. The detailed design will be circulated to the key stakeholders for feedback prior to implementation.

## STATUTORY IMPLICATIONS

13. Nil.

**POLICY IMPLICATIONS**

14. Nil.

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Community/Reputation:</b> <i>Negative comments lack of nature play elements.</i>	<i>Almost Certain</i>	<i>Moderate</i>	<i>High</i>	<i>Implement works as planned which contains nature play elements.</i>
<b>People Health &amp; Safety:</b> <i>Current equipment is not compliant to standards.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Implement works complimented by asset management plan.</i>

**FINANCIAL IMPLICATIONS**

16. The project is listed in the draft 15/16 budget for approval.

17. The City's contribution to this project comprises of in-kind staff time, materials for landscaping, play components, and signage for interpretation to the value of \$297,550 from POS contributions: \$194,000 and Capital Works Programme: \$103,550.

18. Should the funding not be forthcoming, the City can implement stage 1 and look for alternative sources of funding.

**LEGAL IMPLICATIONS**

19. There are no legal implications relating to this matter.

**ENVIRONMENTAL CONSIDERATIONS**

20. All on ground works will be referred to the Environmental Officers prior to commencement to ensure there are no issues in particular with regards to water management and drainage.

**ALTERNATE OPTIONS**

21. The Council may elect to not to approve the preliminary sketch and further consultation can occur.

**SUMMARY CONCLUSION**

22. The Eyre Park All Abilities Regional Play Space is consistent with the City's asset management plans and adopted Coastal Parks Enhancement Plan. It is recommended that the preliminary plan be approved to enable implementation to occur subject to funding and budget considerations.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	PR.DEC.18
<b>Previous Reference</b>	:	Nil

**WS075: C15009 PANEL OF SUPPLIERS: SUPPLY AND DELIVERY OF CONCRETE DRAINAGE PRODUCTS**

**Proponent** : City of Albany  
**Owner** : City of Albany  
**Report Prepared by** : Depot Administration Coordinator (T. Sudran)  
**Responsible Officer** : Executive Director Works & Services (M. Thomson)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

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

**In Brief:**

- Council approval is sought to accept tendered rates from a range preferred suppliers to supply and deliver concrete drainage products under a panel arrangement.

**RECOMMENDATION**

**WS075: COMMITTEE RECOMMENDATION**

**MOVED: Councillor Hollingworth**

**SECONDED: Councillor Dowling**

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

**CARRIED 5/0**

**WS075: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council ACCEPT the tendered rates for C15009 Panel of Suppliers – Supply and Delivery of Concrete Drainage Products from the following suppliers:

- Ball Concrete
- Newmans Concrete
- MJB Industries
- Duracast
- Humes

## BACKGROUND

2. The City of Albany is seeking to establish a Panel of Suppliers for the supply and delivery of concrete drainage products on a schedule of rates basis.
3. Under the panel arrangement the highest weighted supplier for the particular item will be selected for supply with subsequent suppliers selected (in order) if the higher weighted supplier is not able to meet the specific operation requirements at that time.
4. The panel arrangement ensures operational efficiency, timeliness and flexibility particularly for reactionary maintenance works or projects operating under an accelerated timeframe.

## DISCUSSION

5. A total number of nine tender documents were issued.
6. Tenderers were asked to provide a price/item to include all necessary materials and minor accessories required to successfully install the pipes. Price was based on bulk delivery rates.
7. The tender documents included 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 are tabled below:-

Criteria	% Weight
Cost	50
Relevant Experience	10
Key Personnel skills and experience	15
Tenderer's Resources	10
Demonstrated Understanding	10
Corporate Social Responsibility	5
<b>Total</b>	<b>100</b>

8. Five completed tender documents were submitted on or before the stipulated closing date and time. The following table summarises the tenderers and overall evaluation scores applicable to each product.

### Reinforced Concrete Products

Tenderer	Weighted Score
Ball Concrete Pipes	591.53
MJB Industries	566.89
Newmans Concrete	556.02
Humes	519.40
Duracast	481.11

**Box Culverts/Bases/Link Slabs**

<b>Tenderer</b>	<b>Weighted Score</b>
Duracast	707.91
Newmans Concrete	694.09
Humes	614.99
MJB Industries	610.26
Ball Concrete Pipes	573.25

**Precast Headwalls**

<b>Tenderer</b>	<b>Weighted Score</b>
Ball Concrete Pipes	574.93
Duracast	563.17
Humes	552.35
MJB Industries	527.95
Newmans Concrete	496.55

**Chambers/Cylinders**

<b>Tenderer</b>	<b>Weighted Score</b>
Duracast	691.41
Newmans Concrete	690.49
Ball Concrete Pipes	536.89
Humes	466.98
MJB Industries	329.19

**Soakwells**

<b>Tenderer</b>	<b>Weighted Score</b>
Humes	604.23
MJB Industries	558.79
Newmans Concrete	549.57
Duracast	521.83
Ball Concrete Pipes	480.52

**Conversion Slabs**

<b>Tenderer</b>	<b>Weighted Score</b>
MJB Industries	806.60
Duracast	760.40
Newmans Concrete	759.07
Ball Concrete Pipes	703.11
Humes	313.30

**Chambers/Cylinder Bases**

<b>Tenderer</b>	<b>Weighted Score</b>
Humes	596.18
Newmans Concrete	591.62
Duracast	544.63
MJB Industries	539.34
Ball Concrete Pipes	443.19

**Grates**

<b>Tenderer</b>	<b>Weighted Score</b>
MJB Industries	632.65
Newmans Concrete	597.27
Ball Concrete Pipes	549.88
Humes	523.18
Duracast	411.96

**Covers**

<b>Tenderer</b>	<b>Weighted Score</b>
Duracast	671.42
Ball Concrete Pipes	545.80
Humes	508.07
MJB Industries	524.35
Newmans Concrete	465.29

**Other Items**

Tenderer	Weighted Score
Humes	603.47
MJB Industries	578.64
Ball Concrete Pipes	556.43
Duracast	536.76
Newmans Concrete	439.66

9. Should there be a requirement for other products not on the preferred supplier listing, then the normal procedure for quoting for these services will apply.

**GOVERNMENT & PUBLIC CONSULTATION**

10. A request for tenders was published in the West Australian on 8th April 2015 and the Albany Weekender on 9<sup>th</sup> April 2015.

**STATUTORY IMPLICATIONS**

11. 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, worth more than \$100,000.00.
12. 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.
13. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

**POLICY IMPLICATIONS**

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

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Financial</b> <i>City not obtaining competitive pricing for item or delays in supply causing inefficiency or time overruns.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Tender process ensures competitive pricing. Flexibility of panel arrangements mitigates potential problems arising with respect to supply delays.</i>

**FINANCIAL IMPLICATIONS**

16. The value of this tender is in excess of \$500,000.00 and therefore the approval is referred to Council for consideration.

17. Tenderers were required to provide a schedule of rates for goods. The supply and delivery of concrete drainage products is budgeted for in the capital works and maintenance budgets. The tendered prices are within those allocations.

**LEGAL IMPLICATIONS**

18. Nil

**ENVIRONMENTAL CONSIDERATIONS**

19. Nil

**ALTERNATE OPTIONS**

20. Council can accept or reject the tenders as submitted. .

**SUMMARY CONCLUSION**

21. On review of the tender submissions the evaluation team has prioritised tenderers according to best price, relevant experience, key personnel skills and experience, tenderer's resources, demonstrated understanding and corporate social responsibility. It is recommended that the tenders nominated be accepted under a panel arrangement.

<b>Consulted References</b>	:	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
<b>File Number (Name of Ward)</b>	:	C15009
<b>Previous Reference</b>	:	Nil

**WS076: C15007 SUPPLY OF EXTRUDED CONCRETE KERBING AND OR ASPHALT**

**Proponent** : City of Albany  
**Owner** : City of Albany  
**Report Prepared by** : Depot Administration Coordinator (T Sudran)  
**Responsible Officer** : Executive Director Works & Services (M Thomson)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

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

**In Brief:**

- Council approval is sought to appoint the preferred tender contractor to supply extruded concrete kerbing and/or asphalt.
- Contract to commence on 1 July 2015 or the date of award (whichever occurs latest) until 31 August 2017, with a mutually agreed and price negotiated option to extend for a further one year period, in accordance with the Specification to the Principal's satisfaction.

**RECOMMENDATION**

**WS076: COMMITTEE RECOMMENDATION**

**MOVED: Councillor Dowling**

**SECONDED: Councillor Bowles**

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

**CARRIED 5/0**

**WS076: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council ACCEPT the tender from Gordon Walmsley for C15007 Supply of Extruded Concrete Kerbing and/or Asphalt.

**BACKGROUND**

2. The City of Albany is seeking to engage a Contractor for the supply and application of:
  - a. Premixed concrete and the construction of extruded concrete kerbing along roads and car parks (“Concrete Works”)
  - b. Hot mix asphalt on roads (“Asphalt Works”)
3. Previously Concrete Works and Asphalt Works had been tendered separately. This was reviewed and it was determined that the best methodology to acquire these services was to combine the tender with the option that the contractor could tender for either the asphalt or concrete kerbing portions of the Contract, or both.

**DISCUSSION**

4. A request for tender was published in the West Australian on 22<sup>nd</sup> April 2015 and the Albany Weekender on 23<sup>rd</sup> April 2015.
5. A total number of ten tender documents were issued.
6. Tenderers were asked to provide a schedule of rates to allow for prices to suit a range of kerbing requirements and for the supply of asphalt.
7. The tender documents included 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 are tabled below:-

Criteria	% Weight
Cost	40
Relevant Experience	15
Key Personnel skills and experience	15
Tenderer’s Resources	15
Demonstrated Understanding	10
Corporate Social Responsibility	5
<b>Total</b>	<b>100</b>

8. One completed tender document was submitted on or before the stipulated closing date and time. The following table summarises the tenderer and the overall evaluation scores applicable.

Tenderer	Weighted Score
Gordon Walmsley	634.85

9. Gordon Walmsley is the City’s incumbent contractor and has provided a reliable and quality service during the term of the current contract.

**GOVERNMENT & PUBLIC CONSULTATION**

10. Not applicable.

**STATUTORY IMPLICATIONS**

11. 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 \$100,000.00.

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

**POLICY IMPLICATIONS**

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

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Financial</i> <i>City not obtaining competitive pricing.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Public tender process ensures competitive pricing.</i>

**FINANCIAL IMPLICATIONS**

16. The value of this tender is in excess of \$500,000.00 and therefore the approval is referred to Council for consideration.
17. Tenderers were required to provide a schedule of rates for goods. The supply of extruded concrete kerbing and/or asphalt is budgeted for in the capital works and maintenance budgets. The tendered prices are within those allocations.

**LEGAL IMPLICATIONS**

18. Nil

**ENVIRONMENTAL CONSIDERATIONS**

19. Nil

**ALTERNATE OPTIONS**

20. Council can accept or reject the tenders as submitted. .

**SUMMARY CONCLUSION**

21. On review of the tender submission the evaluation team has chosen to accept the tender based on best price, relevant experience, key personnel skills and experience, tenderer's resources, demonstrated understanding and corporate social responsibility. It is recommended that the nominated tender be accepted.

<b>Consulted References</b>	:	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
<b>File Number (Name of Ward)</b>	:	C15009
<b>Previous Reference</b>	:	Nil

**WS077: APPROVAL FOR DELEGATED AUTHORITY TO AWARD TENDERS FOR CENTENNIAL PARK SPORTING PRECINCT**

**Land Description** : Centennial Park Sporting Precinct  
**Proponent** : City of Albany  
**Owner** : City of Albany  
**Report Prepared By** : Manager City Engineering (D King)  
**Responsible Officer(s):** : 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 2013-2017](#):
  - 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:**

- Delegated authority is sought for the CEO to award specific tenders, exceeding the value of \$500,000, for the Centennial Park Sporting Precinct.

**RECOMMENDATION**

**WS077: COMMITTEE RECOMMENDATION**

**MOVED: Councillor Bowles**  
**SECONDED: Councillor Dowling**

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

**CARRIED 5/0**

**WS077: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council AUTHORISE the CEO under delegated authority to award the Centennial Park Sporting Precinct Project Tenders as follows:

1. C15018 – Supply and Installation of Turf
2. C15019 – Supply and delivery of Sand

**BACKGROUND**

2. The Centennial Park Sporting Precinct (CPSP) is an ongoing project tied to various funding agreements with execution timetables related to funding conditions and other practical issues around growing times for new sports turf and scheduling of sporting clubs.
3. The first stage of works is scheduled to commence in July 2015.

4. The initial package of work involves the sporting fields in the Western precinct.
5. This will be undertaken using City of Albany plant and staff resources combined with contractor supply and delivery of construction materials.
6. Utilising this approach will accelerate the construction timeframe enabling increased time for the new fields to settle in and to become usable.

#### **DISCUSSION**

7. The CPSP construction phase covers an eighteen month to two year period from July 2015 to December 2016, enabling the City to access a total of \$22,527,771 in funding for the construction/upgrade of CPSP of which \$1,901,771 has been spent to date on Railways Oval and Multi Use Playing field.
8. The City of Albany intends to commence construction in the Western Precinct in particular the western most fields in July 2015. The works will involve the procurement of two “supply and deliver” contracts for sports field turf and growing medium sand.
9. Due to the size of the project, it is preferable to commence works at the earliest possible time, to ensure practical completion in accordance with funding requirements and to minimise disruption to the sporting clubs affected by the works.
10. As the tender process requires advertising for submissions, a closing date for submissions of at least a month, review of the documentation, and then Council approval before any contract can be awarded, it is considered prudent to maximise the timeframe for completion of the practical works by seeking a specific delegated authority approval for the CEO to award the tenders.
11. To ensure the works can be completed through this period and comply with the designated funding deadline, specific Council approval is sought for the CEO to assess and award the tender for this project. The cost of the materials tenders is expected to be in excess of \$500,000, which is above the current level for delegated authority for the CEO.
12. The standard tender process will apply, ensuring the necessary accountability and transparency when considering submissions. The tender is evaluated using the weighted attributes methodology. This method scores the evaluation criteria and weights their importance to determine an overall point score for the tender.

#### **GOVERNMENT & PUBLIC CONSULTATION**

13. All relevant Government departments including Department of Environment Regulation, Department of Indigenous Affairs and SWALSC have been consulted on the project.
14. Requests for tenders will be published in the West Australian and the Great Southern Weekender for each project to ensure compliance with the tender regulations.

#### **STATUTORY IMPLICATIONS**

15. 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.
16. 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.
17. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.

18. In accordance with the provisions of the Local Government Act 1995, section 5.42, the Council may delegate to the Chief Executive Officer any of its powers other than those referred to in section 5.43.

19. The voting requirement is **ABSOLUTE MAJORITY**.

**POLICY IMPLICATIONS**

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

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Organisation’s Operations.</b> <i>Failure to deliver project within specified timeframe.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Reduce process timeframe by providing CEO delegated authority.</i>

**FINANCIAL IMPLICATIONS**

22. The value of the tender is expected to be in excess of \$500,000 and therefore approval is required to be referred to Council for consideration.

**LEGAL IMPLICATIONS**

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

**ENVIRONMENTAL CONSIDERATIONS**

24. There are no clearing permits required for the works.

**ALTERNATE OPTIONS**

25. Council can follow the usual tender process. This would result in some delay to the project.

**SUMMARY CONCLUSION**

26. CEO delegated authority is sought from Council to award two tenders to enable the Centennial Park Sporting Precinct project to progress in a timely manner.

27. This report recommends that the CEO be given delegated authority to award tenders in this instance.

<b>Consulted References</b>	:	<i>Local Government Act 1995 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>	:	RD.DEC.43
<b>Previous Reference</b>	:	OCM 26/05/2015 Report Item CSF169 (Delegations)

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

[5:43:28 PM](#)

*(Unconfirmed Minutes)*

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Councillor Alan Hortin  
**CHAIR**