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# MINUTES

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## **WORKS AND SERVICES COMMITTEE MEETING**

**Wednesday 14 September 2016**

6.00pm

City of Albany Council Chambers

**CITY OF ALBANY  
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**

**VISION**

Western Australia's most sought after and unique regional city to live, work and visit.

**VALUES**

All Councillors, Staff and Volunteers at the City of Albany will be...

**Focused: on community outcomes**

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

**United: by working and learning together**

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

**Accountable: for our actions**

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

**Proud: of our people and our community**

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

**TERMS OF REFERENCE**

**(1) Function:**

The Works & Services Committee will be responsible for the delivery of the following Clean and Green Objectives contained in the City of Albany Strategic Plan:

- (a) To protect and enhance our pristine natural environment;
- (b) To promote environmental sustainability;
- (c) To promote our region as clean and green.

**(2) It will achieve this by:**

- (a) Developing policies and strategies;
- (b) Establishing ways to measure progress;
- (c) Receiving progress reports;
- (d) Considering officer advice;
- (e) Debating topical issues;
- (f) Providing advice on effective ways to engage and report progress to the Community ; and
- (g) Making recommendations to Council.

**(3) Chairperson:** *Councillor Sutton*

**(4) Membership:** *Mayor Wellington, Councillor Stocks, Councillor Smith, Councillor Moir, Councillor Sutton, Councillor Hollingworth, Councillor Shanahun*

**(5) Meeting Schedule:** 2<sup>nd</sup> Wednesday of the month

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

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

**(8) Delegated Authority:** None

WORKS AND SERVICES COMMITTEE  
MINUTES – 14/09/2016

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## 1. DECLARATION OF OPENING

[5:59:40 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

<b>Mayor</b>	Mayor D Wellington (Member)
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### **Councillors:**

Member	R Sutton (Chair)
Member	G Stocks
Member	J Shanhun
Member	S Smith

### **Staff:**

Executive Director Works and Service	M Thomson
Manager City Engineering	D King
Minute Secretary	A Paulley

### **Apologies:**

Member	B Hollingworth
Member	A Moir (Deputy Chair)

Cr Carolyn Dowling and one media representative were in attendance.

WORKS AND SERVICES COMMITTEE  
MINUTES – 14/09/2016

**4. DISCLOSURES OF INTEREST**

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

Note: There were no Works & Services Committee meetings held in July and August due to no agenda items for those months.

**RESOLUTION**

**MOVED COUNCILLOR SMITH  
SECONDED COUNCILLOR SHANHUN**

**THAT the minutes of the Works and Services Committee Meeting held on 15 June 2016, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 5-0**

**9. PRESENTATIONS – Nil**

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

## WS108: MIDDLETON BEACH GROUP – INSTALLATION OF ARTWORKS / ENTRY STATEMENT - EYRE PARK

Land Description	: Eyre Park, Middleton Beach
Proponent / Owner	: City of Albany
Attachments	: N/A
Supplementary Information & Councillor Workstation	: N/A
Report Prepared by	: Coordinator Developed Reserves (J Freeman)
Responsible Officer	: Executive Director Works and Services (M Thomson)

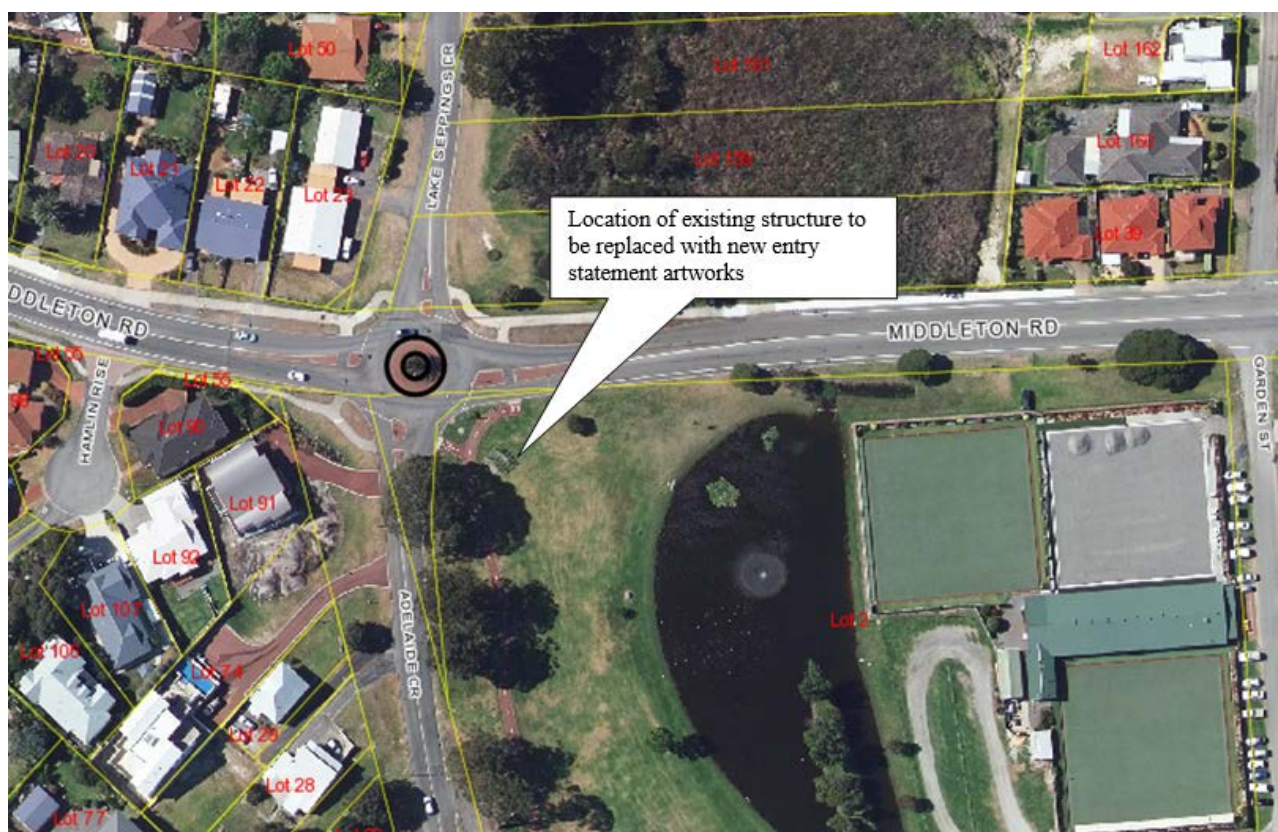
Responsible Officer's Signature:



### 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. **Strategy:** 2.2.1 Asset Management

### Maps and Diagrams: Project Location







Existing structure - stone pillars are to remain



Artist's Impression of preferred artworks on site.



**In Brief:**

- The Middleton Beach Group (MBG) has approached the City on numerous occasions to install an entry statement for Middleton Beach.
- This was identified in the adopted Coastal Parks Enhancement Plan (CPEP) in 2014.
- This matter is being reconsidered after being deferred by Council in order to further discuss the proposed location.

**RECOMMENDATION**

**WS108: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR SHANHUN  
SECONDED: MAYOR WELLINGTON**

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

**CARRIED 5/0**

**WS108: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council REJECT the proposal from the Middleton Beach Group to install Artworks/Entry Statement at Eyre Park on the basis that:

1. The project is currently unfunded; and
2. The option remains that the proposal can be resubmitted and assessed as a public art project under the Art in the Public Domain Policy (currently being developed) in future.

**BACKGROUND**

2. At the Ordinary Council Meeting in May 2016, Council considered this item (WS108) and the following resolution was made:  
  
**“THAT this item be DEFERRED in order to further discuss the proposed location.”**
3. This reason for the deferral was that the City’s Sign Policy was under review, and consideration should be given to including guidance around the installation of entry signage to ensure uniformity and appropriateness of entry statements for the City, instead of taking an ad hoc approach.
4. City staff have been working through this issue and it is considered that in future more rigour and process is needed in such instances and that this particular request would suit processes within a Public Art policy.
5. The City is currently developing the Council Policy - Art in the Public Domain.
6. The MBG provided funding to develop a concept design as shown, and the City provided support with seeking submissions and assessing the artworks that were presented.

**DISCUSSION**

7. City staff will continue to work with the MBG to either determine a more suitable location and/or review the proposal. If a resubmission is to be made it will be done so as a public art project and will follow the relevant process noting that the Art in the Domain public art policy is being developed.
8. At this stage the MBG have been unsuccessful in securing external funding for the project and therefore at this stage it is considered appropriate to reject the proposal noting that a resubmission may be made in future, most likely in a revised format.

**GOVERNMENT & PUBLIC CONSULTATION**

9. The original design was referred to State Heritage and local Noongar representatives as part of an update within the CPEP. The MBG has also undertaken some consultation with Noongars to assist with MBG funding application.
10. The broader community and internal staff were consulted as part of the larger CPEP in 2014. It was noted as a part of this consultation that the Middleton Beach Group wished to develop an entry statement to the Middleton Beach precinct.

**STATUTORY IMPLICATIONS**

11. No implications.

**POLICY IMPLICATIONS**

12. No implications.

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation</b> Adverse impact on relationship with community group (MBG) if expectations are not met concerning proposal.	<i>Likely</i>	<i>Minor</i>	<i>Medium</i>	City staff to continue working with MBG with regard to this proposal.
<b>Opportunity:</b> To assess proposals using the proposed Art in the Public Domain policy and guidelines.	-	-	-	-

**FINANCIAL IMPLICATIONS**

14. As the proposal is recommended to be rejected there are no financial implications.
15. The Middleton Beach Group have been unsuccessful in their external funding applications.

**LEGAL IMPLICATIONS**

16. No implications.

**ENVIRONMENTAL CONSIDERATIONS**

17. There are no environmental considerations in relation to this project.

**ALTERNATE OPTIONS**

18. Council may choose to proceed with the original proposal from the Middleton Beach Group.

**SUMMARY CONCLUSION**

19. This report recommends that the proposal from the Middleton Beach Group be refused. The matter may be reassessed or reconsidered under a Public Art Policy (currently under review).

<b>Consulted References</b>	:	Coastal Parks Enhancement Plan
<b>File Number (Name of Ward)</b>	:	PR.DEC .9 (Frederickstown)
<b>Previous Reference</b>	:	OCM 24/05/2016 Resolution WS108 (Decision Deferred)

**WS112: CONTRACT C16017 – NORWOOD ROAD (SLK 1.1 – 2.4)  
WIDENING AND RECONSTRUCTION**

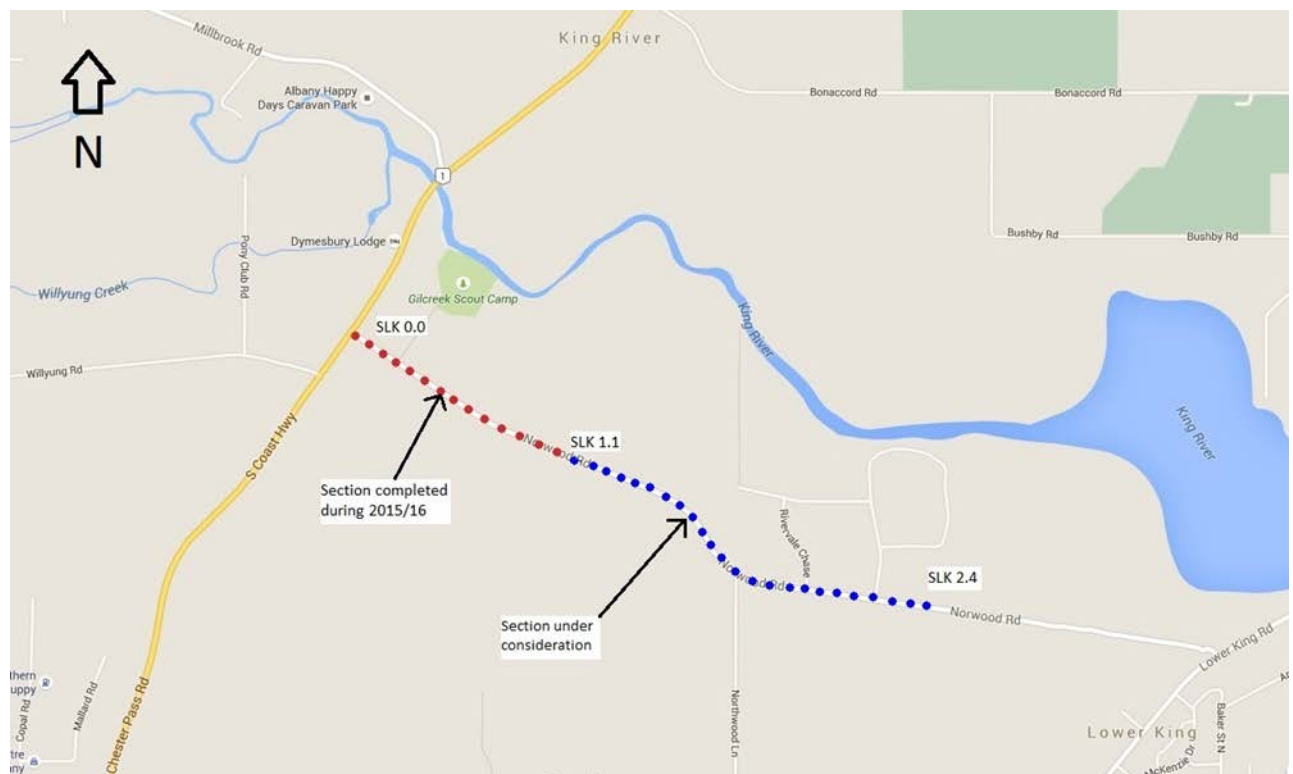
<b>Land Description</b>	: Norwood Road, Lower King & King River
<b>Proponent</b>	: City of Albany
<b>Owner</b>	: City of Albany
<b>Attachments</b>	: Confidential Briefing Note
<b>Supplementary Information &amp; Councillor Workstation:</b>	: N/A
<b>Report Prepared by</b>	: Senior Engineering Officer (A Greenwood)
<b>Responsible Officer</b>	: Executive Director Works & Services (M Thomson)

**Responsible Officer's Signature:****STRATEGIC IMPLICATIONS**

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

**Maps and Diagrams:**

Location Plan.



**In Brief:**

- Tender award for the widening and reconstruction of 1.3km of Norwood Road.
- 6 complying tenders received with AD Contractors the recommended contractor.
- Construction is scheduled to commence in October 2016 with completion by end of January 2017.

**RECOMMENDATION****WS112: COMMITTEE RECOMMENDATION****MOVED: COUNCILLOR STOCKS****SECONDED: COUNCILLOR SHANHUN****THAT the Responsible Officer Recommendation be ADOPTED.****CARRIED 5/0****WS112: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council ACCEPT the tender from AD Contractors and award contract C16017 Norwood Road (SLK 1.1 - 2.4) Widening & Reconstruction.

**BACKGROUND**

2. Last year Norwood Road from Chester Pass Road for a distance of 1.1km was upgraded to modern standards with improved road width, vertical geometry and drainage. This current stage continues the upgrade and is 1.3km long.
3. Design and specification documentation was prepared by external consultants to the stage of "Issue for Tender". The tender was open from 3 August to 24 August 2016.

**DISCUSSION**

4. A total of 29 tender documents were issued by the City of Albany.
5. Six completed tender documents were submitted on or before the stipulated closing date and time.
6. The tenders were evaluated using the weighted attributes methodology. 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	20%
Relevant Experience	20%
Key Personnel Skills & Experience	20%
Tenderer's Resources	10%
Demonstrated Understanding	20%
Corporate Social Responsibility	10%
<b>Total</b>	<b>100%</b>

7. The following table summarises the top tenderers and their weighted scores:

Tenderers	Weighted Score
AD Contractors	721.67
Tenderer B	692.83
Tenderer C	609.95
Tenderer D	550.06
Tenderer E	535.73
Tenderer F	496.67

## GOVERNMENT & PUBLIC CONSULTATION

8. All relevant Government departments including Department of Environment Regulation, Department of Indigenous Affairs and SWALSC have been consulted on the project.
9. A request for tenders was published in the West Australian on 3 August 2016 and the Albany Weekender on 4 August 2016.

## 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
<b>People Health and Safety</b> A vehicle accident occurs due to poor geometry and narrow road width.	Possible	Major	High	Continue upgrading road as funding is available.
<b>Finance</b> Non-compliance with contract or business failure	Unlikely	Moderate	Medium	Standard general conditions of contract protect the City by allowing for contract termination on the basis of failure to supply goods and services.



## 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 this project has been received from Regional Road Group. Funds have also been allocated in the 2016-2017 budget.
17. Total budget for the contract is \$600,000 and the recommended tender is within budget.

## LEGAL IMPLICATIONS

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

## ENVIRONMENTAL CONSIDERATIONS

19. Some clearing of native vegetation will take place to accommodate the proposed road widening and associated roadside open drainage.
20. 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.
21. Approval to clear native vegetation has been obtained from the Department of Environment Regulation.

## ALTERNATE OPTIONS

22. Council can accept or reject tenders as submitted.

## SUMMARY CONCLUSION

23. On reviewing the submissions, the evaluation team assessed AD Contractors as being the most suitable tenderer across the evaluation criteria in terms of cost, relevant experience, key personnel (skills & experience), tenderer's resources, demonstrated understanding and corporate social responsibility. AD Contractors are recommended to be awarded the Norwood Road contract.

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

**WS113: C16016 PANEL OF SUPPLIERS – SURVEY SERVICES**

<b>Land Description</b>	: N/A
<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Confidential Briefing Note
<b>Supplementary Information &amp; Councillor Workstation</b>	: N/A
<b>Report Prepared By</b>	: Senior Civil Engineering Officer (Andrew Greenwood)
<b>Responsible Officers:</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 & Sustainable
  - b. **Strategic Objectives:** 2.2 To maintain and renew city assets in a sustainable manner.
  - c. **Strategy:** 2.2.1 Asset Management

**In Brief:**

- Council consideration is sought to accept tenders and appoint preferred contractors for Survey Services.
- It is proposed to have a panel of suppliers where the supplier with the lowest cost for the required type of survey is approached to undertake the work with subsequent tenderers (in order) approached when the default surveyor is not available.

**RECOMMENDATION**

**WS113: COMMITTEE RECOMMENDATION**

**MOVED: MAYOR WELLINGTON**  
**SECONDED: COUNCILLOR SMITH**

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

**CARRIED 5/0**

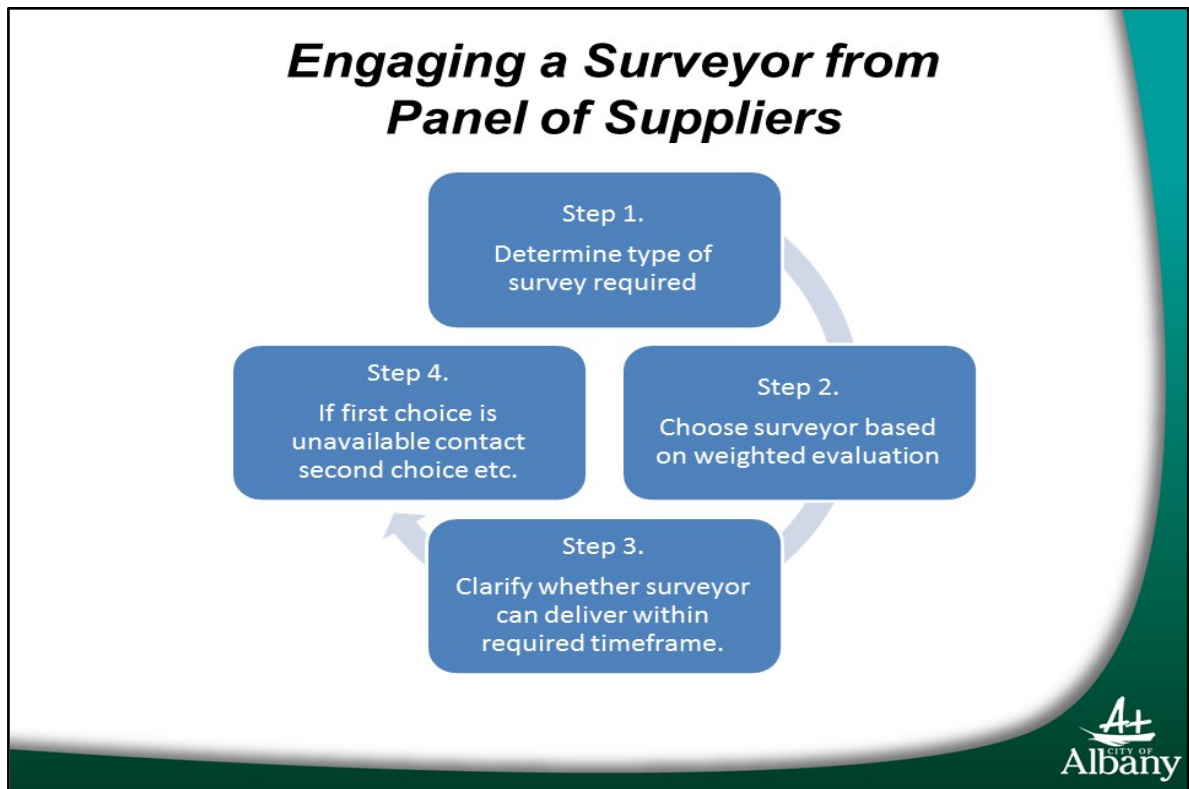
**WS113: RESPONSIBLE OFFICER RECOMMENDATION**

THAT Council ACCEPT the tendered rates for Panel of Suppliers – Survey Services, and award Contract C16016 to the following Suppliers under a 3-year contract:

- Harley Dykstra
- Albany Mapping and Surveying Services
- John Kinnear & Associates
- 35 Degrees South
- Caldwell Land Surveys

## BACKGROUND

2. The City of Albany is seeking to re-establish a 'Panel of Suppliers' for the supply of survey services under a 3-year contract.
3. This Panel of Suppliers shall consist of Licensed Surveyors able to offer a range of surveying services including:
  - Volume surveys
  - Engineering surveys
  - Cadastral surveys
  - As constructed surveys
  - GPS surveys
  - Preparation of lease drawings
  - Subdivisional works
4. This Panel shall be Council's preferred suppliers and requests for survey work shall be directed to members of this Panel before all other.
5. Surveyors will be selected from the panel dependent on the type of survey work required by the City and utilising the following methodology.



## DISCUSSION

6. A total of 25 tender documents were issued.
7. Tenders were asked to provide rates for different types of survey work. These preferred suppliers will be used on an "as and when" required basis with no guarantee of the amount of work required by the City of Albany.
8. 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 are tabled below:-

Criteria	% Weighting
Cost	35
Relevant Experience	20
Key Personnel Skills and Experience	20
Tenderer's Resources	10
Demonstrated Understanding	10
Corporate Social Responsibility	5
<b>Total</b>	<b>100</b>

9. Tenderers were required to submit hourly rates for different types of survey work as well as rates for travel expenses, office time, and provision of survey data in electronic format compliant with CoA software requirements.
10. Ten completed tender documents were submitted on or before the stipulated closing date and time. The City intends to appoint up to 5 Contractors to the Panel of Suppliers.
11. The following tables summarise the tenderers and overall evaluation scores applicable to each category of survey work based on an 8 hour working day. The hourly rates for each category have not been included in the tables as these are “commercial in confidence” and will not be made publicly available.

Volume Survey – Field Survey Team	
Tenderer	Ranking based on weighted evaluation
John Kinnear & Associates	1
35 Degrees South	2
Albany Mapping & Surveying Services	3
Harley Dykstra	4
Caldwell Land Surveys	5

Engineering Survey Team	
Tenderer	Ranking based on weighted evaluation
John Kinnear & Associates	1
Albany Mapping & Surveying Services	2
Harley Dykstra	3
35 Degrees South	4
Caldwell Land Surveys	5

<b>Licensed Surveyor – Cadastral Survey</b>	
<b>Tenderer</b>	<b>Ranking based on weighted evaluation</b>
John Kinnear & Associates	1
Albany Mapping & Surveying Services	2
Harley Dykstra	3
Caldwell Land Surveys	4
35 Degrees South	5

<b>As Constructed Survey</b>	
<b>Tenderer</b>	<b>Ranking based on weighted evaluation</b>
John Kinnear & Associates	1
Albany Mapping & Surveying Services	2
Harley Dykstra	3
35 Degrees South	4
Caldwell Land Surveys	5

<b>GPS Survey to Requirements</b>	
<b>Tenderer</b>	<b>Ranking based on weighted evaluation</b>
Harley Dykstra	1
John Kinnear & Associates	2
35 Degrees South	3
Albany Mapping & Surveying Services	4
Caldwell Land Surveys	5

<b>Preparation of Lease Drawings</b>	
<b>Tenderer</b>	<b>Ranking based on weighted evaluation</b>
Albany Mapping & Surveying Services	1
Harley Dykstra	2
35 Degrees South	3
John Kinnear & Associates	4
Caldwell Land Surveys	5



Sub-Divisional Works	
Tenderer	Ranking based on weighted evaluation
John Kinnear & Associates	1
Albany Mapping & Surveying Services	2
Harley Dykstra	3
Caldwell Land Surveys	4
35 Degrees South	5

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

### GOVERNMENT & PUBLIC CONSULTATION

13. A request for tenders was published in the West Australian on 22 June 2016 and the Albany Weekender on 23 April 2016.

### STATUTORY IMPLICATIONS

14. 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 \$150,000.00.
15. 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.
16. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

### POLICY IMPLICATIONS

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

### RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Organisation's Operations:</b> Panel of suppliers may delay the capital works and maintenance programme.	Unlikely	Major	High	Address concerns to allow panel of suppliers (contract) to be awarded so survey services are available without the need to procure services on a per-project basis.
<b>Reputation &amp; Financial.</b> Not awarding a panel arrangement and appointing a single Contractor.	Unlikely	Major	High	This Contract is awarded to the recommended Contractors giving the City flexibility to deliver capital works and maintenance programmes.
<b>Legal &amp; Compliance.</b> Non-compliance with Contract or business failure	Unlikely	Moderate	Medium	General conditions of contract allow for contract termination on the basis of failure to supply goods and services.
<b>Reputation.</b> The Communities expectation of completion of capital works or maintenance programmes.	Possible	Insignificant	Low	Community are advised of any work delays.

### **FINANCIAL IMPLICATIONS**

19. The value of this tender is in excess of \$500,000 (current CEO delegation) and therefore the approval is referred to Council for consideration.
20. Tenderers were required to provide a schedule of rates for their services. The provision of survey services for a particular project is budgeted for within the capital works and maintenance budgets. The tendered prices are within those allocations.

### **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. Council can accept or reject the tenders as submitted.

### **CONCLUSION**

24. This report recommends that tenders be accepted from Harley Dykstra, Albany Mapping and Surveying Services, John Kinnear & Associates, 35 Degrees South and Caldwell Land Surveys and contracts be awarded under a Panel of Suppliers arrangement.

<b>Consulted References</b>	:	<ul style="list-style-type: none"><li>• <i>Local Government (Functions and General) Regulations 1995</i></li><li>• Council Policy – Purchasing (Tenders &amp; Quotes)</li><li>• Council Policy – Buy Local (Regional Price Preference)</li></ul>
<b>File Number (Name of Ward)</b>	:	C16016
<b>Previous Reference</b>	:	C13012

## WS114: WASTE MINIMISATION - REGIONAL PARTNERSHIP - MEMORANDUM OF UNDERSTANDING

**Land Description** : City of Albany  
**Proponent / Owner** : City of Albany  
**Attachments** : Proposed Waste Minimisation – Regional Partnership -  
Memorandum of Understanding (MOU)  
**Supplementary Information & Councillor Workstation** : Nil  
**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:** 2.2 To advocate for and support 'green initiatives' within our region
  - c. **Strategy:** 2.2.1 encouraging increased energy efficiency and sustainable waste management practices.

#### In Brief:

- The City of Albany Regional Waste Strategic Plan 2014 identified the action to work collaboratively with neighbouring Local Governments on waste management issues.
- The City of Albany has reinvigorated regional discussions with Shires of Denmark and Plantagenet and presents a draft Memorandum of Understanding (MOU) between the Local Government areas for Council consideration (attachment 1).
- The MOU fits within the Lower Great Southern Alliance model formed in July 2016.
- Any further joint waste management service delivery resulting from this partnership would be presented to Council for consideration.

### RECOMMENDATION

#### WS114: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SMITH**

**SECONDED: COUNCILLOR SHANHUN**

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

**CARRIED 5/0**

**WS114: RESPONSIBLE OFFICER RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council:

- (1) ENDORSE the Waste Minimisation – Regional Partnership - Memorandum of Understanding (MOU) between the Shire of Denmark, Shire of Plantagenet and City of Albany.
- (2) NOTE that the MOU is complimentary to the Strategic Regional Economic Alliance (Lower Great Southern Alliance).

**BACKGROUND**

2. In 2014 the City of Albany commissioned and adopted the Regional Waste Strategic Plan (2014 – 2018), the objectives of which were:
  - Undertake an analysis of waste management practises in the Lower Great Southern Region in particular Denmark, Plantagenet and Albany.
  - To confirm current waste infrastructure and levels of service.
  - To identify priority actions and associated costs and timelines to incrementally improve waste management in the local government areas.
  - To form partnerships with other local governments, businesses and industry to achieve economies of scale where feasible.
  - To increase community awareness, appreciation and responsiveness to waste related issues.
  - To assign actions, costs and timelines.
  - To define a performance monitoring and review schedule.
3. In July 2016 the City reinvigorated discussions between the Shire of Plantagenet and the Shire of Denmark in regards to working together on regional waste issues under the alliance model and in accordance with the Strategic Plan.
4. This has built on previous discussions and negotiations over recent for the City's neighbouring councils to work more closely on waste management. It is a key action area of the City's Strategic Waste Management Plan.
5. Over the last 3 months the City has facilitated meetings between Plantagenet and Denmark which have resulted in the drafting of a MOU (attachment 1).
6. Council endorsement of the MOU is now sought, with approval given for the CEO to sign the MOU on behalf of the City of Albany.
7. This MOU will guide the work of the group of Councils and provide surety that the group will work together for mutually beneficial outcomes going forward.

**DISCUSSION**

8. The City of Albany has a history of working together with its neighbouring Councils to deliver better results for the community and the move to work together on waste issues is no exception.
9. The partnership between the three local governments acknowledges that the collection, treatment and disposal of domestic and commercial waste across the sub-region falls within intent and direction of both the Regional Waste Strategic Plan as well as each Councils strategic direction. It also offers economies of scale and good management practice.

10. The draft MOU for the Regional Waste Group will focus the activities of the group and will last for one year periods with the option for review if needed. The activities will include:
  - a. Develop a consistent approach to the collection, treatment and disposal of domestic and commercial waste.
  - b. Investigate emerging technologies relating to waste treatment, including but not limited to, Pyrolytic conversion, anaerobic digestion, gasification, composting, bio-conversion of bio-mass, refuse derived fuel and incineration.
  - c. Investigate the potential need and possible development of a regional landfill site which may include existing sites within the sub-regional area or new sites both within and without of the sub-regional area.
  - d. Improve recycling and re-use in the sub-regional area.
  - e. Develop efficiencies for the treatment of waste which may include the location of transfer stations, pre-treatment of waste (eg baling), home composting and home strategies for reduction of the waste stream.
  - f. Develop education programs in the sub-region to develop knowledge of the waste stream, treatment and recycling to encourage positive attitudes towards efficiencies in waste treatment.
  - g. Allocate sufficient funds for the implementation of the strategies set out in this agreement. Funding would be subject to budgetary constraints and the agreement of parties to the division of costs.
  - h. Review this agreement annually and amend as required to achieve the desired outcome.
11. Based on initial discussions at the group meetings, the first step to progress working together would be to undertake a study of the specific waste management options available for further investigation as a region. Likely content would include a review of new technologies in the waste management space, the viability of pursuing these based on the volume of regional waste produced, funding mechanisms and next steps to progress.

## **GOVERNMENT & PUBLIC CONSULTATION**

12. Consultation was conducted in preparation of this report with the Shires of Denmark and Plantagenet.

## **STATUTORY IMPLICATIONS**

13. Voting requirement is absolute majority and delegation will be acted for the Chief Executive Officer to sign the MOU.

## **POLICY IMPLICATIONS**

14. There are no policy implications related to this item.



**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Organisation's Operations.</b> The City requires solutions for future proofing waste management. Working independently may reduce options in the future.	Likely	Moderate	High	Seek Council endorsement of the MOU and commence working on Regional Waste Group projects.
<b>Reputation &amp; Financial.</b> Proposed regional partnership is not endorsed and Council's working relations are damaged. Resulting in delayed decision making around waste management options.	Likely	Moderate	High	Seek Council endorsement and communicate decision to the Regional Waste Group.

**FINANCIAL IMPLICATIONS**

16. There has been no specific budget allocation for regional waste partnerships, however there is sufficient funds within the Operational Waste Budget to cover contributions to the group's activities.

**LEGAL IMPLICATIONS**

17. There are no legal implications related to this report.

**ENVIRONMENTAL CONSIDERATIONS**

18. In recognising the importance of thorough management the City endorsed the Strategic Waste Management Plan in 2014 to guide the future direction of waste disposal. The Regional Waste Group will maximise future solutions for waste management and offer the potential for the City to embrace a range of new technologies and approaches that may otherwise not be viable working independently.

**ALTERNATE OPTIONS**

19. Council may elect to proceed with a proposal not listed in this report.

**CONCLUSION**

20. A key action area of the Regional Strategic Waste Management Plan 2014 is to investigate work together on key waste management issues.
21. The City has reinvigorated regional collaboration and the draft MOU for the Regional Waste Group is presented for Council consideration.
22. Council is requested to endorse approval for the CEO to sign the MOU so that the next steps in working towards a regional approach for waste management can commence.

<b>Consulted References</b>	:	CM.STD.6 – Strategic Waste Management
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 24/09/2013 - Adoption of the Strategic Waste Management Plan

- 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**

Cr Dowling thanked Executive Director Works & Services Matt Thomson for the Norwood Road project and the Queens Gardens project.

- 18. **CLOSURE** There being no further business the Chair declared the meeting closed at [6:28:56 PM](#)

(UNCONFIRMED)

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Councillor Robert Sutton  
**CHAIR**