



MINUTES

DEVELOPMENT AND INFRASTRUCTURE SERVICES COMMITTEE MEETING

Wednesday 11 September 2024

6.00pm

Council Chambers

The Five Strategic Pillars



Development & Infrastructure Services Committee
Terms of Reference

Functions:

This Committee is responsible for:

- Sustainable management of natural areas, balancing conservation with responsible access and enjoyment.
- Shared responsibility for climate action.
- Responsible growth, development, and urban renewal.
- Creating interesting, vibrant, and welcoming places.
- Valuing and preserving local history, heritage, and character.
- Ensuring a safe, sustainable, and efficient transport network.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

Membership: Open to all elected members.

Meeting Schedule: Monthly Meeting

Location: Council Chambers

Executive Officers:

- Executive Director Infrastructure, Development & Environment Services
- Manager Development Services
- Manager Engineering & Sustainability

Delegated Authority: None

DEVELOPMENT AND INFRASTRUCTURE SERVICES COMMITTEE
MINUTES – 11/09/2024

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DEVELOPMENT AND INFRASTRUCTURE SERVICES COMMITTEE
MINUTES – 11/09/2024

1. **DECLARATION OF OPENING** – The Chair declared the meeting open at 6.00pm.

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 past, present and emerging”.

3. **RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

Mayor

G Stocks

Councillors:

Councillor

R Sutton

Councillor

D Baesjou

Councillor

S Grimmer

Councillor

M Traill (Deputy Chair)

Councillor

L MacLaren

Councillor

C McKinley

Councillor

M Lionetti

Staff:

Chief Executive Officer

A Sharpe

Executive Director Infrastructure, Development
& Environment

P Camins

Manager Development Services

J van der Mescht

Meeting Secretary

P Ruggera

Apologies:

Councillor

A Cruse (Leave of Absence)

Deputy Mayor Councillor

P Terry (Apology)

Councillor

T Brough (Apology)

There were no media representatives and 2 members of the public were in attendance.

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Mayor Stocks	DIS411	Financial: The nature of the business being that a tenderer is a personal friend. The person is a closely associated person in accordance with the Local Government Act and have a shared financial interest in an asset. Mayor Stocks left the Chamber and was not present during the discussion and vote for this item

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

6. PUBLIC QUESTION TIME

In accordance with the City of Albany Standing Orders Local Law 2014 (as amended):

Clause 4 (6) The total time allowed for public question time will be no more than 30 minutes.

Any extension to the time period defined by the City of Albany Standing Orders Local Law 2014 (as amended) will be at the discretion of the Presiding Member.

In accordance with the City of Albany Standing Orders Local Law 2014 (as amended):

Clause 5) The Presiding Member may decide that a public question shall not be responded to where—

- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
- (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

6.02pm Tony Evers – Cuthbert

Summary of Key Points:

Mr Evers addressed Council regarding the Special Electors Meeting held on the 26th of August 2024. Speaking of diverse gender identity, progressive attitudes in the community and misinformation shared.

There being no further speakers the Chair declared Public Question Time closed at 6.06pm.

7. PETITIONS AND DEPUTATIONS - Nil

8. CONFIRMATION OF MINUTES

RESOLUTION

MOVED: COUNCILLOR GRIMMER

SECONDED: COUNCILLOR SUTTON

THAT the minutes of the Development and Infrastructure Services Committee meeting held on 14 August 2024 as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 8-0

9. PRESENTATIONS Nil

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

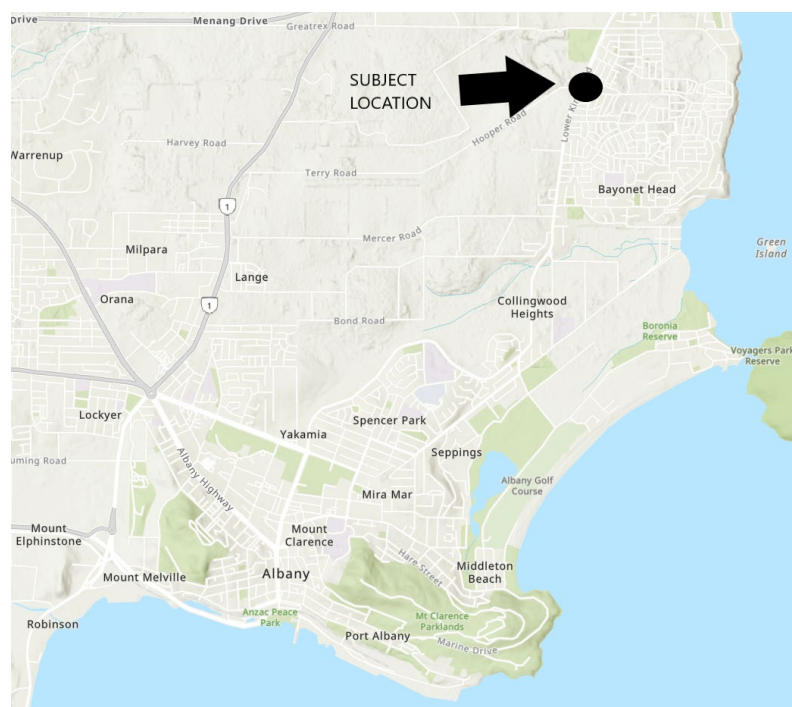
DIS410: CONSIDERATION OF ADOPTION OF AMENDMENT NO.4, TO LOCAL PLANNING SCHEME 2 – CITY OF ALBANY

Land Description & Proponent / Owner	: • Lots 72 Stranmore Boulevard, Bayonet Head - A Stavretis • Lot 955, Stranmore Boulevard, Bayonet Head - Advance Housing
Business Entity Name	: Advance Housing Directors being Joanna Fictoor, Tom Stephens, Roger Cook, Rob Mason.
Attachments	: Scheme Amendment No.4 document
Supplementary Information & Councillor Workstation	: Nil
Report Prepared By	: Senior Planning Officer – Strategic Planning
Authorising Officer:	: Executive Director Infrastructure, Development & Environment

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2032:
 - **Pillar:** Place
 - **Outcome:**
 - Responsible growth, development and urban renewal.
 - Interesting, vibrant and welcoming places.
 - Local history, heritage and character is valued and preserved.
 - A safe, sustainable and efficient transport network.
2. The *Albany Local Planning Strategy 2019* (the Planning Strategy) is the local planning strategy that sets out the long-term planning directions for the Scheme area. The proposed Scheme Amendment No. 4 aligns with the strategic objectives and actions identified under the Planning Strategy. The Planning Strategy identifies the subject land for 'Urban Growth'.

Maps and Diagrams: Lots 72 and 955, Stranmore Boulevard, Bayonet Head



In Brief:

- The City has prepared an amendment, which proposes to rezone Lots 72 and 955, Stranmore Boulevard, Bayonet Head, from the 'Urban Development' zone to the 'Residential' zone at a density code of R60.
- It is recommended that the Council approve the proposed amendment, as it aligns with the intended development outlined in the endorsed Local Structure Plan and Local Development Plan.

RECOMMENDATION

DIS410: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BAESJOU

SECONDED: COUNCILLOR MACLAREN

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS410: AUTHORISING OFFICER RECOMMENDATION

1. Pursuant to section 75 of the *Planning and Development Act 2005*, that Council RESOLVES to rezone Lots 72 and 955, Stranmore Boulevard, Bayonet Head, from the 'Urban Development' zone to the 'Residential' zone and including a density code of R60.
2. Pursuant to regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council RESOLVES that the amendment is 'basic' as the amendment is consistent with a structure plan and Local Development Plan that has been approved under the scheme for the land to which the amendment relates.

Note: For the purposes of section 83A(5)(a) of the Act, a proposed basic amendment to a local planning scheme is not required to be advertised.

3. Pursuant to Section 81 of the *Planning and Development Act 2005*, Council RESOLVES not to refer the scheme amendment to the Environmental Protection Authority.
4. That Council RESOLVES to authorise the Chief Executive Officer to forward a copy of the resolution to the Western Australian Planning Commission and all landowners and occupiers which were subject to the proposed amendment.

BACKGROUND

3. Lots 72 and 955 Stranmore Boulevard, Bayonet Head are currently zoned 'Urban Development' in accordance with the City *Local Planning Scheme No.2*
4. A Local Structure Plan and Local Development Plan have been approved for the area, designating the subject lots for residential development at a Residential Design Codes (R-Codes) density of R60.
5. The subject lots have been subdivided in accordance with the Local Structure Plan and Local Development Plan.
6. Lot 72 is being developed for a Child Care Premises, while Lot 955 has been kept cleared, with plans for a multiple dwelling development on that lot.
7. The 'Urban Development' zone provides a basis for more detailed structure planning in accordance with the provisions of this Scheme.

8. After an area has been subdivided generally in line with the structure plan, it must be normalised. In this context, normalisation involves rezoning the area to the zone and density specified in the structure plan and Local Development Plan to facilitate further development.

DISCUSSION

9. The purpose of the Scheme Amendment No.4 is to normalise the zonings for Lots 72 and 955 Stranmore Boulevard, Bayonet Head.
10. The primary purpose of this rezoning is to enable the proposed multiple dwelling development on Lot 955.
11. The land's proximity to public open space and a future commercial centre makes it suitable for residential use at a density of R60, so rezoning the subject lots from 'Urban Development' to 'Residential' with the R60 density code is considered appropriate.
12. Therefore, it is recommended that the Council endorse the proposed Local Planning Scheme Amendment to rezone the land from the 'Urban Development' zone to 'Residential' zone with a density of R60.

GOVERNMENT & PUBLIC CONSULTATION

13. For the purposes of section 83A(5)(a) of the Act, a 'basic' amendment to a local planning scheme is not required to be advertised.

STATUTORY IMPLICATIONS

14. The *Planning and Development (Local Planning Schemes) Regulations 2015* identifies three different levels of amendments – basic, standard and complex. The Amendment No.4 is a 'basic' amendment for the following reason:

(vii) an amendment to the scheme map that is consistent with a structure plan or Local Development Plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan.

POLICY IMPLICATIONS

15. There are no policy implications relating to the proposed scheme amendment.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational: Council does not support the adoption of the amendment.	Possible	Minor	Low	Development will be limited to the those permissible in the land use table.
Opportunity: Facilitate development in accordance with the Structure plan and the Local Development Plan including multiple dwellings.				

FINANCIAL IMPLICATIONS

17. There are no financial implications relating to the proposed scheme amendment.

LEGAL IMPLICATIONS

18. There are no legal implications relating to the proposed scheme amendment.

ENVIRONMENTAL CONSIDERATIONS

19. There are no environmental implications relating to the proposed scheme amendment. Council is therefore requested to agree not to refer the proposal to the Environment Protection Authority.

ALTERNATE OPTIONS

20. Council may decide not to support the scheme amendment, or to support the amendment subject to modifications.

CONCLUSION

21. The purpose of this amendment to the City of Albany Local Planning Scheme No.2 is to modify the zoning of land situated at Lots 72 and 955, Stranmore Boulevard, Bayonet Head, from the 'Urban Development' zone to the 'Residential' zone (R60).
22. The amendment normalizes the area in line with the endorsed plans to enable the planned development.
23. Council is therefore requested to support the 'basic' amendment to the *Local Planning Scheme 2*.

Consulted References	<ul style="list-style-type: none">• <i>Local Planning Scheme No.2</i>• <i>Planning and Development Act 2005</i>• <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>• <i>State Planning Policy 3: Urban Growth and Settlement</i>
File Number	AMD004 (LPS2)
Previous Reference	Nil

DIS411: PROVISION OF PLUMBING SERVICES

Proponent / Owner	: City of Albany
Attachments	: Confidential Attachment Under Separate Cover
Report Prepared By	: Operations Administration Coordinator
Authorising Officer:	: Executive Director Infrastructure Development and Environment

6.27pm Mayor Stocks declared a Financial Interest in the item and left the Chamber.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** 3. Place. A responsibly planned city that is attractive, vibrant and well connected.
 - **Outcomes:** 3.1 Responsible growth, development and urban renewal.

In Brief:

- Following a competitive tender process, Council approval is sought to award the tender for the Contract C24016 - Provision of Plumbing Services.
- The contract is for an initial two (2) year period from 1 October 2024, with a mutually agreed and price negotiated option for a further one (1) year and then a further and final negotiated option for another one (1) year, in accordance with the Specifications to the Principal's satisfaction.

RECOMMENDATION

DIS411: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON

SECONDED: COUNCILLOR MACLAREN

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

DIS411: AUTHORISING OFFICER RECOMMENDATION

THAT Council AWARD Contract C24016 – Provision of Plumbing Services to the tenderer recommended by the evaluation panel, as detailed in the Confidential Briefing Note attached to this report.

BACKGROUND

2. The City's current contract with Albany Plumbing and Gas is due to expire on 30 September 2024. It is necessary to establish a new contract for the provision of plumbing services.
3. Tenders were called for C24016 – Provision of Plumbing Services.
4. The tender is for plumbing services for maintenance, repairs and minor works to the value of \$10,000.00 (for any single project). The tender includes both reactive and preventative plumbing and hydraulic maintenance. The Albany Leisure and Aquatic Centre, Western and Eastern Oval Pavilions, Retravision Stadium and the Airport (urinals only) are the assets that require programmed preventative maintenance.

DISCUSSION

5. A total of three (3) tender documents were issued by the City of Albany.
6. One (1) completed tender document was submitted on/before the advertised closing date and time.

Evaluation of Tenders

7. The tender panel evaluated tenders using the weighted criteria methodology across six (6) areas, shown in Table 1.

Table 1 – Evaluation Criteria

Criteria	% Weighting
Cost	30%
Relevant Experience	30%
Key Personnel Skills and Experience	10%
Tenderer's Resources	10%
Demonstrated Understanding	15%
Corporate Social Responsibility	5%
Total	100%

8. The following Table 2 summaries the tenders and the overall evaluation scores applicable.

Table 2 – Summary of Tender Submissions

Tenderer	Weighted Score
Tenderer A	641.67

9. The only submitter was Tenderer A who ranked highest with the highest total weighted score.
10. From the evaluation scoring, clarification and financial check process Tenderer A is the preferred tender and it is recommended that their tender be accepted and the contract awarded.

GOVERNMENT & PUBLIC CONSULTATION

11. A request for tenders was published in the West Australian on 31 July 2024, and the Albany Extra on 2 August 2024.

STATUTORY IMPLICATIONS

12. Regulation 11 of the Regulations requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$250,000.00.
13. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
14. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.
15. Voting Requirement: **Simple Majority**

POLICY IMPLICATIONS

16. The City of Albany Purchasing Policy (Tenders and Quotes) and Buy Local Policy (Regional Price Preference) are applicable to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Interruption <i>Risk: Non-compliance with contract or business failure resulting in asset failure</i>	Unlikely	Moderate	Medium	General conditions of contract allow for contract termination on the basis of failure to supply goods and services
People Health and Safety <i>Risk: Increased risk of public health due to inadequate response times to asset failure</i>	Possible	Major	High	Only tenders from reputable companies who have the required certification considered.
Opportunity: To maintain City's plumbing and hydraulic assets to maximise life, capacity and function.				

FINANCIAL IMPLICATIONS

18. The cost (weighted 30%) was calculated by averaging the Cost Score for both the Hourly Rate (Schedule of Rates) including after hours and the Preventative Maintenance (Lump Sum).
19. The costs per job will be included in the specific budget line item.

LEGAL IMPLICATIONS

20. Nil

ENVIRONMENTAL CONSIDERATIONS

21. Nil

ALTERNATE OPTIONS

22. The options are:
- Council may elect to accept the recommended tender; or
 - Not approve any tender.

CONCLUSION

23. It is recommended, based on the evaluation scoring, clarification and financial check processes that the tender be awarded to Tenderer A.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Council Policy: Purchasing Policy (Tenders and Quotes) <ul style="list-style-type: none"> Tender Procedure Evaluation Procedure (Tenders and Quotes) Council Policy: Buy Local Policy (Regional Price Preferences)
File Number	:	C24016
Previous Reference	:	C21006 – current contract for Provision of Plumbing Services

6.31pm Mayor Stocks returned to the Chamber. Mayor Stocks was not present during the discussion and vote for this item.

DIS412: PANEL OF SUPPLIERS – PROVISION OF TRAFFIC CONTROL

Proponent / Owner	: City of Albany
Attachments	: Confidential Attachment Under Separate Cover
Report Prepared By	: Operations Administration Coordinator
Authorising Officer:	: Executive Director Infrastructure Development and Environment

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** 3. Place. A responsibly planned city that is attractive, vibrant and well connected.
 - **Outcomes:** 3.1 Responsible growth, development and urban renewal.

In Brief:

- Following a competitive tender process, Council approvals is sought to award the tender for the Contract C24015 Panel of Suppliers – Provision of Traffic Control.
- The contract for shall be in force for the period from 1 October 2024 or date of award (whichever occurs latest) until 30 September 2026, with a mutually agreed and price negotiated options to extend for a further one (1) year period.

RECOMMENDATION

DIS412: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON

SECONDED: COUNCILLOR MCKINLEY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS412: AUTHORISING OFFICER RECOMMENDATION

THAT Council AWARD Contract C24015 – Panel of Suppliers – Provision of Traffic Control to the tenderers recommended by the evaluation panel, as detailed in the Confidential Briefing Note.

BACKGROUND

2. The City's current contract with Traffic Force, LGC Traffic Management, and WCP Civil is set to expire on 30 September 2024. During the contract's term, Traffic Force ceased operations in Albany, rendering them unable to continue their engagement. Therefore, it is necessary to establish a new contract for the provision of traffic control services.
3. Tenders were called for C24015 – Panel of Suppliers – Provision of Traffic Control.
4. The tender is for all work necessary to provide for the safe movement of traffic and the protection of persons and property through and or around work sites within the City.

DISCUSSION

5. A total of eight (8) tender documents were issued by the City of Albany.
6. Six (6) completed tender documents were submitted on or before the advertised closing date and time.

Evaluation of Tenders

7. The tender panel evaluated tenders using the weighted criteria methodology across six (6) areas, shown in Table 1.

Table 1 – Evaluation Criteria

Criteria	% Weighting
Cost	35%
Relevant Experience	15%
Key Personnel Skills and Experience	15%
Tenderer's Resources	15%
Demonstrated Understanding	15%
Corporate Social Responsibility	5%
Total	100%

8. The following Table 2 summaries the tenders and the overall evaluation scores applicable.

Table 2 – Summary of Tender Submissions

Tenderer	Weighted Score
Tenderer A	642.77
Tenderer B	608.91
Tenderer C	605.69
Tenderer D	593.70
Tenderer E	558.99
Tenderer F	524.94

9. Tenderer A ranked highest with the highest total weighted score.
10. From the evaluation scoring, clarification and financial check processes Tenderers A, B, C and D are the preferred tenders and it is recommended that their tenders be accepted and the contract awarded.

GOVERNMENT & PUBLIC CONSULTATION

11. A request for tenders was published in the West Australian on Wednesday 31 July 2024, and the Albany Extra on 15 August 2024.

STATUTORY IMPLICATIONS

12. Regulation 11 of the Regulations requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$250,000.00.
13. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
14. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.
15. Voting Requirement: **Simple Majority**

POLICY IMPLICATIONS

16. The City of Albany Purchasing Policy (Tenders and Quotes) and Buy Local Policy (Regional Price Preference) are applicable to this item.

RISK IDENTIFICATION & MITIGATION

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

<i>Risk</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Analysis</i>	<i>Mitigation</i>
<i>Business Interruption: Risk: Non-compliance with contract or business failure resulting in inadequate traffic management</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>General conditions of contract allow for contract termination on the basis of failure to supply goods and services</i>
<i>People Health and Safety: Risk: Increased project risk due to inadequate traffic management</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Only tenders from reputable companies who have the required certification considered.</i>
<i>Opportunity: To work with City Officers and contribute to the construction and maintenance of the City's transport network in the safest possible manner.</i>				

FINANCIAL IMPLICATIONS

18. The costs per job will be included in the specific budget line item.

LEGAL IMPLICATIONS

19. Nil

ENVIRONMENTAL CONSIDERATIONS

20. Nil

ALTERNATE OPTIONS

21. The alternate options are:
- Council may elect to accept the recommended tender; or
 - Not approve any tender.

CONCLUSION

22. It is recommended, based on the evaluation scoring, clarification and financial check processes, that the tender be awarded to Tenderers A, B, C and D.

Consulted References	:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>Council Policy: Purchasing Policy (Tenders and Quotes)</i> <ul style="list-style-type: none"> <i>Tender Procedure</i> <i>Evaluation Procedure (Tenders and Quotes)</i> <i>Council Policy: Buy Local Policy (Regional Price Preferences)</i>
File Number	:	C24015
Previous Reference	:	C21002

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil

12. MEETING CLOSED TO THE PUBLIC - 6.34pm

13. CLOSURE - 6.34pm

(Unconfirmed Minutes)

Councillor Malcolm Traill
DEPUTY CHAIR