



MINUTES

DEVELOPMENT AND INFRASTRUCTURE SERVICES COMMITTEE MEETING

Wednesday 12 November 2025

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 – 12/11/2025

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DEVELOPMENT AND INFRASTRUCTURE SERVICES COMMITTEE
MINUTES – 12/11/2025

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	P Terry
Councillor	R Sutton (Chair)
Councillor	I Clarke APM
Councillor	R Stephens
Councillor	M Lionetti

Staff:

Chief Executive Officer	A Sharpe
Executive Director Infrastructure, Development & Environment	P Camins
Meeting Secretary	P Ruggera

Apologies:

Councillor	T Brough (Apology)
Councillor	C McKinley (Apology)
Councillor	L MacLaren (Apology)
Manager Development Services	J van der Mescht (Apology)

There were no members of the public in attendance.

4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Nil		

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

6. PUBLIC QUESTION TIME

Conduct of Persons at Meetings: Members of the public attending meetings must be respectful of the Presiding Member, Council and City Officers to ensure the meeting runs efficiently.

Prevention of Disturbance:

- Members of the public are admitted to meetings with the understanding that no expressions of dissent, approval, conversations or other interruptions will take place during proceedings.
- Attendees must:
 - Refrain from interrupting the meeting through approval, dissent or conversation.
 - Conduct themselves appropriately and follow directions if asked to leave.
 - Avoid obstructing access to the meeting or causing disturbances.

Public Question Time. In accordance with clause 4.2 (Procedures for public question time) and clause 8.3 (Where this local law does not apply or is silent) of the *City of Albany Standing Orders Local Law 2014 (as amended)*:

- Public Question Time is limited to 30 minutes, extendable at the discretion of the Presiding Member.
- The Presiding Member may decline to respond to a question if:
 - The same or a similar question was asked at a previous meeting.
 - The question or statement is offensive, unlawful or defamatory. The Presiding Member may request that it be rephrased to ensure that it is appropriate.

Contents of Minutes As per the *Local Government (Administration) Regulations 1996*, regulation 11:

- The minutes of the meeting will include a summary of questions raised during Public Question Time and a summary of the response.

Documents Tabled at Meetings. Documents tabled during Public Question Time or Reports of Members will not be included in the minutes. The minutes will note who tabled the document and will provide a document reference number.

7. PETITIONS AND DEPUTATIONS Nil

8. CONFIRMATION OF MINUTES

DRAFT MOTION

MOVED: MAYOR STOCKS

SECONDED: COUNCILLOR LIONETTI

THAT the minutes of the Development and Infrastructure Services Committee meeting held on 14 August 2025 as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 6-0

There were no DIS Committee Meetings held in September and October due to there being no agenda items.

9. PRESENTATIONS Nil

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

DIS455: C25029 – MILLBROOK ROAD (SLK 10.6 – 12.5) RECONSTRUCTION & WIDENING

Proponent / Owner	: City of Albany.
Business Entity Name	: City of Albany.
Attachments	: Commercial in Confidence - Confidential Briefing Note
Report Prepared By	: Senior Civil Engineering Officer (Roads)
Authorising Officer:	: Executive Director Infrastructure, Development & Environment

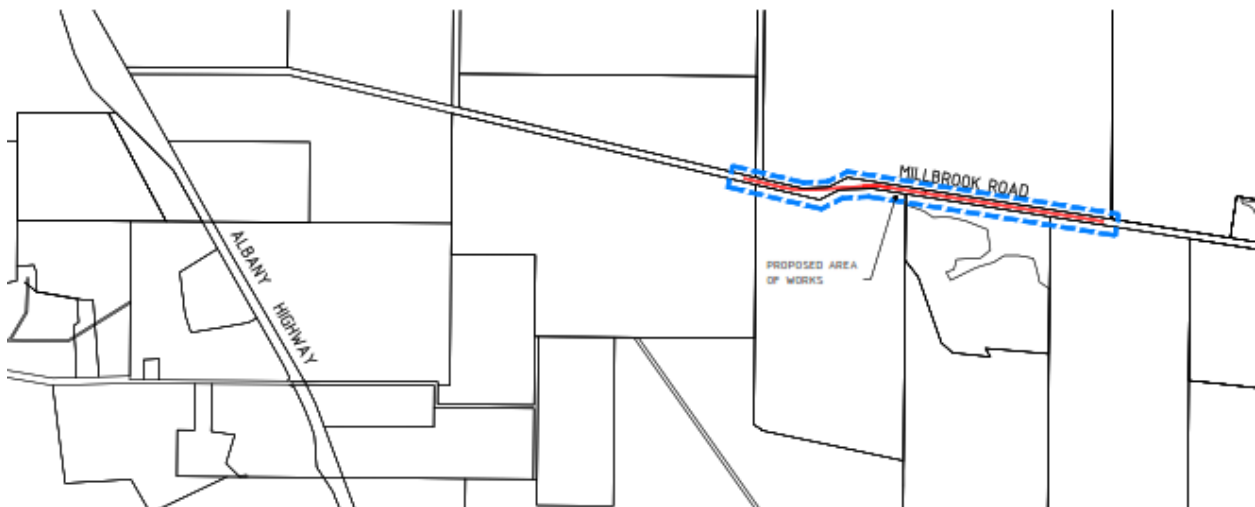
CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

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:** Place.
 - **Outcomes:** 10. A safe, sustainable and efficient transport network

Maps and Diagrams:



In Brief:

2. Following a competitive tender process, and approval of additional funds, Council approval is sought to award Tender C25029 Millbrook Road (SLK 10.6 – 12.5) Reconstruction & Widening.
3. Six (6) complying tenders and one (1) alternative tender were received with Tenderer A being the recommended contractor.
4. The budget is required to be increased by \$20,000 to award to the successful tenderer and provide adequate contingency. This means the current budget will be increased from \$1,451,100 to \$1,471,000.

RECOMMENDATION

DIS455: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR CLARKE

SECONDED: COUNCILLOR LIONETTI

THAT the Authorising Officer Recommendation 1 be ADOPTED

CARRIED 6-0

DIS455: COMMITTEE RECOMMENDATION 2

MOVED: COUNCILLOR STEPHENS

SECONDED: COUNCILLOR TERRY

THAT the Authorising Officer Recommendation 2 be ADOPTED

CARRIED 6-0

DIS455: AUTHORISING OFFICER RECOMMENDATION 1

THAT Council AMEND the Budget as follows:

1. **TRANSFER from: Roadworks, Drainage and Paths Reserve WO.13339.2703 from \$2,211,606 to \$2,231,606.**
2. INCREASE budget for Job Number 4235 Millbrook Road (SLK 10.6 – 12.5) Reconstruction & Widening from \$1,451,100 to \$1,471,000.

DIS455: AUTHORISING OFFICER RECOMMENDATION 2

THAT Council AWARD Contract C25029 Millbrook Road (SLK 10.6 – 12.5) Reconstruction & Widening to the tenderer recommended by the evaluation panel, as detailed in the Confidential Briefing Note attached to this report.

BACKGROUND

5. Millbrook Road runs between Albany Highway and Chester Pass Road over a distance of 16km. City of Albany has previously undertaken works on Millbrook Road to bring the road up to contemporary standards and this project will extend the upgrade of the road a further 1.9km towards Albany Highway.
6. The proposed works involve the widening and reconstruction of Millbrook Road from a nominal 6.0m seal width to a 7.0m seal width plus 1.2m wide shoulders (0.8m sealed, giving a total sealed width of 8.6m).
7. Grant funds have been secured from the State Government through the Road Project Grants to complete these proposed works in 2025/26.

DISCUSSION

8. This project was advertised in early September 2025 and closed on 29 September 2025. A total of seven submissions were received.
9. A total of fifty-four (54) tender documents were issued by City of Albany during the current tender period.
10. Six (6) complying tenders and one (1) alternative tender were submitted on or before the stipulated closing date and time.

11. The tender was 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:

Qualitative Criteria	Weighting (%)
Relevant Experience	25%
Tenderers Resources	20%
Demonstrated Understanding	20%
Environmental, Social and Governance	5%
Cost	30%
Total	100%

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

Tenderer	Buy Local	Weighted Score	Rank
Tenderer A	Yes	662.34	1
Tenderer B (alternative tender)	Yes	646.66	2
Tenderer B (conforming tender)	Yes	629.07	3
Tenderer C	Yes	538.61	4
Tenderer D	No	519.08	5
Tenderer E	No	518.47	6
Tenderer F	Yes	492.43	7

13. Four of the six tenderers claimed and were eligible for the *Buy Local Policy* reduction.
14. Based on the evaluation scoring, Tenderer A is the preferred tenderer. It is therefore recommended that their tender be accepted and the contract awarded.

GOVERNMENT & PUBLIC CONSULTATION

15. A request for tenders was published in *The West Australian* on Monday 1st September 2025 and *The Albany Extra* on Tuesday 2nd September 2025.

STATUTORY IMPLICATIONS

16. 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 \$250,000.
17. 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.
18. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.
19. Voting Requirement is **Simple Majority**.

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health and Safety A vehicle accident occurs due to poor geometry and narrow road width.	Possible	Major	High	Continue upgrading road as funding is available.
Service delivery Interruption Lack of maintenance causes road failure and disrupts traffic flows.	Unlikely	Moderate	Medium	Identify maintenance intervention level of road and act accordingly.
Legal and compliance Excessive damage to vehicles from poorly maintained roads could result in legal claims against the City	Unlikely	Moderate	Medium	Continue annual maintenance and capital works on road infrastructure. Identify maintenance intervention level of road and act accordingly
Community Lack of consultation will cause frustrations and delays.	Possible	Minor	Medium	Complete and instigate community engagement plan
Finance 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.
Opportunity: Construct new road to contemporary standard to support community needs and expectations				

FINANCIAL IMPLICATIONS

22. Current funding for this project has been received from the WA State Governments Road Project Grants funding, and City of Albany municipal funds as allocated in the 2025-2026 budget.
23. The current budget allocated is insufficient to award the tender as well as provide adequate contingency funding for the construction.
24. More detailed information regarding the financial implications is contained in the Confidential Briefing Note.

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

26. Some vegetation clearing is required to be undertaken as part of this contract to accommodate the proposed road widening.
27. City of Albany has submitted an application to Department of Water and Environmental Regulation to clear the required vegetation.

ALTERNATE OPTIONS

28. The options are:
- a) Council may elect to accept the budget review and recommended tender; or
 - b) Accept the budget review, and award to a different tenderer (providing reasons); or
 - c) Not approve the budget review or tender.

CONCLUSION

29. The City has undergone a competitive process in line with the relevant legislation and established policies.
30. 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">• <i>Local Government (Functions and General) Regulations 1996</i>• <i>Council Policy – Purchasing</i>• <i>Council Policy – Buy Local (Regional Price Preference)</i>
File Number	RD.DEC.246
Previous Reference	N/A

DIS456: C25021 - CAMPBELL ROAD RECONSTRUCTION

Proponent / Owner	: City of Albany.
Business Entity Name	: City of Albany.
Attachments	: Commercial in Confidence - Confidential Briefing Note under separate cover
Report Prepared By	: Civil Infrastructure Project Officer
Authorising Officer:	: Executive Director Infrastructure, Development & Environment

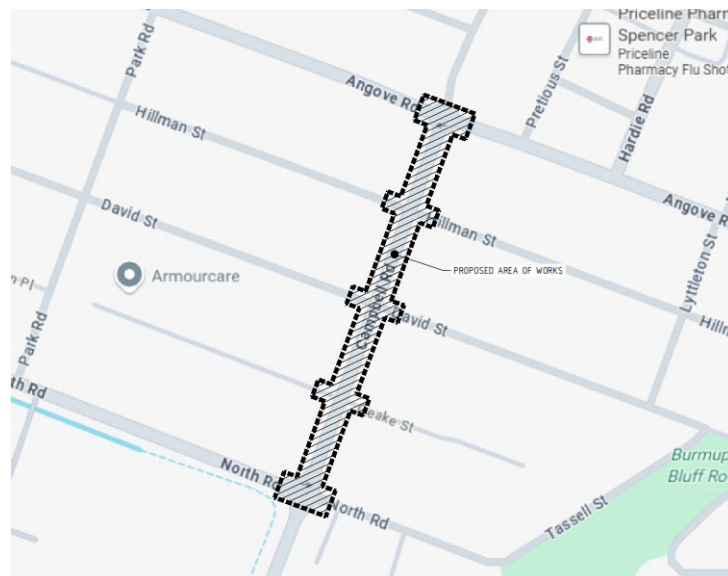
CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

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:** Place.
 - **Outcomes:** A safe, sustainable and efficient transport network.

Maps and Diagrams:



In Brief:

2. Following a competitive tender process, and approval of additional funds, Council approval is sought to award Tender C25021 Campbell Road Reconstruction.
3. Three (3) complying tenders and One (1) alternative tender were received, with Tenderer A being the recommended contractor.
4. The budget is required to be increased by \$240,000 to award to the successful tenderer. This means the current budget will be increased from \$1,725,000.00 (ex-GST) to \$1,965,000.00 (ex-GST).

RECOMMENDATION

DIS455: COMMITTEE RECOMMENDATION 1

MOVED: COUNCILLOR CLARKE

SECONDED: COUNCILLOR LIONETTI

THAT the Authorising Officer Recommendation 1 be ADOPTED

CARRIED 6-0

DIS455: COMMITTEE RECOMMENDATION 2

MOVED: DEPUTY MAYOR COUNCILLOR TERRY

SECONDED: COUNCILLOR CLARKE

THAT the Authorising Officer Recommendation 2 be ADOPTED

CARRIED 6-0

DIS456: AUTHORISING OFFICER RECOMMENDATION 1

THAT Council AMEND the Road Expenditure Budgets as follows:

1. **Transfer from: Roadworks, Drainage and Paths Reserve WO.13339.2703 from \$2,231,606 to \$2,471,606.**
2. **INCREASE budget for Job Number 2334 (Campbell Road Reconstruction) from \$1,725,000.00 to \$1,965,000.00.**

DIS456: AUTHORISING OFFICER RECOMMENDATION 2

THAT Council AWARD Contract C25021 Campbell Road Reconstruction to the tenderer recommended by the evaluation panel, as detailed in the Confidential Briefing Note attached to this report.

BACKGROUND

5. Campbell Road is a District Distributor Road forming part of an important link between Albany CBD and the suburb of Spencer Park.
6. The pavement is nearing the end of its serviceable life, and the proposed work involves reconstructing the road pavement and surfacing, along with associated piped drainage and concrete footpaths, linking Angove Road to the north and North Road to the south.
7. Design and specification documentation was prepared by the City of Albany to the stage of 'Issued for Tender'.
8. Subject to award, construction is expected to commence in January 2026 with completion in late March 2026.
9. The tender was open from 27 August 2025 to 16 October 2025.

DISCUSSION

10. A total of fifty-eight (58) tender documents were issued by City of Albany.
11. Three (3) complete tender documents were submitted on or before the stipulated closing date and time (one Contractor provided a conforming tender and an alternative tender).
12. 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:

Qualitative Criteria	Weighting (%)
Cost	45
Relevant Experience	25
Demonstrated Understanding	25
Environmental, Social and Governance (“ESG”)	5
Total	100

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

Tenderer	Total Score	Rank
Tenderer A	643.00	1
Tenderer B - Alternative	584.98	2
Tenderer C	573.88	3
Tenderer B - Conforming	511.47	4

14. All Tenderers claimed the *Buy Local Policy* reduction.

15. Tenderer A ranked highest with the highest score of 643.00.

16. From the evaluation scoring Tenderer A are the preferred tenderer and consequently it is recommended that their tender be accepted and the contract be awarded.

GOVERNMENT & PUBLIC CONSULTATION

17. A request for tenders was published in *The West Australian* on Wednesday 27th August 2025 and *The Albany Extra* on Friday 29th August 2025.

STATUTORY IMPLICATIONS

18. 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 \$250,000.

19. 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.

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

21. Voting Requirement is **Absolute Majority**.

POLICY IMPLICATIONS

22. Council’s *Purchasing Policy (Tenders & Quotes)* and *Buy Local Policy (Regional Price Preference)* are applicable to this item.

23. The value of this tender is in excess of \$500,000 and therefore Council approval is required as this exceeds the CEO’s delegation.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health and Safety Vehicle accident occurs due to poor road geometry or surface conditions.	Possible	Major	High	Reconstruction of road and footpath will greatly reduce the risk of conflict and promote better traffic flow.
Service delivery Interruption Lack of maintenance causes road failure and disrupts traffic flows.	Unlikely	Moderate	Medium	Identify maintenance intervention level of road and act accordingly.
Legal and compliance Excessive damage to vehicles from poorly maintained roads could result in legal claims against the City	Unlikely	Moderate	Medium	Continue annual maintenance and capital works on road infrastructure. Identify maintenance intervention level of road and act accordingly
Community Lack of consultation will cause frustrations and delays.	Possible	Minor	Medium	Complete and instigate community engagement plan
Finance 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.
Opportunity: Construct new road to contemporary standard to support community needs and expectations				

FINANCIAL IMPLICATIONS

25. The value of this tender is in excess of \$1,000,000 and therefore approval is referred to Council for consideration.
26. More detailed information regarding the financial implications are contained in the Confidential Briefing Note.
27. Funding for this project has been received from the Department of Transport's Road Project Grant (RPG) program as allocated in the 2025-2026 budget.
28. An additional \$240,000 is being requested for this project to enable contract award and completion, providing sufficient funds to cover contingencies.
29. The additional funds are being requested via a transfer of \$240,000.00 from the 'Roadworks and Drainage Reserve' account 13339.

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

31. There are no permits or approvals required for this budget.

ALTERNATE OPTIONS

32. The options are that Council:
- a) Accept the budget review and recommended tender; or
 - b) Accept the budget review, and award to a different tenderer (providing reasons); or
 - c) Not approve the budget review or any tender.

CONCLUSION

33. The City has undergone a competitive process in line with the relevant legislation and established policies.
34. 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">• <i>Local Government (Functions and General) Regulations 1996</i>• <i>Council Policy – Purchasing</i>• <i>Council Policy – Buy Local (Regional Price Preference)</i>
File Number	C25021
Previous Reference	N/A

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil

12. MEETING CLOSED TO THE PUBLIC 6.12pm

13. CLOSURE

There being no further business the Chair declared the meeting closed at 6.12pm.

(Unconfirmed Minutes)

Councillor Robert Sutton
CHAIR