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# AGENDA

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**Ordinary Meeting of Council**

**Tuesday 23 May 2017**

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.

**NOTICE OF AN ORDINARY COUNCIL MEETING**

Mayor and Councillors

The next Ordinary Meeting of the City of Albany will be held on Tuesday 23 May 2017 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.



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Andrew Sharpe  
**CHIEF EXECUTIVE OFFICER**

ORDINARY COUNCIL MEETING  
AGENDA 23/05/2017

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**1. DECLARATION OF OPENING**

**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**

**Mayor**

**D Wellington**

**Councillors:**

Breaksea Ward

P Terry

Breaksea Ward

R Hammond

Frederickstown Ward

G Stocks

Frederickstown Ward

C Dowling

Kalgan Ward

B Hollingworth

Kalgan Ward

J Price

Vancouver Ward

J Shanahun

West Ward

A Goode JP

West Ward

S Smith

Yakamia Ward

A Moir

Yakamia Ward

R Sutton

**Staff:**

Chief Executive Officer

A Sharpe

Executive Director Corporate Services

M Cole

Executive Director Development

Services

P Camins

Executive Director Commercial Services

C Woods

Executive Director Works and

Services

M Thomson

Executive Manager Community Services

A Cousins

Meeting Secretary

J Williamson

**Apologies:**

Vancouver Ward

N Mulcahy (Leave of Absence)

ORDINARY COUNCIL MEETING  
AGENDA 23/05/2017

**4. DISCLOSURES OF INTEREST**

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

**5. REPORTS OF MEMBERS**

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

**7. PUBLIC QUESTION TIME**

**8. APPLICATIONS FOR LEAVE OF ABSENCE**

**9. PETITIONS AND DEPUTATIONS Nil**

**10. CONFIRMATION OF MINUTES**

**DRAFT MOTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the minutes of the Ordinary Council Meeting held on 26 April 2017, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**11. PRESENTATIONS Nil.**

**12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

**CCCS024: FINANCIAL ACTIVITY STATEMENT – MARCH 2017**

**Proponent** : City of Albany  
**Report Prepared by** : Manager Finance (D Olde)  
**Responsible Officer** : Executive Director Corporate Services (M Cole)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CCCS024: COMMITTEE RECOMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council RECEIVE the Financial Activity Statement for the period ending 31 March 2017.**

CCCS024: COMMITTEE RECOMENDATION

MOVED: COUNCILLOR SMITH  
SECONDED: COUNCILLOR HOLLINGWORTH

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CCCS024: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 March 2017.

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 31 March 2017 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

**DISCUSSION**

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$50,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

*“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”*

### STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
    - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
    - b. budget estimates to the end of the month to which the statement relates;
    - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
    - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
    - e. the net current assets at the end of the month to which the statement relates.
  - II. Each statement of financial activity is to be accompanied by documents containing –
    - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
    - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
    - c. such other supporting information as is considered relevant by the local government.
  - III. The information in a statement of financial activity may be shown –
    - a. according to nature and type classification;
    - b. by program; or
    - c. by business unit.
  - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
    - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
    - b. recorded in the minutes of the meeting at which it is presented.

### POLICY IMPLICATIONS

8. The City's 2016/17 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

### FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 March 2017 has been incurred in accordance with the 2016/17 proposed budget parameters.
11. Details of any budget variation in excess of \$50,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

<b>File Number (Name of Ward)</b>	FM.FIR.2 - All Wards
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**CCCS025: LIST OF ACCOUNTS FOR PAYMENT – APRIL 2017**

**Proponent** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared by** : Senior Accounting Officer (P Martin)  
**Responsible Officer** : Executive Director Corporate Services (M Cole)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CCCS025: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 April 2017 totalling \$6,917,031.35.**

**CCCS025: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR DOWLING  
SECONDED: COUNCILLOR SMITH**

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

**CARRIED 11-0**

**CCCS025: RESPONSIBLE OFFICER RECOMMENDATION**

**That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 April 2017 totalling \$6,917,031.35.**

**BACKGROUND**

1. Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

**DISCUSSION**

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 April 2017. Please refer to the Attachment to this report.



**Municipal Fund**

Trust	\$	0.00
Credit Cards	\$	10,308.11
Payroll	\$	1,220,351.87
Cheques	\$	108,634.95
Electronic Funds Transfer	\$	5,577,736.42
<b>TOTAL</b>		<b><u>\$ 6,917,031.35</u></b>

3. As at 15 April 2017, the total outstanding creditors, stands at \$375,630.01 and made up as follows:-

Current	\$	368,595.63
30 Days	\$	7,014.32
60 Days	\$	20.06
90 Days	\$	0.00
<b>TOTAL</b>		<b><u>\$ 375,630.01</u></b>

Cancelled cheques – Nil.

**STATUTORY IMPLICATIONS**

4. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
5. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
6. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

**POLICY IMPLICATIONS**

7. Expenditure for the period to 15 April 2017 has been incurred in accordance with the 2016/2017 budget parameters.

**FINANCIAL IMPLICATIONS**

8. Expenditure for the period to 15 April 2017 has been incurred in accordance with the 2016/2017 budget parameters.

**SUMMARY CONCLUSION**

9. That list of accounts have been authorised for payment under delegated authority.
10. It is requested that any questions on specific payments are submitted to the Executive Director Corporate Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

<b>File Number (Name of Ward)</b>	:	FM.FIR.2 - All Wards
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**CCCS026: DELEGATED AUTHORITY REPORT**

**Proponent** : City of Albany  
**Attachments** : Executed Document and Common Seal Report  
**Report Prepared by** : Personal Assistant to the ED Corporate Services (H Bell)  
**Responsible Officer** : Chief Executive Officer (A Sharpe)

**Responsible Officer's Signature:**



**RECOMMENDATION**

**CCCS026: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the Delegated Authority Reports 16 March 2017 to 15 April 2017 be RECEIVED.**

CCCS026: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STOCKS  
SECONDED: MAYOR WELLINGTON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CCCS026: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 March 2017 to 15 April 2017 be RECEIVED.

**CCCS027: SURRENDER OF LEASE & NEW LEASE – IMPERIAL GROUP  
PTY LTD – GARRISON RESTAURANT**

**Land Description** : Reserve 38226 and being Portion of Lot 555 on deposited Plan 75417 comprised in Certificate of Crown Land Title Volume LR3164 Folio 426

**Proponent** : Imperial Group Pty Ltd (ACN 152 740 728)  
Directors: John Saville-Wright and Lynette Vincenti

**Owner** : Crown (City of Albany under Management Order)

**Report Prepared by** : Team Leader Property and Leasing (T Catherall)

**Responsible Officer** : Executive Director Corporate Services (M Cole)

**Responsible Officer's Signature:**



**CONFIDENTIAL REPORT**

*This Report will be considered behind closed doors in accordance with section 5.23 (2)(e) of the Local Government Act 1995, being a matter that if disclosed, would reveal information that has a commercial value to a person.*

## CCCS028: COUNCIL REVIEW OF DELEGATIONS REGISTER

<b>Proponent</b>	: City of Albany
<b>Attachments</b>	: Delegations Register 2017 Council Policy Listing – 5 May 2017
<b>Report Prepared by</b>	: Manager Governance & Risk Management (S Jamieson)
<b>Responsible Officer(s)</b>	: Executive Director Corporate Services (M Cole)

**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:** 5. Civic Leadership.
  - b. **Strategic Objectives:** 5.1. To establish and maintain sound business and governance structures.
  - c. **Strategy:** Nil

#### In Brief:

- Council review and approve the Register of Delegations 2017.

### RECOMMENDATION

#### CCCS028: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

That the delegations detailed in the Register of Delegations be **ADOPTED**, noting the associated Council Policy positions and amendments:

- (a) Delegation 2017:031 – Animal Control. Specifies sections 16(3), 17A & 17 of the *Dog Act 1976*, being:
  - (i) The local government may direct the registration officer to refuse to effect or renew the registration of a dog, and may direct that the registration of a dog shall be cancelled.
  - (ii) A local government may give written notice to the owner of a dog that the dog cannot be registered by the local government.
  - (iii) Where a local government refuses to effect or renew the registration of a dog, or cancels a registration or gives a written notice under section 17A(2), the applicant or the registered owner or owner of the dog, as the case may be, may apply to the State Administrative Tribunal for a review of the decision.
- (b) 2017:033 – Public Health. Updated to reflect new *Public Health Act 2016* and *Health (Miscellaneous) Provisions Act 1911*.

**Officer Comment:** Requested at CCCS Committee for changes to be included in the Committee Recommendation.

CCCS028: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH  
SECONDED: COUNCILLOR HOLLINGWORTH

That the delegations detailed in the Register of Delegations be ADOPTED.

CARRIED 10-1

**Record of Vote**

Against the Motion: Councillor Price

CCCS028: RESPONSIBLE OFFICER RECOMMENDATION

That the delegations detailed in the Register of Delegations be ADOPTED.

**BACKGROUND**

2. Under the provisions of the *Local Government Act 1995*, a local authority may delegate some of its powers and duties to the Chief Executive Officer or Committees of Council to help facilitate the many services it provides to the community.
3. At least once every financial year, the powers and duties delegated under the Local Government Act are required to be reviewed by the delegator.

**DISCUSSION**

4. A register of Delegations of Authority is essential in order to inform the public of the activities, functions, powers and duties of the Local Government as well meeting the requirements of Section 5.46 of the *Local Government Act 1995* (the Act).
5. This Act requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee or the Chief Executive Officer, and by the CEO to other employees.
6. The compilation of the content of this Register was prepared through references to the Act, the Complete Guide to The Local Government Act 1995 (which is a joint production of the Western Australian Municipal Association, the Institute of Municipal Management (WA Division) and the Western Australia Department of Local Government.
7. Section 5.42 of the Act allows Council to delegate to the Chief Executive Officer and/or Committee.
8. Proposed amendments are detailed in the document control section of the register (attachment C).
9. Council Policies and their associated delegation(s) are listed at attachment C to the Delegations Register and a hyperlink listing extract from the City of Albany's website is detailed at attachment 2 to this report.
10. Council may choose to select specific Council Policy positions for separate review.

**GOVERNMENT AND PUBLIC CONSULTATION**

11. Detailed in the discussion section of the report.

**STATUTORY IMPLICATIONS**

12. Detailed in the discussion section of the report.

### **Delegation to CEO**

13. Section 5.42 of the Act enables the delegation of some powers and duties to the Chief Executive Officer:

*“1) A local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*

*A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.”*

### **Delegation to Committees**

14. Section 5.16 and 5.17 of the Act enables the delegation of some powers and duties to a committee:

*“1) Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than the power to delegate;*

*2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.”*

### **Delegations to be reviewed every financial year**

15. Under the provisions of section 5.46 (2) of the Act, delegations must be reviewed by the delegator at least once every financial year.

### **Appointment of authorised persons**

16. Section 9.10 of the Act. The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.

### **Transfer of Authority Due to Absence**

17. Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.
18. Where a named Officer holding a delegation is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Director or Senior Manager for the period of absence.

### **Proposed, Amended Delegations**

19. New, deleted and proposed amendments are detailed in the version control section of the register.

### **POLICY IMPLICATIONS**

20. Nil

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Legal &amp; Compliance.</b> Non-compliance with the City’s statutory requirement to review the delegations every financial year.	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Review and bring back to Council for adoption prior to 30 June 2017.</i>

**FINANCIAL IMPLICATIONS**

22. Nil.

**LEGAL IMPLICATIONS**

23. Refer to statutory implication section of report.

**ENVIRONMENTAL CONSIDERATIONS**

24. There are no direct environmental considerations related to this report.

**SUMMARY CONCLUSION**

25. That the reviewed delegations register (attached) be adopted and if required identify specific Council Policy positions for separate review.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• Local Government: <a href="#">Operational Guidelines Number 17.</a></li> </ul>
<b>File Number (Name of Ward)</b>	:	PE.AUT.1 (All Wards)
<b>Previous Reference</b>	:	OCM 28 June 2016 Resolution CSF248

**CCCS030: ALBANY REGIONAL AIRPORT REGULAR PUBLIC  
TRANSPORT PROPOSED FEE STRUCTURE 2017-18**

**Proponent** : City of Albany  
**Attachments** : Regional Express Correspondence - 1 May 2017  
**Report Prepared By** : Manager Tourism Development Services (M Bird)  
**Responsible Officer(s)** : Executive Director Community Services (C Woods)

**Responsible Officer's Signature:**



**CONFIDENTIAL REPORT**

*In accordance with section 5.23 (2)(c) of the Local Government Act 1995, being: a contract which may be entered into by the local government will be discussed behind closed doors.*



**DIS018: ALBANY CITY 2017 URBAN TREE STRATEGY**

**Land Description** : City of Albany  
**Proponent / Owner** : City of Albany  
**Attachments** : Albany City 2017 Urban Tree Strategy (electronic)  
**Supplementary Information & Councillor Workstation** : Albany City 2017 Urban Tree Strategy  
**Report Prepared By** : Environmental Sustainability Officer (M Holt)  
**Responsible Officers:** : 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:-

**Key Theme:** 2. Clean, Green & Sustainable.

**Strategic Objectives:** 2.2 To maintain and renew city assets in a sustainable manner.

**Strategy:** Carbon Footprint Reduction Strategy.

**In Brief:**

- The City of Albany has undertaken the development of the Albany City 2017 Urban Tree Strategy.
- The strategy provides framework for the expansion, protection and management of trees in our urban environment.
- The strategy has been developed using a combination of research and internal stakeholder engagement together with field data collection and analysis.

**RECOMMENDATION**

**DIS018: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council ADOPT the Albany City 2017 Urban Tree Strategy.**

DIS018: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HOLLINGWORTH  
SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS018: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the Albany City 2017 Urban Tree Strategy.

## **BACKGROUND**

2. The Urban Tree Strategy (UTS) is a strategic plan providing framework for the expansion, protection and management of trees located within the City's urban environment.
3. An Action Plan, Management Plan and 18 Street Tree Enhancement Plans will be developed in line with the UTS. Operational documents will be available on request.
4. In the 2016-2017 budget, Council allocated funding for street tree infill planting. Street tree infill planting has commenced after extensive consultation with the community which took place in early 2017. Tree planting will commence in Lockyer in June 2017.

## **DISCUSSION**

5. The Carbon Footprint Reduction Strategy (CFRS), adopted in 2014 (WS045), outlines 5 key areas that the City can reduce its carbon footprint. The 5 key objectives of the CFRS included:
  - a. Carbon Offsets
  - b. Energy Efficiency
  - c. Water Management
  - d. Fleet and Plant Management
  - e. Waste Management
6. The Carbon Offsets objective identified the important role that trees have in urban environment by providing many positive social, economic and environmental benefits.
7. Extensive research in urban forestry, collaboration with other local governments, in the field data collection of existing City of Albany urban street trees, and a review of customer feedback and actions was conducted by internal staff.
8. The development of the UTS is also in line with the '2020 Vision Plan', an Australian urban forestry document that provides framework to assist local government to create 20% more green spaces by 2020.
9. The UTS identifies 5 key focus areas that will enable the effective and sustainable expansion, management and protection of trees in the urban environment. These are:
  - a. Greener urban streets and pathways networks
  - b. Identification of Biodiverse Green Links
  - c. Maintaining and protecting trees
  - d. Greener urban parklands
  - e. Valuing urban trees in the community

## **GOVERNMENT & PUBLIC CONSULTATION**

10. Consultation with internal key stakeholders was conducted through a project control group from early 2016.
11. The UTS is only the first phase of a three phase process.
12. More internal consultation will continue during the development of the Urban Tree Management Plan (second phase).
13. Community consultation has already commenced through a range of presentations to community groups, and extensive community consultation will be undertaken during the street tree enhancement and replacement design phase (third phase).

## **STATUTORY IMPLICATIONS**

14. There are no statutory implications related to this report

**POLICY IMPLICATIONS**

15. This Urban Tree Strategy contributes to the achievement of the following key Australian and Western Australian Government policies, plans and legislative requirements:
  - a. Australian Standards
  - b. State Heritage Register
  - c. Aboriginal Site and Other Heritage Place Register
16. It also builds on and informs a number of local City plans, strategies and policies including:
  - a. Carbon Footprint Reduction Strategy
  - b. Albany Local Planning Strategy
  - c. Environmental Policy
  - d. Environmental Weed Strategy for City of Albany Reserves (2005-2010)
  - e. Asset Management Plan: Developed Reserves

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p><b>Organisation operations</b></p> <p><i>Risk: Without a tree strategy, both the management of trees and vision of healthy trees in the urban environment will be undertaken in an ad-hoc manner without overarching guiding principles.</i></p>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>If the proposed strategy is not endorsed, officers can implement systems and processes that follow principles endorsed by the organisation.</i>
<p><b>Opportunities:</b></p> <p><i>Having an adopted strategy with clear principles will assist in future funding submissions.</i></p>				

**FINANCIAL IMPLICATIONS**

18. In the 2016-17 budget, \$50,000 has been allocated for the first year of street tree planting, which will be conducted in Lockyer in consultation with the Lockyer Action Network (LAN). Approximately 130 trees will be planted in the first year of the program.
19. In the 2017-18 budget, money has been allocated for street tree planting (\$25,000) and street tree replacement (\$20,000). Street tree planting and replacement will be conducted in accordance with the proposed management plan.
20. Once the Urban Tree Management Plan has been completed, future urban tree priority planting and replacement will be allocated within the 10-year forward capital works program, so that the proposed future works can be undertaken as staged implementation program.

**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. Nil.

**CONCLUSION**

24. The Urban Tree Strategy provides the City with direction in its future practices by expanding, enhancing and protecting green assets.

<b>Consulted References</b>	:	1. Council Environmental Policy 2. Carbon Footprint Reduction Strategy
<b>File Number (Name of Ward)</b>	:	EM.PLA.26 (All Wards)
<b>Previous Reference</b>	:	OCM 26.11.13

**DIS024: REGIONAL ROAD GROUP 2018-19 PROJECT APPLICATIONS**

**Land Description** : Road Reserve – various locations  
**Proponent / Owner** : City of Albany  
**Business Entity Name** : N/A  
**Attachments** : Revised 5-year Great Southern Regional Road Group Funding Application Program  
**Supplementary Information & Councillor Workstation** : N/A  
**Report Prepared By** : Manager City Engineering (D King)  
**Responsible Officers:** : 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 and Sustainable
  - b. **Strategic Objectives:** 2.2. To maintain and renew city assets in a sustainable manner.
  - c. **Strategy:** By scheduling maintenance, servicing and renewal in a timely manner that maximises the life and performance of infrastructure.

**In Brief:**

- Both state and federal funding is involved and is administered through the Great Southern Regional Road Group (GSRRG).
- Approval is sought to make applications for funding these proposed works in accordance with the attached program.

**RECOMMENDATION**

**DIS024: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council APPROVE the Great Southern Regional Road Group Funding Application for the 2018-19 financial year.**

DIS024: COMMITTEE RECOMMENDATION

MOVED COUNCILLOR HAMMOND  
SECONDED COUNCILLOR GOODE

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS024: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE the Great Southern Regional Road Group Funding Application for the 2018-19 financial year.

## **BACKGROUND**

2. The State provides road funds for a number of programs administered by the State Road Funds to Local Government Advisory Committee. The Great Southern Regional Road Group (GSRRG) co-ordinates an annual application process to determine the distribution of these funds. Currently, there are four sources of road funding available through this process.
3. Identified Roads of Regional Significance (Roads 2030) are eligible for Road Project Grants. State funding is spread across 10 WA Regional Road Groups.
4. Funding provides two thirds (67%) of total project costs with the other third coming from Council's own resources. The GSRRG has also enacted a cap of 20% which limits the amount that any one Council can receive from the funding pool each year.
5. The GSRRG Policy and Procedure Guideline and Project Prioritisation Guidelines govern the assessment of projects put forward for funding. Projects are scored and then ranked into four broad categories – preservation, concluding, continuing, and new projects.
6. State Black Spot Program funds are allocated to individual Regional Road Groups for distribution. The GSRRG also processes the National Black Spot Program which sources federal funding for complying projects.
7. State Program funding covers two thirds (67%) and the National Program covers all (100%) of total project costs. For the national program, crash criteria is required to demonstrate a benefit cost ratio (BCR) of over 2 to comply. For the state program, either a BCR or a road safety audit is required to comply.
8. The Great Southern Technical Working Group members each assess the applications and rank them on being the most appropriate and cost effective.
9. Commodity Routes Supplementary Funding (CRSF) is provided for roads which are not Roads of Regional Significance (Roads 2030) but where there is a significant high priority transport task associated with the transport of a commodity.
10. \$2.5 million is provided statewide and distributed according to project ranking with no regional constraints. CRSF funding provides two thirds (67%) of total project costs and is limited to a maximum of \$250,000 per submitted project.

## **DISCUSSION**

11. State funding provides a reliable and consistent source of income for maintaining and improving the City's road network. In the current financial year (2016-17), the City of Albany has been allocated \$1.419 million for its road network. This is made up of:
  - a. RRG Road Projects - \$1 million;
  - b. Black Spot Projects – \$214,000; and
  - c. CRSF Projects - \$205,000.
12. Funding applications for the 2017-18 financial year have already been submitted and are likely to total \$1.076 million.
13. Road Project Grants for individual Local Governments are capped at 20% of the total pool.
14. With the preparation and annual review of the Long Term Financial and Asset Management Plans a 10-year Forward Capital Works Program has been prepared identifying projects and allocating grant funding and the City's own resources in successive financial years.

15. RRG Road Projects are the most likely to secure funding as the scoring system more heavily weights traffic volumes and the City is well placed in this regard compared with other Local Government areas in the Great Southern. However, the ranking system of placing new projects low can mean that new projects can take some time before they become funded.
16. The State Black Spot funding allocation for the Great Southern has been dramatically reduced in the last couple of years (based on accident statistics) and now equates to approximately \$361,000. This funding is aimed at low cost / high benefit safety improvements, for which the City has been reasonably successful in recent years. Each year, the City re-assesses possible projects and has road safety audits conducted on those short-listed as being suitable. With new projects being identified and considered, applications can vary from year to year.

**GOVERNMENT & PUBLIC CONSULTATION**

17. The annual applications comply with the rules and guidelines governing the Great Southern Regional Road Group allocations for road funding and therefore no additional government or public consultation is required.

**STATUTORY IMPLICATIONS**

18. Nil.

**POLICY IMPLICATIONS**

19. Project applications are consistent with Councils Asset Management Policy.

**RISK IDENTIFICATION & MITIGATION**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Finance.</b> Failure to make funding application would result in the City of Albany missing out on a State funding contribution to the road renewal program.	Likely	Moderate	High	Forward planning through adoption of 10 year financial plan to identify opportunities for funding in advance.
<b>Business Operation.</b> Funding application is unsuccessful resulting in the project either being deferred or funded entirely by general revenue	Possible	Moderate	Medium	City maintains network within its resources and directs resources to areas of highest need.

**FINANCIAL IMPLICATIONS**

21. Costs associated with this item will be included in the 2017-18 review of the 10-year financial plan and will be incorporated into the 2018-19 budget. Future projects will also be identified in the 10-year financial plan for consideration.

**LEGAL IMPLICATIONS**

22. There are no legal implications related to report.

**ENVIRONMENTAL CONSIDERATIONS**

23. Works are conducted in accordance with the City of Albany Environmental Code of Conduct (2006).

**ALTERNATE OPTIONS**

24. Nil.

**CONCLUSION**

25. The approval of 2018-19 project applications ensure Council is consistent with its direction for the management of its road assets in coming years.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	GS.PRG.22; GS.PRG.23. (Various Wards)
<b>Previous Reference</b>	:	OCM 24 March 2015 Item WS066



**DIS025: CONTRACT C17013 – SPORTS FIELD LIGHTING INSTALLATION  
– CENTENNIAL PARK FIELDS T/U AND COLLINGWOOD PARK.**

**Land Description** : Centennial Park Sporting Precinct and Collingwood Park  
**Proponent** : City of Albany  
**Owner** : City of Albany  
**Attachments** : Nil  
**Supplementary Information & Councillor Workstation:** : Nil  
**Report Prepared by** : Manager City Engineering (David King)  
**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. **Strategy:** 2.2.1. Asset management

**In Brief:**

- Submissions have been reviewed for contract C17013 – Sports Field Lighting Installation – Centennial Park Fields T/U and Collingwood Park.
- J&S Castlehow Electrical Services are recommended to be awarded the contract.

**RECOMMENDATION**

**DIS025: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council ACCEPT the tender from J&S Castlehow Electrical Services and award contract C17013 – Sports Field Lighting Installation – Centennial Park Fields T/U and Collingwood Park separable portions 1 and 2.**

DIS025: COMMITTEE RECOMENDATION

MOVED: COUNCILLOR HAMMOND  
SECONDED: MAYOR WELLINGTON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS025: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ACCEPT the tender from J&S Castlehow Electrical Services and award contract C17013 – Sports Field Lighting Installation – Centennial Park Fields T/U and Collingwood Park separable portions 1 and 2.

**BACKGROUND**

2. As part of the Centennial Park Sporting Precinct (CPSP) construction, lighting of training fields T and U were included in the project scope and funding from Department of Infrastructure and Regional Development Community Development.
3. Collingwood Park lights have passed the end of their useful life and require renewal. Funding from DSR – CSRFF has been secured to complete the works.

**DISCUSSION**

4. A total of 19 tender documents were issued by the City of Albany.
5. One (1) completed conforming tender document was submitted on or before the stipulated closing date and time.
6. The weighted attributes methodology is the adopted means of tender evaluation. 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	60%
Relevant Experience	20%
Key Personnel Skills & Experience	15%
Corporate Social Responsibility	5%
<b>Total</b>	<b>100%</b>

7. As only one conforming tender was received it was evaluated and scored as follows:
  - a. J & S Castlehowe Electrical Services. Score = 577.94

**GOVERNMENT & PUBLIC CONSULTATION**

8. All relevant Government departments including Department of Indigenous Affairs and SWALSC have been consulted on the project.
9. A request for tenders was published in the West Australian on 12 April 2017 and the Albany Weekender 13 April 2017.

**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>Finance</b> Not meeting funding deadlines.	Unlikely	Severe	High	Appropriate management of contract. Liquidated damages for non-completion.
<b>Finance</b> Non-compliance with contract or business failure.	Unlikely	Moderate	Medium	Contractor to ensure that all insurance of the works is provided

**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 Field T and U is part of the Department of Infrastructure and Regional Development Community Development Grant of \$8.25 million.
17. Funding for Collingwood Park is from DSR - CSRFF
18. Total budget for the contract is \$820,000 and the recommended tender is within budget.

**LEGAL IMPLICATIONS**

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

**ENVIRONMENTAL CONSIDERATIONS**

20. There are no environmental considerations associated with this report.

**ALTERNATE OPTIONS**

21. Council can accept or reject tenders as submitted.

**SUMMARY CONCLUSION**

22. On reviewing the submissions, the evaluation team assessed J&S Castlehow Electrical Services as being the most suitable tenderer across the evaluation criteria in terms of cost, relevant experience, key personnel (skills & experience), and corporate social responsibility. J&S Castlehow Electrical Services are recommended to be awarded the contract.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>Local Government (Functions and General) Regulations 1995</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

**DIS026: PLANNING AND BUILDING REPORTS APRIL 2017**

**Proponent** : City of Albany  
**Attachment** : Planning and Building Reports April 2017  
**Report Prepared By** : Administration Officer-Planning (V Martin)  
Administration Officer-Development Services (J Corcoran)  
  
**Responsible Officer(s):** : Executive Director Development Services (P Camins)

**Responsible Officer's Signature**



**RECOMMENDATION**

**DIS026: RESPONSIBLE OFFICER RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council NOTE the Planning and Building Reports for April 2017.**

- 14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**
- 15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 16. REPORTS OF CITY OFFICERS**
- 17. MEETING CLOSED TO PUBLIC**
  - CCCS027: SURRENDER OF LEASE AND NEW LEASE-IMPERIAL GROUP PTY LTD-GARRISON RESTAURANT
  - CCCS030: ALBANY REGIONAL AIRPORT REGULAR PUBLIC TRANSPORT PROPOSED FEE STRUCTURE 2017-18
- 18. CLOSURE**