AGENDA

Ordinary Meeting of Council

Tuesday 29 October2013

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.

TABLE OF CONTENTS

	Details	Pg#
I.	**DECLARATION OF OPENING**	**4**
II.	**OPENING PRAYER**	**4**
III.	**ANNOUNCEMENTS BY MAYOR AND COUNCILLORS WITHOUT DISCUSSION**	**4**
IV.	**RESPONSE TO PREVIOUS UNANSWERED QUESTIONS FROM PUBLIC QUESTION TIME**	**4**
V.	**PUBLIC QUESTION AND STATEMENT TIME**	**4**
VI.	**RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED**	**5**
VII.	**APPLICATIONS FOR LEAVE OF ABSENCE**	**5**
VIII.	**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**	**6**
IX.	**DECLARATIONS OF INTEREST**	**6**
X.	**IDENTIFICATION OF MATTERS FOR WHICH COUNCIL MAY SIT BEHIND CLOSED DOORS**	**6**
XI.	**PETITIONS, DEPUTATIONS AND PRESENTATIONS**	**6**
XII.	**ADOPTION OF RECOMMENDATIONS EN BLOC**	**7**

XIII.	**REPORTS (Committee Date Order)**	

ED	**Economic Development Committee**	
ED005	ECONOMIC DEVELOPMENT STRATEGY	8-12
ED006	CAMPERVAN MOTORHOME CLUB OF AUSTRALIA LTD (CMCA) 30TH NATIONAL RALLY-OCTOBER 2015	13-17

CS	**Community Services Committee – Committee Meeting Not Held**	

CSF	**Corporate Services & Finance Committee**	
CSF024	FINANCIAL ACTIVITY STATEMENT 31 AUGUST 2013	18-19
CSF025	LIST OF ACCOUNTS FOR PAYMENT SEPTEMBER 2013	20-21
CSF026	DELEGATED AUTHORITY REPORTS	22
CSF027	STAFF MOVEMENT REPORTS SEPTEMBER 2013	23
CSF028	NEW LEASE-ALBANY HISTORICAL SOCIETY INC-PORTION OF RESERVE 26860, NIND STREET SPENCER PARK	24-31
CSF029	REVISED PRICING AND MARKETING STRATEGY-“THE RIDGE” SUBDIVISION **CONFIDENTIAL REPORT**	32-33

WS	**Works & Services Committee**	
WS007	ENVIRONMENTAL IMPACT ASSESSMENT POLICY	34-37
WS008	BOULDER HILL TRACK REMEDIATION	38-41
WS009	VANCOUVER PENINSULA SIGN SHELTER	42-44
WS010	CONTRACT C13011-PANEL OF SUPPLIERS-SUPPLIER OF ASPHALT	45-48
WS011	FINANCIAL EXPENDITURE AND WORKS PROGRESS REPORTING	49-51
WS012	ALBANY BIKE PLAN-PROJECT PRIORITIES 2013-2014	52-55
WS013	CONTRACT C13016-WILLYUNG ROAD (SLK 0.02-1.76) WIDENING AND	56-59

	RECONSTRUCTION	
WS014	CONTRACT C13017-PFIEFFER ROAD (SLK 20.22-22.44) WIDENING AND RECONSTRUCTION	60-63
WS015	CONTRACT C13015-MILLBROOK ROAD (SLK5.30-6.90) WIDENING AND RECONSTRUCTION	64-67

PD	**Planning & Development Committee**	
PD011	PLANNING AND BUILDING REPORTS JULY 2013	68

XIV.	**MOTIONS WITH NOTICE**	**69**
XV.	**MOTIONS OF WHICH NOTICE WAS GIVEN AT THE PREVIOUS MEETING**	**69**
XVI.	**URGENT BUSINESS APPROVED BY DECISION OF THE MEETING**	**69**
XVII.	**REQUEST FOR REPORTS FOR FUTURE CONSIDERATION**	**69**
XVIII.	**ANNOUNCEMENT OF NOTICES OF MOTIONS TO BE DEALT WITH AT THE NEXT MEETING**	**69**
XIX.	**ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO MEMBERS OF THE PUBLIC**	**69**
CSF029	REVISED PRICING AND MARKETING STRATEGY-“THE RIDGE” SUBDIVISION **CONFIDENTIAL REPORT**	
XX.	**NEXT ORDINARY MEETING DATE**	**69**
XXI.	**RESUME STANDING ORDERS**	**69**
XXII.	**CLOSURE OF MEETING**	**69**
XXIII.	**STATUS REPORT ON DEFERRED ITEMS FROM PREVIOUS MEETINGS**	**70**

XXIV.	**COMMITTEE MEETING MINUTES (ATTACHMENTS)**	
A	Economic Development Committee	
B	Community Services Committee – Minutes of the dissolved Seniors Committee	
C	Corporate Services & Finance Committee	
D	Works & Services Committee	
E	Planning & Development Committee	

I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS:

II. OPENING PRAYER:

"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."

PROCEDURAL MOTION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Standing Order 3.1 be SUSPENDED to allow recording of proceedings.

III. ANNOUNCEMENTS BY MAYOR AND COUNCILLORS WITHOUT DISCUSSION:

MOTION
VOTING REQUIREMENT: SIMPLE MAJORITY

The Mayor's Report be RECEIVED.

IV. RESPONSE TO PREVIOUS UNANSWERED QUESTIONS FROM PUBLIC:

V. PUBLIC QUESTION AND STATEMENT TIME:

Each person asking questions or making comments at the Open Forum will be **LIMITED** to a time period of **4 MINUTES** to allow all those wishing to comment an opportunity to do so.

VI. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED):

Mayor	Mayor D Wellington
Councillors:	
Breaksea Ward	Councillor Elect
Breaksea Ward	V Calleja
Frederickstown Ward	Councillor Elect
Frederickstown Ward	G Stocks
Kalgan Ward	Y Attwell
Kalgan Ward	Councillor Elect
Vancouver Ward	S Bowles
Vancouver Ward	Councillor Elect
West Ward	G Gregson
West Ward	Councillor Elect
Yakamia Ward	A Hortin JP
Yakamia Ward	Councillor Elect
Staff:	
Acting Chief Executive Officer	G Adams
Executive Director Community Services	C Woods
Executive Director Planning and Development Services	D Putland
Executive Director Works and Services	M Thomson
Minutes	J Williamson
Apologies:	
Chief Executive Officer	G Foster

VII. APPLICATIONS FOR LEAVE OF ABSENCE:

VIII. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

OCM001
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Ordinary Council Meeting held on 24 September 2013, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

OCM001
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Special Council Meeting held on 1 October 2013, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

IX. DECLARATIONS OF INTEREST:

Name	Committee/Report Item Number	Nature of Interest
Councillor Bowles	CSF025	**Impartiality**. Cr Bowles is the secretary of the Great Southern Factor Inc. Paperbark Merchants has a sponsorship arrangement with Great Southern Factor Inc. Paperbark Merchants are a company on the list of payments authorised under delegated authority report for June 2013.
Councillor Stocks	CSF025	**Impartiality.** Cr Stocks is a shareholder of a listed company on the list of payments authorised under delegated authority report for June 2013.
Councillor Attwell	CSF029	**Financial.** Councillor Attwell owns a subdivision in close proximity to "The Ridge".
Councillor Calleja	ED006	**Proximity.** Councillor Calleja is a member of the Albany Chamber of Commerce and Industry Executive and a member of Campervan Motorhome Club of Australia Ltd (CMCA).

X. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS:

CSF029: Revised Pricing and Marketing Strategy-"The Ridge" Subdivision

XI. PETITIONS, DEPUTATIONS AND PRESENTATIONS:

XII. ADOPTION OF RECOMMENDATIONS EN BLOC:

RISK MANAGEMENT FRAMEWORK

The City of Albany Organisational Risk Management Framework is the Reference Document for the "Risk Identification and Mitigation" Section for all Papers in the Agenda, has been previously distributed to all Elected Members and is available on the City of Albany website: www.albany.wa.gov.au .

IMPORTANT COMMITTEE INFORMATION

At the City of Albany, as Committees do not have delegated powers to make decisions, their recommendations are put before Council for a decision to be made. When considering recommendations, Council may:

- Accept the recommendation put forward and adopt it en bloc without further debate/discussion
- Withdraw a particular item for further discussion or modification or propose that another course of action be taken
- Defer making a decision on an item, pending further consideration/discussion at an appropriate meeting.

As such, recommendations from a committee meeting cannot be implemented until approval is given by Council.

ED005: ADOPTION OF THE ECONOMIC DEVELOPMENT STRATEGY 2013-2017

Proponent	**:**	City of Albany
Owner	**:**	N/A
Attachments	**:**	City of Albany Economic Development Strategy (2013-2017)
Appendices	**:**	Economic Development Strategy (2010-2015)
Responsible Officer(s):	**:**	Executive Director Community Services (C Woods)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

1. This strategy directly relates to the following elements from the Community Strategic Plan – Albany 2023 and the Corporate Business Plan 2013-2017.

2. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

   a. ***Key Theme: 1****. Smart Prosperous and Growing.*

   b. ***Strategic Objective: 1.1****. To foster links between education, training and employment that support economic development.*

   Strategic Objective 1.2 *To strengthen our region's economic base.*

   Strategic Objective 1.3 *To develop and promote Albany as a unique and sought after destination.*

   c. ***Strategic Initiative: 1.1.1****. Learning City*

   Strategic Initiative 1.2.1. *CBD Revitalisation*

   Strategic Initiative 1.2.2. *Economic Diversity*

   Strategic Initiative 1.3.1. *Events Management*

   Strategic Initiative 1.3.2. *Tourism Destination*

   Strategic Initiative 1.3.3. *Coastal Management*

In Brief:

- The Councils current Economic Development Strategy (2010-2015) was previously linked to the Councils strategic plan "Albany Insight" 2010-2025.
- The Councils legislative requirement to develop an Integrated Community Plan and Corporate Plan by 30 June 2013 was met with both these plans being adopted.
- The review and development of the City of Albany Economic Development Strategy 2013-2017 (attached) has now been completed and is linked to the current Community Strategic Plan.

RECOMMENDATION

ED005: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT consideration of the City of Albany Economic Development Strategy 2013-2017 be conducted at the next Economic Development Committee Meeting.

ED005: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR DOWLING

THAT consideration of the City of Albany Economic Development Strategy 2013-2017 be conducted at the next Economic Development Committee Meeting.

CARRIED:6-0

ED005: RESPONSIBLE OFFICER
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT the City of Albany Economic Development Strategy 2013-2017 be approved.

BACKGROUND

3. The Economic Development Strategy identifies regional strategic initiatives and City of Albany strategic initiatives.

4. It is recognised that the ability to influence regional initiatives requires regional cooperation and alignment with regional infrastructure blueprints that are the responsibility of the Great Southern Development Commission.

5. It is for this reason that regional strategic initiatives will require the establishment of high level project working groups that report back to the Economic Development Committee.

6. City of Albany based strategic initiatives will be the responsibility of an officer and in some instances localised project working groups or partnerships with key stakeholders such as the Albany Chamber of Commerce and Industry (ACCI).

DISCUSSION

7. The City of Albany's Community Strategic Plan – Albany 2023 has identified five key themes for the City to focus upon. "Smart, prosperous and growing" is one of these key themes and forms the platform from which the City of Albany's Economic Development Strategy is derived.

8. These themes are supported by a number of strategic objectives from which strategic initiatives will be developed. The three key strategic objectives are:

    - to strengthen and diversify our economic base.
    - to foster links between education training and employment that support our economic growth and development.
    - to develop and promote Albany as a unique and sought after visitor destination.

GOVERNMENT & PUBLIC CONSULTATION

9. This document has been provided to the Chair of Australia's South West (ASW); the Chief Executive Officer (CEO) of ACCI and the CEO of the Great Southern Development Commission (GSDC) for comment.

10. No comment has been received at the time of preparing this report.

11. The CEO and Executive Director of Community Services attended the GSDC Regional Blue Print briefing on 20 September 2013 with each of the 13 Great Southern Regional Councils present.

12. The GSDC Regional Infrastructure and Economic Development Blue print is being prepared by an external consultant and the City of Albany will have the opportunity to submit this document as part of the development of the Regional Development Commissions Blue Print.

13. The Community Strategic Plan involved widespread community consultation in late 2012 and early 2013. The community identified a number of economic priorities under the theme of "Smart Prosperous and Growing".

14. This strategy has incorporated these objectives and expanded upon them in more detail.

STATUTORY IMPLICATIONS

15. There are no statutory requirements relating to this item.

POLICY IMPLICATIONS

16. There are no policy requirements relating to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
The City fails to adopt a strategic approach to Economic Development and relies on other organisations to determine its economic outcomes.	*Unlikely*	*Significant*	*Medium*	*Council to mitigate risk and take control of the situation by committing resources to the pursuit of Economic Development objectives.*

FINANCIAL IMPLICATIONS

18. The adopted 2013/14 Budget and existing staff resources are sufficient to start driving the identified economic objectives contained within the strategy.

19. As the City progresses toward the 2014/15 budget a clearer understanding of the costs and benefits associated with pursuing higher level objectives such as the Science and Technology Park will be known. At this time the Economic Development Committee will have a significant role to play in determining priorities and resources accordingly.

LEGAL IMPLICATIONS

20. Not Applicable.

ENVIRONMENTAL CONSIDERATIONS

21. The City of Albany recognises the value of its natural environment and the importance of protecting and managing natural values for future generations.

22. These natural assets include the river systems and foreshores, as well as the native species and ecosystems present in reserves and other natural areas. It also includes values such as clean air and water, landscape amenity and recreation.

23. As a part of the City of Albany's actions to address these needs, the Council has incorporated consideration of the environment into its Strategic Plan.

24. The unique environment and agricultural land within the City boundaries are part of its current and future economic sustainability and any economic development decision should consider the value of these natural assets.

ALTERNATE OPTIONS

25. The Council is encouraged to alter and review its economic development strategy on a regular basis in order to take advantage of new opportunities or as a result of objectives that cannot be realised for various reasons be they within councils control or beyond councils influence.

SUMMARY CONCLUSION

26. The City of Albany has an Economic Development Strategy that was previously linked to its previous strategic plan.

27. The legislative requirement for the City to develop an Integrated Strategic Plan and a Corporate Plan before June 30th 2013 has required the City to review its strategy and align the strategy to its current Community Strategic Plan.

28. This Strategic Plan is a working document and attempts to address both regional strategic outcomes and local economic outcomes.

29. The Plan is submitted to Council for adoption and through its adoption will enable resources to be allocated to the attainment of economic outcomes in a planned and coordinated approach.

Consulted References	**:**	1. Martinus, K., Tonts, M. (2013) "Albany Baseline Study; For Long-Run Socio-Economic Sustainability", prepared by University of WA and commissioned by Committee for Albany, City of Albany and UWA in Albany. *N:\CORP.COMM.SERVICE\Community_Services\Economic_Development\Major Projects 2013* 2. McEwan, A., (2013) "City of Albany Major Projects Summary", Major Projects August 2013 section of City of Albany. *N:\CORP.COMM.SERVICE\Community_Services\Economic_Development\Major Projects 2013* 3. Regional Australia Institute, Regional Development Australia – Insight ID – "Australia's Regional Competitiveness Index"- City of Albany level. *http://insight.regionalaustralia.org.au/* 4. Department of Regional Australia, Local Government, Arts and Sport. "myregion – Great Southern data". *http://myregion.gov.au/profile/great-southern/data* 5. Australian Trade Commission. *http://www.austrade.gov.au/* 6. Department of Regional Australia, Local Government, Arts and Sport (no date). "Framework for Regional Economic Development" - Regional Australia Standing Council. 7. Department of Regional Australia, Local Government, Arts and Sport (no date). "Regional Economic Development Guide". 8. Regional Development Australia Great Southern WA (2012). "Regional Plan 2012- 2020", and "Appendices Regional Plan 2012-2020". *www.rdagreatsouthern.com.au* 9. Department of State Development – Government of WA. Various market information papers, "Trade and Investment Relationship", China, India, Japan, South Korea.
File Number (Name of Ward)	**:**	ED.PLA.4 (All Wards)
Previous Reference	**:**	City of Albany Economic Development Strategy (2010-2015) - Synergy ref: NS0910505 (OCM 15/12/2009 Item 14.12.4)

ED006: CAMPERVAN MOTORHOME CLUB OF AUSTRALIA LTD (CMCA) 30TH NATIONAL RALLY – OCTOBER 2015

Proponent	**:**	City of Albany
Owner	**:**	N/A
Attachments	**:**	Letter from Campervan & Motorhome Club of Australia (CMCA)
Appendices	**:**	Nil
Responsible Officer(s):	**:**	Executive Director Community Services (C Woods)

Responsible Officer's Signature:	

*****Mayor left the room at 6.39pm and returned at 6.52pm

STRATEGIC IMPLICATIONS

1. This strategy directly relates to the following elements from the Community Strategic Plan – Albany 2023 and the Corporate Business Plan 2013-2017.

2. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

   a. ***Key Theme: 1****. Smart Prosperous and Growing.*

   b. ***Strategic Objective: 1.2*** *To strengthen our region's economic base.*

   Strategic Objective 1.3 *To develop and promote Albany as a unique and sought after destination.*

   c. ***Strategic Initiative 1.2.2.*** *Economic Diversity*

   Strategic Initiative 1.3.1. *Events Management*

   Strategic Initiative 1.3.2. *Tourism Destination*

In Brief:

- The Campervan & Motorhome Club of Australia (CMCA) have presented a letter of offer to the City of Albany for the hosting of the October 2015 event outlining the host venue deliverables including an ask of up to $100,000 of in kind support and $60,000 in cash sponsorship. A copy of the letter offer is included as attachment one to this report.

- The CMCA is a not for profit organisation and the largest recreational vehicle (RV) club in Australia. As at April 2013 the Club has some 64,500 members across Australia and overseas.

- The CMCA annual National Rally event typically attracts in excess of 1,000 RVs to a destination. The CMCA states this event generates financial benefit to the host destination in the order of $1.5m to $2.5m to the local economy.

- Significant benefits should be achieved both during the hosting of the event and in the lead up to the event via effective marketing to the CMCA's extensive membership database.

- The CMCA have requested in kind support to the value of $100,000 and cash sponsorship of $60,000 from the City of Albany. Assuming the CMCA economic benefits estimate of $2m to the local Albany economy then this $160,000 commitment would represent a return on investment ratio in the order 12.5.

RECOMMENDATION

ED006: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

1. **ACCEPT the invitation and requested conditions to host the CMCA National Rally event in October 2015.**
2. **SEEK grant funding from potential local and regional partners.**

ED006: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR ATTWELL

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

ED006: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. ACCEPT the invitation and requested conditions to host the CMCA National Rally event in October 2015.
2. SEEK grant funding from potential local and regional partners.

BACKGROUND

1. The CMCA stages two major rallies each year and each of these events historically attracts between 750 – 1200 motor homes and participants typically stay a minimum of seven days at the venue.

2. The 2012 National Rally event was held in Boonah (Qld) and attracted 1125 motor homes and 2350 attendees. The 2011 National Rally was held in Kalgoorlie (WA) and attracted 810 motor homes and 1580 attendees. The Mayor of Kalgoorlie Boulder stated the event generated in excess of $3m for the destination.

3. The proposed Albany location for the event is Centennial Park grounds east of Lockyer Avenue. The CMCA require access to the venue for a period of 20 days including 10 days setup, 7 days for the Rally and 3 days pack up.

4. CMCA representatives have met with City officers and representatives from the local Albany Chamber of Commerce and Industry (ACCI) for preliminary discussions for the event hosting opportunity.

5. The ACCI is a supporter of Albany hosting the event and would partner with the City to assist in acting as the host venue.

DISCUSSION

6. Securing the CMCA National Rally event for October 2015 will generate significant economic benefit for the Albany and surrounding region local economy.

7. Major benefits to Albany potentially include:

   a. Direct visitor spend into the local economy from an estimated 1000 motor homes and 2000 attendees holidaying in Albany for a minimum of 7 days. CMCA estimate visitor spend to be between $1.5m and $2.5m for this type of event.

   b. Direct spend into the local economy from CMCA event organisers over 20 day period is estimated to be $500,000 from the staging event.

   c. Increasing destination awareness for Albany by implementing a targeted marketing program to the CMCA's 64500 member database.

   d. Continue to leverage the destination awareness to the RV visitor market created by Albany's pivotal role within the national commemorations of the Anzac Centenary.

8. Subject to Council approval to proceed, City staff will investigate event partnering opportunities on a local and surrounding region level. Opportunities exist to co-fund the host venue with financial and in-kind resourcing which will reduce dependence upon the City fully funding the hosting of the event.

GOVERNMENT & PUBLIC CONSULTATION

9. The Albany Chamber of Commerce and Industry Inc is a strong supporter of Albany securing host venue status for the proposed CMCA event. ACCI representatives have previously attended CMCA events and met with CMCA event organisers.

10. If the recommendation to Council is approved, the City of Albany will undertake stakeholder consultation and approach additional government agency and business groups to secure partnering opportunities including neighbouring local government authorities.

11. The Community Strategic Plan involved widespread community consultation in late 2012 and early 2013. The community identified a number of economic priorities under the theme of '*Smart Prosperous and Growing'* including the attraction of iconic major events.

STATUTORY IMPLICATIONS

12. Nil

POLICY IMPLICATIONS

13. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
In kind and cash requirements are not confirmed by City and the CMCA event is hosted elsewhere.	*Possible*	*Moderate*	*Medium*	*City to allocate required resources in forward 2015/16 budget.*

FINANCIAL IMPLICATIONS

15. The CMCA has requested a total of $160,000 in support from the City of Albany. This includes $100,000 of in kind support (in the form of supplying the venue site, power consumption, water consumption, use of temporary power equipment and facilities, access to existing building and facilities, black water disposal, daily garbage disposal, assistance with traffic management, allocation of dedicated local liaison resource and working with local stakeholders), and $60,000 in cash sponsorship.

16. Should Council accept the Responsible Officer Recommendation, City staff will seek financial and in-kind contributions from local and regional partners to share the financial responsibility.

17. Financial and resource allocation is required by the City for the 2015/16 financial year.

18. Other major events such as the 2015 Clipper Round the World Yacht Race will compete for City financial support and resources.

LEGAL IMPLICATIONS

19. Nil

ENVIRONMENTAL CONSIDERATIONS

20. Nil

ALTERNATE OPTIONS

21. Council may choose not to support further investigation of this opportunity.

SUMMARY CONCLUSION

22. Securing the CMCA event achieves a City strategic deliverable to identify iconic events that provide community and economic benefits and work with partners to attract economic benefits and host events.

23. The following benefits should be achieved by proceeding with the project;

    a. Overall there is expected to be around 2,000 additional visitors to the Albany region staying a minimum of 7 days and injecting an estimated $2m into the local Albany economy.

    b. Significant promotional opportunities (pre and post staging of the event) to promote Albany as a destination to the CMCA's 64,500 member database of RV users.

    c. Previous 2011 host venue City of Kalgoorlie Boulder estimated benefits to include attracting 1580 attendees generating some $3m in additional visitor expenditure into the local economy. Similar benefits should be attracted to Albany.

    d. The event is planned to be staged in October 2015 which is a traditional shoulder visitor period for the destination and will therefore inject additional visitor expenditure that would not have otherwise been achieved. Existing research indicates local food, general retail and hospitality businesses are the largest beneficiaries of these events.

Consulted References	**:**	The Self Contained Recreational Vehicle Market 2010 and beyond, CMCA.
File Number (Name of Ward)	**:**	ED.PLA.1 (All Wards)
Previous Reference	**:**	Nil

CSF024: FINANCIAL ACTIVITY STATEMENT – 31 AUGUST 2013

Appendices : Financial Activity Statement
Responsible Officer : Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:	

CSF024: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 August 2013.

CSF024: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR CALLEJA

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CSF024: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 August 2013.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 August 2013 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

6. 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.

FINANCIAL IMPLICATIONS

Expenditure for the period ending 31 August 2013 has been incurred in accordance with the 2013/14 proposed budget parameters. 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.

POLICY IMPLICATIONS

7. The City's 2013/14 Annual Budget provides a set of parameters that guides the City's financial practices.

8. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

File Number (Name of Ward)	FM.FIR.2 - All Wards

CSF025: LIST OF ACCOUNTS FOR PAYMENT – SEPTEMBER 2013

File Number (Name of Ward) : FM.FIR.2 - All Wards
Appendices : List of Accounts for Payment
Responsible Officer : Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:	

CSF025: 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 September 2013 totalling $4,823,619.48.

COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR ATTWELL
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CSF025: 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 September 2013 totalling $4,823,619.48.

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 September 2013. Further details of the accounts authorised for payment by the Chief Executive Officer is included within the Elected Members Report/Information Bulletin.

Municipal Fund		
Trust		$1,468.22
Credit Cards		$32,186.18
Payroll		$1,060,899.93
Cheques		$48,766.70
Electronic Funds Transfer		$3,680,198.45
	TOTAL	**$4,823,619.48**

3. As at 15 September 2013, the total outstanding creditors, stands at **$687,310.31** and made up follows:

Current	$361,741.63
30 Days	$213,488.57
60 Days	$1,351.23
90 Days	$110,728.88
TOTAL	**$687,310.31**

4. **Cancelled cheques: -** Cheque 29226 – incorrect creditor, Cheque 29221 – paid by eft, Cheque 29271 – name incorrect replaced with 29273

STATUTORY IMPLICATIONS

5. 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.

6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.

7. 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.

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 15 September 2013 has been incurred in accordance with the 2013/2014 budget parameters.

POLICY IMPLICATIONS

9. The City's 2013/2014 Annual Budget provides a set of parameters that guides the City's financial practices.

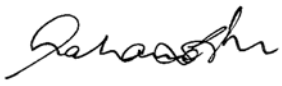
SUMMARY CONCLUSION

10. That list of accounts have been authorised for payment under delegated authority.

File Number (Name of Ward)	FM.FIR.2 - All Wards

CSF026: DELEGATED AUTHORITY REPORTS

Responsible Officer : Chief Executive Officer (G Foster)
Attachments : Common Seal and Executed Document Report

Responsible Officers Signature:	

In Brief:

- Receive the Delegated Authority Reports until 15 September 2013.

CSF026: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council RECEIVE the Delegated Authority Reports up until 15 September 2013.

- **Common Seal and Executed Document Report.**

CSF026: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR DUFTY

THAT Council RECEIVE the Delegated Authority Reports up until 15 September 2013.

- Common Seal and Executed Document Report.

CARRIED 11-0

CSF026: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports up until 15 September 2013:

- Common Seal and Executed Document Report.

CSF027: STAFF MOVEMENTS REPORT SEPTEMBER 2013

Proponent : City of Albany
Responsible Officer(s): : Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:	

CSF027: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council RECEIVE the Staff Movement Report.

CSF027: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR ATWELL

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CSF027: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Staff Movement Report.

CARRIED 11-0

STAFF MOVEMENTS REPORT SEPTEMBER 2013

New Starters

Position	Date Commenced	Status
Parks Maintenance Worker	2 September 2013	Permanent Full time
Project Officer Business Improvement	9 September 2013	Temporary Full time
Reserves Maintenance Worker	23 September 2013	Permanent Full time

Resignations

Position	Date Finished	Status
Coordinator Emergency Management and Community Safety	23 August 2013	Permanent Full time
Administration Supervisor ALAC	06 September 2013	Permanent Full time
Mayoral Liaison Officer	10 September 2013	Temporary Full time

CSF028: NEW LEASE – ALBANY HISTORICAL SOCIETY INC. – PORTION OF RESERVE 26860, NIND STREET SPENCER PARK

Land Description	**:**	Portion of Reserve 26860 and being Lot 6906 on Deposited Plan 189260 and being the whole of the land comprised in Qualified Certificate of Crown Land Title Volume LR 3082 Folio 535 at 13 Nind Street, Spencer Park
Proponent	**:**	Albany Historical Society Inc.
Owner	**:**	Crown
Attachments	**:**	Nil
Responsible Officer(s)	**:**	Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:	

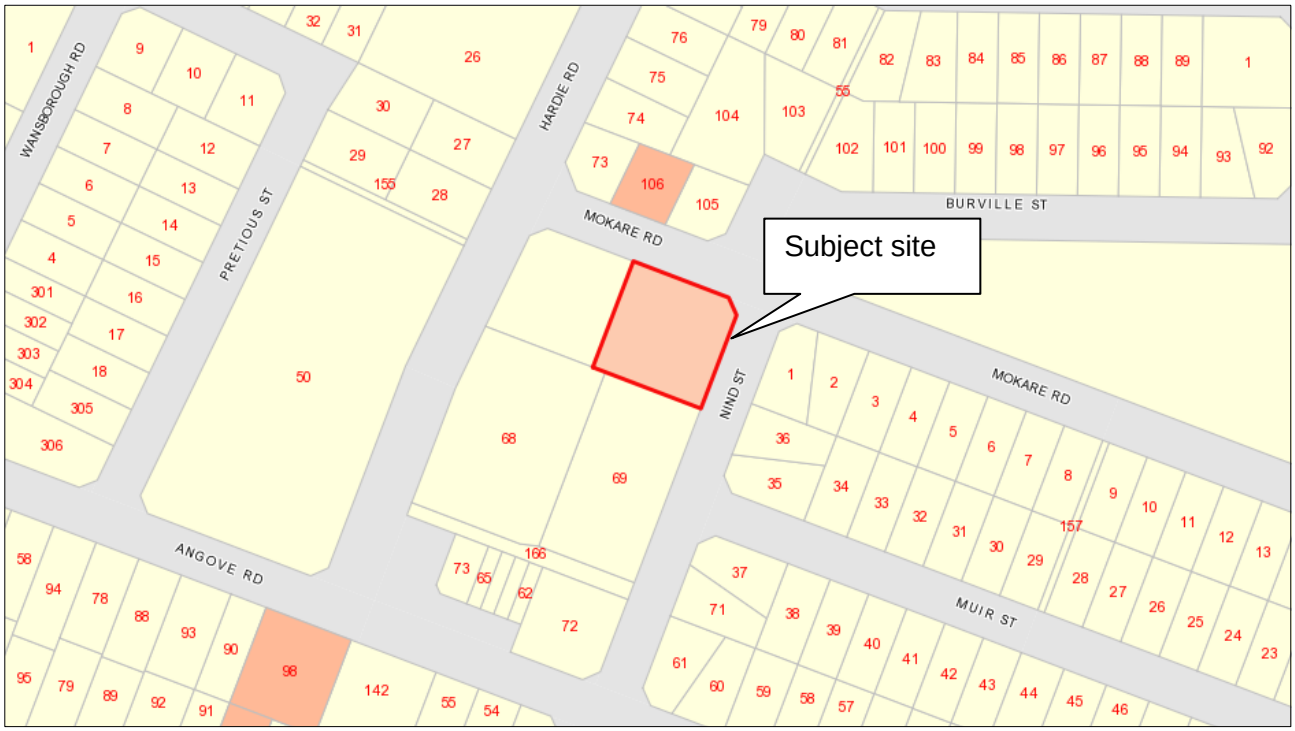
STRATEGIC IMPLICATIONS

1. This item relates directly to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:
   a. **Key Theme:** Civic Leadership.
   b. **Strategic Objective:** 5.1 To establish and maintain sound business and governance structures.
   c. **Strategic Initiative:** 5.1.2 Systems Development and Improvement: Improve leased property management.

IN BRIEF

- Council is requested to consider a new lease to the Albany Historical Society Inc. on land situated at 13 Nind Street, Spencer Park being portion of Reserve 26860.
- Lease term being five years commencing 1 November 2013.
- Lease purpose being for community purposes.

Maps and Diagrams



CSF028: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

That Council <u>APPROVE</u> a new lease to the Albany Historical Society Inc. On land situated at 13 Nind Street, Spencer Park being portion of Reserve 26860, subject to:

1. **Lease term being five years, commencing 1 November 2013.**
2. **Lease area being approximately 70 square metres.**
3. **Lease rental being the equivalent to minimum rate as set by Council each year, currently $857.00 plus GST per annum.**
4. **Lease purpose being for community purposes.**
5. **Pursuant to Section 18 of the *Lands Administration Act 1997*, the Minister for Lands consent is obtained.**
6. **All costs associated with the use of the lease area to be payable by the proponent.**
7. **All costs associated with the preparation, execution and completion of the lease documentation to be payable by the City of Albany.**
8. **Lease being consistent with Council Policy – Property Management – Leases and Licences.**

CSF028: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR CALLEJA

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 11-0

CSF028: RESPONSIBLE OFFICER RECOMMENDATION

That Council APPROVE a new lease to the Albany Historical Society Inc. On land situated at 13 Nind Street, Spencer Park being portion of Reserve 26860, subject to:

1. Lease term being five years, commencing 1 November 2013.
2. Lease area being approximately 70 square metres.
3. Lease rental being the equivalent to minimum rate as set by Council each year, currently $857.00 plus GST per annum.
4. Lease purpose being for community purposes.
5. Pursuant to Section 18 of the *Lands Administration Act 1997*, the Minister for Lands consent is obtained.
6. All costs associated with the use of the lease area to be payable by the proponent.
7. All costs associated with the preparation, execution and completion of the lease documentation to be payable by the City of Albany.
8. Lease being consistent with Council Policy – Property Management – Leases and Licences.

BACKGROUND

2. Reserve 26860 is under a Management Order H633652 issued to the City of Albany with the power to lease, sub-lease or licence for the purpose of "Community Purposes" for a term not exceeding 21 years and subject to the consent of the Minister for Lands.

3. Reserve 26860, in its entirety, is an area of approximately 2,555 square metres and located on 13 Nind Street (corner of Nind Street and Mokare Road), Spencer Park.
4. At present, the reserve hosts three tenants in two separate buildings. Current tenants are the Education Department of WA (Coolangarra's Barmah Aboriginal Kindergarten), the Depression Support Network Albany Inc. and the recently vacated Department of Health (Spencer Park Child Health Centre).

5. The City is undertaking restoration works of the former P&O Co-operative Society/Westrail Barracks building located on 40-46 Frederick Street (corner of Frederick and Spencer Streets), Albany.

6. The Albany Historical Society ('the Society') currently occupies the building under a lease agreement which is due to expire on 31 December 2013. The Society has been using the building for storage and displaying artefacts they have collected.

7. The Society supported the City's application for a Lotterywest Conserving Cultural Heritage grant in November 2012 to undertake restoration and stabilisation works to the building.

8. Given the City's successful application, stage 1 works have been scheduled to commence in February 2014, after the Society's lease expires at the end of December 2013.

9. Taking into consideration the Society's lease is unable to be renewed at this location due to the building restoration works, City staff have been working together with the Society to identify potential alternate premises that may be suitable to relocate to. It is noted that, the City does not have an alternate building that can replicate what the Society have been using.

10. However, the recently vacated City owned property at Nind Street, Spencer Park was identified as potential suitable premises. The Society was invited to inspect the building and have since confirmed to the City that with some minor internal alterations would be suitable as space for volunteers and to house their library and historical items.

11. It is recognised that the building is not large enough to accommodate the Society's storage requirements. To assist the Society, the City has been investigating storage options and identified the former Bureau of Meteorology building located at the Airport as a potential storage facility for Society use. This site is currently being assessed for suitability.

12. Given that the Society already have a lease with the City and are required to relocate to other premises, the City has offered the recently vacated space in City owned building located in Nind Street, Spencer Park.

13. The City has formally written to the Society detailing a lease proposal for the Nind Street premises (subject to all necessary approvals such as Council and Minister for Lands approval as a Crown Reserve) with the Society accepting the lease proposal, commencing 1 November 2013. This will facilitate the transition to the new lease premises.

14. Planning Scheme Consent (P2130383) has been granted for Society use for community purposes in accordance with the City of Albany Town Planning Scheme 1A.

DISCUSSION

15. Initial discussions commenced with the Society regarding the lease and future use of the former P&O Co-operative Society/Westrail Barracks Building in June 2012.

16. At this time the Society advised they had previously also attempted to initiate building restoration works and indicated a willingness to vacate the building should the City be successful in securing funding to restore the building.

17. The Society and the City agree that extensive renovations are needed to restore the building to its original form and reveal its historical significance.

18. The City has undertaken stabilisation on the former P&O Co-operative Society/Westrail Barracks Building to ensure the Society could remain in the building and continue to operate. It is noted that, certain areas of the building were not suitable for public access.

19. The former P&O Co-operative Society/Westrail Barracks Building was constructed in 1870 and has exceptional heritage significance at a local, state and national level.

20. The restoration works for the former P&O Co-operative Society/Westrail Barracks Building are in line with Council's Conservation Plan prepared by the then David Heaver and Associates Architects and Robin Chinnery, Historian in March 2007.

21. Stage 1 works will go a considerable way to restoring the building to its original form. The works include but are not limited to:
    a. Removal of the intrusive introduced verandas and toilets to the south, east and west facades.
    b. Removal of the cladding to the north veranda and bridge.
    c. Reinstatement of the original balustrades to the north veranda and bridge.
    d. Reinstatement of missing masonry, stucco, windows and doors.
    e. Reinstatement of original openings.
    f. Reinstatement of downpipes and headers.
    g. Provision of toilet facilities.

22. Given the uncertainty of the total works required and costing of such works it is difficult to forecast when the building will be suitable for use.

23. The City is committed to continue with the restoration of the building to fully restore the facades and internal spaces after completion of the stage 1 works. Future works will be programmed into City budgets and the City will continue to seek further grants to assist with the successive stages of works.

24. Once restored the building has the potential to house a range of community activities and be a heritage attraction. The Society may apply to lease the building once fully restored if it is suitable.

25. The City has completed the following works to the Nind Street premises (at a cost of approximately $5,000) to make the building suitable for Society use:
    a. Internal painting of walls, doors, and skirtings.
    b. External painting of building wall (following the removal of external signage).
    c. Remove wooden bench seating.
    d. Remove wall mounted electric heater.
    e. Refix internal flywire in all rooms.
    f. Remove wall shelving and leave in building for Society use.
    g. Carpet cleaning.
    h. Lift blue security gate.

26. Should Council support the recommendation of this report, the new lease for the Society will be subject to Minister for Lands consent as on a Crown Reserve and be negotiated in line with Council's Policy – Property Management – Leases and Licences.

GOVERNMENT & PUBLIC CONSULTATION

27. Pursuant to Section 18 (1) of *the Land Administration Act 1997* the Department of Lands has been consulted and in principle Minister for Land's consent has been sought for the proposed Deed of Lease on portion of Crown Reserve 26860.

28. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased land and buildings. The Act requires the following:

    a. A local government must give local public notice of the proposed lease inviting submissions from the public, for a period of two weeks.
    b. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.
    c. A local government can then proceed with the lease.

29. Section 30 of the *Local Government (Functions and General) Regulations 1996* defines the dispositions to which the advertising requirements of Section 3.58 of the Act do not apply. Section 30 (2) (b) (i & ii) states that Section 3.58 of the Act is exempt if:

    (b) The land is disposed of to a body, whether incorporated or not –
    (i) The object of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and
    (ii) The members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions,

30. The Albany Historical Society Inc. is a not-for-profit cultural organisation and therefore exempt from the advertising requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

31. Section 18 (1) of the *Land Administration Act 1997* states that a person must not, without the prior approval in writing of the Minister assign, sell, transfer or otherwise deal with interests on Crown land.

32. As this is Crown land, under Management Order H633652 issued to the City of Albany with the power to lease, for the purpose of "Community Purposes", Minister for Land's consent will be required.

33. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased land and buildings.

34. Under the City of Albany Town Planning Scheme 1A, the land is zoned 'Clubs and Institutions'. The proposed community use by the Society can be considered under the Scheme, subject to Planning Scheme Consent being granted.

35. Planning Scheme Consent (P2130383) has been granted for Society use for community purposes in accordance with the Scheme.

POLICY IMPLICATIONS

36. Council adopted a revised Property Management – Leases and Licences Policy in September 2012.

37. The Policy aims to ensure that all requests for leases and licences will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.

38. The recommendation is consistent with Council Policy – Property Management – Leases and Licences.

RISK IDENTIFICATION & MITIGATION

39. The risk identification and categorisation relies on the City's Risk Management Framework:

Risk	Likelihood	Consequence	Risk Rating	Mitigation
Council does not approve a new lease – reputational loss to the City	*Unlikely*	*Minor*	*Low*	*Seek to negotiate terms to Council satisfaction.*
Council does not approve proposed new lease – Albany Historical Society will need to seek alternative premises	*Unlikely*	*Moderate*	*Medium*	*Seek to negotiate terms to Council satisfaction.*

FINANCIAL IMPLICATIONS

40. The new lease rental income of $857.00 plus GST per annum will be directed to COA 19043 Income – Other Leases.

41. Any costs associated with the preparation and implementation of the new lease documentation will be payable by the City as a gesture of goodwill to support the relocation of the Society. It is anticipated these costs will be approximately $700.00 plus GST and within existing budget line 35447 – Lease Expenses.

LEGAL IMPLICATIONS

42. The agreement with the Albany Historical Society will be a formal Deed of Lease which grants an interest in the land and building with enforceable conditions and will be prepared by the City's lawyers.

ENVIRONMENTAL IMPLICATIONS

43. Nil

ALTERNATE OPTIONS

44. Council may:

    a. Approve the request for a new lease; or
    b. Decline the request.

45. Should Council decline the lease request, the Society would be required to find alternative premises to continue providing historical services. If they are not able to do so, they may need to withdraw the service delivered to Albany and the wider community.

46. The City could then invite expressions of interest to lease the space to interested community groups.

SUMMARY CONCLUSION

47. The Albany Historical Society Inc. are seeking a new lease over vacant premises, an area of approximately 70 square metres, on land situated at 13 Nind Street Spencer Park on portion of Reserve 26860.

48. The Society's lease over the former P&O Co-operative Society/Westrail Barracks, which expires on 31 December 2013, is unable to be renewed due to restoration works on the building scheduled to commence in February 2014.

49. It is proposed to commence the new lease from 1 November 2013 to facilitate the transition to the new lease premises.

50. City staff have been working together with the Society to identify potential alternate premises suitable for the Society to relocate to. It is noted that, the City does not have an alternate building that can replicate what the Society currently use.

51. The Society has expressed an interest in a lease for a term of five years to accommodate Society volunteers and library and historical items.

52. To assist the Society, the City has been investigating storage options and identified the former Bureau of Meteorology building located at the Airport as a potential storage facility for Society use. This site is currently being assessed for suitability.

53. In view of the community and historical service provided by the Albany Historical Society Inc. to the Albany and wider community, it is recommended that the new lease at Nind Street is supported.

Consulted References	• Council Policy – Property Management – Leases and Licences • *Local Government Act 1995* • *Land Administration Act 1997*
File Number (Name of Ward)	PRO393, A110445 (Breaksea Ward)
Previous Reference	No previous references

CSF029: REVISED PRICING AND MARKETING STRATEGY - "THE RIDGE" SUBDIVISION

CONFIDENTIAL REPORT

Land Description	**:**	"The Ridge" Estate, Cull Road Development, Lockyer, various lots.
Attachments	**:**	Report from Connection Realty – Selling Agent.
Responsible Officer(s):	**:**	Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:	

Item covered under Confidential Cover, in accordance with s5.23 (2) (c) and (e, iii) of the Local Government Act 1995, being:

(c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal - (ii) information that has a commercial value to a person –where the trade secret or information is held by or is about, a person other than the local government.

RECOMMENDATION

CSF029: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT:

1. **Council ADOPT the revised marketing and pricing strategy for the remaining developed lots in the subdivision "The Ridge", Cull Road development.**

2. **The Chief Executive Officer be given delegated authority to accept offers at no less that the revised fixed prices as stated in the revised marketing and pricing strategy.**

CSF029: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DUFTY
SECONDED: COUNCILLOR SUTTON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED:8-1

CSF029: RESPONSIBLE OFFICER RECOMMENDATION

THAT:

1. Council ADOPT the revised marketing and pricing strategy for the remaining developed lots in the subdivision “The Ridge”, Cull Road development.

2. The Chief Executive Officer be given delegated authority to accept offers at no less than the revised fixed prices as stated in the revised marketing and pricing strategy.

WS007: ENVIRONMENTAL IMPACT ASSESSMENT POLICY

Land Description	**:**	City of Albany Local Government Area
Proponent	**:**	City of Albany
Owner	**:**	Crown land managed by the City of Albany and freehold land owned by the City of Albany.
Attachments	**:**	Environmental Impact Assessment Policy Council Procedure - Environmental Impact Assessment.
Appendices	**:**	Nil
Councillor Workstation	**:**	Nil
Responsible Officer(s):	**:**	Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

a. **Key Theme:** 2. Clean, Green and Sustainable.

b. **Strategic Objective:** 2.1 To protect and enhance our natural environment.

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

In Brief:

- The existing Council Policy – Clearing in Council Controlled Land required updating.
- The updated City of Albany Policy / Council Policy – Environmental Impact Assessment is attached.

RECOMMENDATION

WS007: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

1. **RESCIND the Clearing in Council Controlled Land Policy**
2. **ADOPT the Environmental Impact Assessment Policy.**

WS007: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS007: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. RESCIND Council Policy – Clearing in Council Controlled Land.
2. ADOPT the Environmental Impact Assessment Policy.

BACKGROUND

2. Council Policy – Clearing in Council Controlled Land was adopted 19/12/06 OCM Item 13.7.4.

3. Due to legislative changes, a review of this Policy is required.

4. The title of the Policy has changed as it relates to all works on Council controlled land, not just the clearing of vegetation.

5. A Council Procedure – Environmental Impact Assessment has also been prepared (provided in Attachments) to assist with the implementation of this Policy.

DISCUSSION

6. Nil

GOVERNMENT & PUBLIC CONSULTATION

7. Relevant Government Departments were consulted during the development of Council Policy – Clearing in Council Controlled Land.

8. Relevant Government Department websites and documents were utilised to update this Policy.

9. Public consultation was undertaken during the development of Council Policy – Clearing in Council Controlled Land.

10. Public consultation was not undertaken as part of this Policy update.

STATUTORY IMPLICATIONS

11. This Policy and associated Procedure aim to ensure compliance with the below legislative and statutory requirements (including International, Federal and State Government legislation and policies):

- *Agriculture and Related Resources Protection Act 1976*
- *Country Areas Water Supply Act 1947*
- *Environmental Protection Biodiversity Conservation Act 1999*
- *Fish Resource Management Act 1994*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Rights in Water and Irrigation Act 1914*
- *Wildlife Conservation Act 1950*
- *Waterways Conservation Act 1976*
- *Environmental Protection Act 1986*

POLICY IMPLICATIONS

12. This item involves the adoption of City of Albany Policy / Council Policy – Environmental Impact Assessment.

13. This item also involves the rescission of Council Policy – Clearing in Council Controlled Land.

RISK IDENTIFICATION & MITIGATION

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
City of Albany Policy / Council Policy - Environmental Impact Assessment not adopted. Works may be undertaken on Council controlled lands that are not in accordance to relevant State, National and International legislation.	*Almost certain*	*Moderate*	*High*	*Mitigation dependent on implementing this Policy.*

FINANCIAL IMPLICATIONS

14. Environmental Impact Assessments currently are, and will continue to be undertaken by the Works and Services Directorate using existing staff resources.

15. If further assessments are required by specialist consultants, these works will be funded through the relevant project budget or through the Reserves – Strategic Planning budget item.

LEGAL IMPLICATIONS

16. See Section 11.

ENVIRONMENTAL CONSIDERATIONS

17. This policy and associated procedure aim to minimise the environmental impacts that can potentially be caused through works carried out on City controlled land, and to ensure compliance with legislative and statutory requirements (including International, Federal and State Government legislation and policies).

ALTERNATE OPTIONS

18. Council has a legal responsibility to implement this Policy (see Section 11 above).

SUMMARY CONCLUSION

19. This Policy and associated Procedure provides a mechanism for the Environmental Impact Assessment of proposed works on Council Controlled land, in accordance with a number of State, National and International legislation.

Consulted References	**:**	Refer to Bibliography (Page 19) in Council Procedure – Environmental Impact Assessment.
File Number (Name of Ward)	**:**	CM.STD.7 (All wards)
Previous Reference	**:**	None.

WS008: BOULDER HILL TRACK REMEDIATION

Land Description	:	Betty's Beach reserve – R3257
Proponent	:	City of Albany
Owner	:	Crown land – Management Order City of Albany
Councillor Workstation	:	Nil
Responsible Officer(s):	:	Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

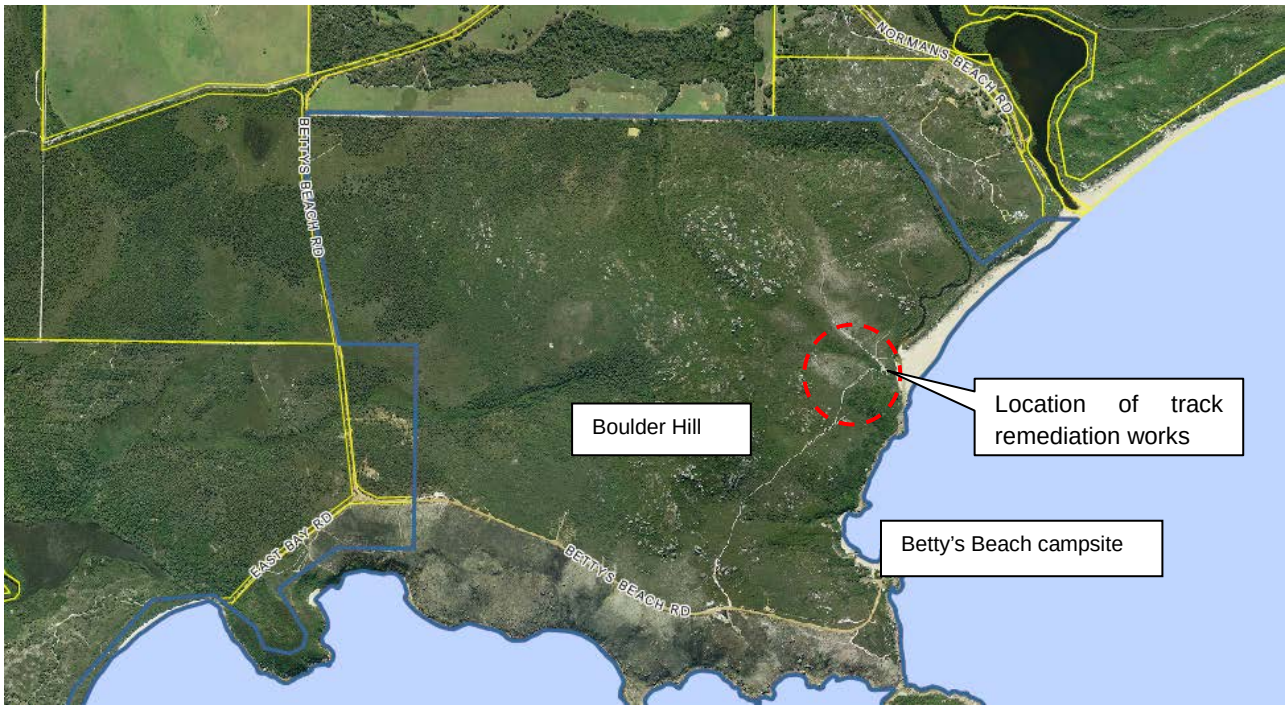
1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

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

   b. **Strategic Objective:** 2.1. To protect and enhance our natural environment.

   c. **Strategic Initiative:** 2.1.1. Reserves Management.

Maps and Diagrams:



In Brief:

- As the result of a storm event in 2008, the existing Boulder Hill track was badly eroded and deep erosion gullies formed. In 2011, the City received a SCNRM Southern Incentives grant to successfully remediate the first 1km section of the track.

- Since that time people have continued to use the track and as a result of the erosion further down the track they have created multiple tracks to allow for safe access to the beach below.
- The City would now like to complete the remediation of the remaining 200m length of the original track and close off the unnecessary multiple tracks that have been created by rehabilitating them with native plants. SCNRM is offering the City $10,000 to help complete this project.

WS008: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ACCEPT the offer of funding totalling $10,000 from South Coast Natural Resource Management for the cost of on-ground site works to remediate an eroded section of Boulder Hill Track.

WS008: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOWLING
SECONDED: COUNCILLOR BOWLES

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS008: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ACCEPT the offer of funding totalling $10,000 from South Coast Natural Resource Management for the cost of on-ground site works to remediate an eroded section of Boulder Hill Track.

BACKGROUND

2. A total of $40,000 is available for the remediation of the Boulder Hill Track in the City's 2013/14 budget.

3. The City has received an offer from SCNRM for an additional $10,000 to go towards the cost of on ground site works and in particular, rehabilitation of the site with local native species.

DISCUSSION

4. Betty's Beach reserve is a popular location visited by locals and tourists.

5. The City successfully stabilised and remediated the first 1km section of the badly eroded Boulder Hill Track in 2011 and there is $40,000 available for reallocation to this project in the 2013/14 annual budget to stabilise and remediate the remaining 200m section.

6. Stabilisation of the main track will be completed using a mixture of aggregate, limestone and gravelly sand. A number of water bars will also be installed to direct water off the track and prevent further erosion from surface water run-off.

7. The excess areas of track that do not form the final track alignment will be closed using bollards and will be rehabilitated using local brushing and seedlings grown from seed previously collected in this high conservation value reserve.

GOVERNMENT & PUBLIC CONSULTATION

8. Consultation has occurred with Department of Parks and Wildlife visiting the site on 29 August 2013 in relation to the close proximity of the work site to a threatened flora population. As a result of this consultation, the City has submitted an Application to take Declared Rare Flora in Non-Departmental Management Operation and a Clearing Permit to DPW.

9. This project has also been referred to the South West Aboriginal Land and Sea Council for consideration at their next Future Acts Sub-Committee meeting on 29 October 2013.

STATUTORY IMPLICATIONS

10. Under the *Local Government Act 1995*, Section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

    a. Is incurred in a financial year before the adoption of the annual budget by the local government

    b. Is authorised in advance by a resolution (absolute majority required) or

    c. Is authorised in advance by the Mayor in an emergency.

POLICY IMPLICATIONS

11. There are no policy implications relating to this matter.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Project is not approved and project does not go ahead. The natural environment continues to be degraded.	*Almost certain*	*Minor*	*Medium*	*Mitigation entirely dependent on Council.*

FINANCIAL IMPLICATIONS

13. The City's contribution to this project is comprised of in-kind staff time (approximately eight weeks of 1 FTE over total period of project) as well as $40,000 from 2013/14 Reserves Natural job number 3257.

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

15. The multiple informal tracks that have been created by members of the public to bypass the eroded section of track are causing significant impact on a declared rare flora population. The City has been in consultation with DPaW and as a result has applied for an Application to take Declared Rare Flora.

ALTERNATE OPTIONS

16. Council may elect to not accept the funding of $10,000 from SCNRM.

SUMMARY CONCLUSION

17. This project will allow visitors and fire and emergency services reliable access to this popular reserve and beach, without drivers feeling the need to drive off tracks, and consequently further damage the significant surrounding environment. Without accepting the $10,000 funding from SCNRM, the project will be underfunded and a complete project could not be achieved.

Consulted References	**:**	Nil
File Number (Name of Ward)	**:**	EM.PLA.14
Previous Reference	**:**	Nil

WS009: VANCOUVER PENINSULA SIGN SHELTER

Land Description	**:**	Vancouver Peninsula Reserve – R25295
Proponent	**:**	City of Albany
Owner	**:**	Crown land – Management Order City of Albany
Responsible Officer(s):	**:**	Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

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

   b. **Strategic Objective:** 2.1. To protect and enhance our natural environment.

   c. **Strategic Initiative:** 2.1.1. Reserves Management.

In Brief:

- The City has received a request from South Coast Natural Resource Management (SCNRM) to accept the remaining $4,525.75 in its Coastwest 'Cape Vancouver (Quaranup) Cultural Heritage Survey' project, for the purchase and installation of a sign shelter at Whaling Cove, Vancouver Peninsula.

WS009: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ACCEPT the offer of funding totalling $4,525.75 from South Coast Natural Resource Management for purchase and construction of a sign shelter at Whaling Cove.

WS009: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLESS
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS009: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ACCEPT the offer of funding totalling $4,525.75 from South Coast Natural Resource Management for purchase and construction of a sign shelter at Whaling Cove.

BACKGROUND

2. The City has received a request from SCNRM to accept the remaining $4,525.75 in its Coastwest 'Cape Vancouver (Quaranup) Cultural Heritage Survey' project, for the purchase and installation of a sign shelter at Whaling Cove, Vancouver Peninsula.

DISCUSSION

3. In late 2012, SCNRM received funding from Coastwest to identify and record heritage values of the culturally significant Vancouver Peninsula site.

4. A part of this project included the development of interpretative signage to explain the significance of the findings and help raise public awareness of the many cultural values and their protection.

5. Various cost savings were made throughout the project, totalling $4,525.75. SCNRM have submitted a project variation request to use these savings to purchase a sign shelter so the interpretative signs can be protected from the weather. However, due to staff leaving and other office changes, SCNRM has requested that the City accept this remaining money and complete the purchase and installation of the sign shelter on their behalf.

6. The City has a further $30,000 within the City of Albany 2013/14 budget that is for the upgrade of the existing toilet and the day use area at Whaling Cove. The erection of a sign shelter will compliment these existing works.

GOVERNMENT & PUBLIC CONSULTATION

7. This project has also been referred to the South West Aboriginal Land and Sea Council for consideration at their next Future Acts Sub-Committee meeting on 29 October 2013.

STATUTORY IMPLICATIONS

8. Under the *Local Government Act 1995*, Section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

   a. Is incurred in a financial year before the adoption of the annual budget by the local government

   b. Is authorised in advance by a resolution (absolute majority required) or

   c. Is authorised in advance by the Mayor in an emergency.

POLICY IMPLICATIONS

9. There are no policy implications relating to this matter.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Project is not approved and project does not go ahead. The cultural interpretative signs already purchased by SCNRM cannot be installed on site.	*Almost certain*	*Minor*	*Medium*	*Mitigation entirely dependent on Council.*

FINANCIAL IMPLICATIONS

11. The City's contribution to this project compromises in-kind staff time (approximately one week of 1 FTE).

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

13. An internal City of Albany environmental assessment has been completed and no concerns have been raised.

ALTERNATE OPTIONS

14. The Council may elect to not accept the funding of $4,525.75 from SCNRM.

SUMMARY CONCLUSION

15. This project will allow for the installation of a sign shelter to help protect the interpretative signs developed as a part of the SCNRM Coastwest project for as long as possible in a coastal environment. It will also ensure that a similar standard for interpretative signs is maintained in all City reserves.

Consulted References	**:**	Nil
File Number (Name of Ward)	**:**	EM.PLA.10
Previous Reference	**:**	Nil

WS010: CONTRACT C13011– PANEL OF SUPPLIERS - SUPPLY OF ASPHALT

Proponent : City of Albany
Responsible Officer(s) : Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013 - 2017

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

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

   c. **Strategic Initiative**: Not Applicable

In Brief:

- Contract C13011 – Panel of Suppliers – Supply of Asphalt be AWARDED to Downer EDI and Gordon Walmsley Pty Ltd, for a period from the date awarded by Council until 30 June 2014, with a mutually agreed and price negotiated option for a further one year extension.

WS010: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ACCEPT the submitted Tenders from Downer EDI and Gordon Walmsley Pty Ltd and AWARD Contract C13011 for the Panel of Suppliers – Supply of Asphalt until 30 June 2014

WS010: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DUFTY
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS010: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ACCEPT the submitted Tenders from Downer EDI and Gordon Walmsley Pty Ltd and AWARD Contract C13011 for the Panel of Suppliers – Supply of Asphalt until 30 June 2014

BACKGROUND

2. The current contract for supply of asphalt expired in July 2013. It is necessary to establish a new contract for this service. A panel of suppliers was deemed appropriate to increase flexibility.

3. Tenders were called for the supply of asphalt for a period from the date awarded by Council until 30 June 2014, with a mutually agreeable and price negotiated extension of one year.

4. The tender is for all work necessary to supply and lay hot-mixed asphalt at nominated sites within the City, on behalf of the City of Albany.

DISCUSSION

5. A total of six tender documents were requested from the City of Albany.

6. Two completed tender documents were submitted on/before the stipulated closing date and time. The following table summarises the tender submissions and overall evaluation scores applicable to each submission.

Tenderer	Total Evaluation Score
Downer EDI	583.17
Gordon Walmsley Pty Ltd	743.49

7. According to ASIC searches, Downer EDI is based in North Ryde, NSW and Gordon Walmsley Pty Ltd is based in Robinson, WA.

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	% Weight
Cost	40
Technical Compliance and Experience	20
Reliability	20
Quality Accreditation	20
Total	**100**

9. On the basis of the total evaluation score which considers the above criteria, both submissions were considered to be conforming, and are able to be included on the Panel.

GOVERNMENT CONSULTATION

10. Nil.

PUBLIC CONSULTATION

11. A request for tenders was published in the West Australian on 14 August 2013 and the Great Southern Weekender on 15 August 2013.

STATUTORY IMPLICATIONS

12. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than $100,000.

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 the result of Council's decision.

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Non compliance with contract or business failure resulting in inadequate traffic management	*Unlikely*	*Medium*	*Medium*	*General conditions of contract allow for contract termination on the basis of failure to supply goods and services*

FINANCIAL IMPLICATIONS

17. The value of this tender is expected to be in excess of $250,000 and therefore the approval is referred to Council for consideration.

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

LEGAL IMPLICATIONS

19. Nil.

ENVIRONMENTAL CONSIDERATIONS

20. Nil.

ALTERNATE OPTIONS

21. Council can accept or reject tenders as submitted.

SUMMARY CONCLUSION

22. On reviewing the submissions, the evaluation team assessed both Downer EDI and Gordon Walmsley Pty Ltd as being suitable for inclusion on the panel of suppliers for asphalt. Both are recommended to be included on the panel.

Consulted References	**:**	City of Albany Buy Local Policy (Regional Price Preference)
File Number (Name of Ward)	**:**	C13011
Previous Reference	**:**	N/A

WS011: FINANCIAL EXPENDITURE AND WORKS PROGRESS REPORTING

Proponent : City of Albany
Attachments : Works and Services Capital Works Progress Report (2 attachments).
Responsible Officer(s): : Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:
   a. **Key Theme:** 2. Clean, Green and Sustainable.
   b. **Strategic Objective:** 2.2. To maintain and renew city assets in a sustainable manner.
   c. **Strategic Initiative:** 2.2.2. Project Reporting.

In Brief:

- Improved Capital Works Project reporting is a strategic initiative of the Works and Services directorate.
- The report as at September 30 2013 is attached.

RECOMMENDATION

WS011: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

That the Works and Services Capital Works Progress Report as at September 30 2013 be NOTED.

WS011: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOWLING
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS011: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

That the Works and Services Capital Works Progress Report as at September 30 2013 be NOTED.

BACKGROUND

2. The attached report, combining the reporting of both actual expenditure and actual progress of work against planned in the same cost-time relationship chart is prepared monthly to update elected members.

DISCUSSION

3. The report draws information from the annual budget, the Works & Services Infrastructure works schedule and monthly financial reports utilising actual data.

GOVERNMENT & PUBLIC CONSULTATION

4. Not required – internal reporting requirement only.

STATUTORY IMPLICATIONS

5. Not applicable

POLICY IMPLICATIONS

6. Improved project reporting underpins good asset management practices.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Project cost overruns	*Possible*	*Significant*	*Medium*	*Reporting will identify trends toward budget overruns allowing for intervention in advance.*
Project time overruns	*Possible*	*Significant*	*Medium*	*Reporting will identify overall schedule performance and trends allowing for early interventions and implementation corrective strategies.*
Misunderstanding/misinterpretation of reporting documents.	*Possible*	*Moderate*	*Medium*	*Officer available to explain reports and how to interpret.*
Lack of action following reported expenditure and/or progress.	*Unlikely*	*Extreme*	*High*	*Ensure that cost and programme variations are investigated and resolved in a timely manner.*

FINANCIAL IMPLICATIONS

8. The reporting will highlight budget variances early on resulting in issues being dealt with in a timely manner.

LEGAL IMPLICATIONS

9. Not applicable

ENVIRONMENTAL CONSIDERATIONS

10. Not applicable

ALTERNATE OPTIONS

11. Not applicable.

SUMMARY CONCLUSION

12. The attached Earned Value reporting documentation reflects the variances of cost and time most effectively and will ensure that Council is apprised of the progress of works at all times.

Consulted References	**:**	Not applicable
File Number (Name of Ward)	**:**	Not applicable
Previous Reference	**:**	None

WS012: ALBANY BIKE PLAN – PROJECT PRIORITIES 2013-2014

Owner : City of Albany
Attachments : 2013-14 Proposed Cycling Projects Spreadsheet
Responsible Officer(s): : Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

1. This item directly relates to the following key themes from the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017.

   a. **Key Theme:** Smart, Prosperous and Growing

   b. **Strategic Objective**: 1.3 To develop and promote Albany as a unique and sought-after visitor destination.

   c. **Strategic Initiative**: 1.3.2 Tourism Destination

In Brief:

- To seek Council approval for acceptance of the priority projects for the Regional Bicycle Network Grants for 2013-2014

RECOMMENDATION

WS012: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVE the priority projects for the Regional Bicycle Network Grants for 2013-2014 (Anson Road, Great Southern Grammar School, Emu Point – Middleton Beach Loop, Golf Links Road, Emu Point Drive and Troode Street cycling projects).

WS012: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS012: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council APPROVE the priority projects for the Regional Bicycle Network Grants for 2013-2014 (Anson Road, Great Southern Grammar School, Emu Point – Middleton Beach Loop, Golf Links Rd, Emu Point Dr and Troode St cycling projects).

BACKGROUND

2. On the 13 December 2012, Transport Minister Troy Buswell announced $900,000 in State Government funding over a three year period for the City of Albany to plan and build significant bike network projects. The funding arrangement is based on a 50% contribution from Department of Transport and the City of Albany.

3. Subsequent to this announcement, a further $600,000 was made available from the Ministerial Local Transport Initiative funding for the 2013/14 and 2014/15 financial years, offsetting the City's 50% contribution.

4. The City of Albany established a Project Control Group (PCG) in July 2013, which includes key agencies, organisations and interested community groups with a passion for cycling. The PCG has been tasked with assisting the development of the Albany Cycling Strategy.

DISCUSSION

5. The funding arrangement for the pathway development program required the City to commit to a three year plan of works commencing in 2012 and finalising in June 2015.

6. The first year of works provided for the City to deliver five key projects with an extended deadline of November 2013, namely developing a Cycling Strategy, and construction of pathways – Munda Biddi Trail re-alignment (Elleker Grassmere to Sandpatch Rd), ANZAC Peace Park Shared path, Middleton Road path, and Eyre Park path. These projects are underway and are expected to meet the planned completion dates.

7. The Cycling Strategy is progressing well and will be the basis of future planned works. However, to ensure an extensive consultation program is completed with the community and other stakeholders, the completion date has been extended to March 2014. A report relating to the draft Cycling Strategy will be presented to the April 2014 Council meeting for consideration.

8. As the funding program requires proposed projects for the 2013/14 financial year from the Strategy, the PCG have prepared a prioritised list of works for approval by the City. Staff and the PCG have assessed the list to ensure they meet with the draft Strategy objectives, and have identified those projects that can be accommodated in this year's Capital Works program (see Attachment).

9. Should Council adopt the Bicycle Strategy in April 2014, further prioritised pathways from the Strategy will then be incorporated into the next annual budget.

GOVERNMENT & PUBLIC CONSULTATION

10. The PCG have been meeting regularly and providing advice and direction to the City and the transport consultants, Cardno, to assist with prioritizing and ensuring the best plan is achieved.

11. The City has consulted with the Department of Transport, in the development of these project priorities to improve the Albany cycling network, and to ensure the three year funding program is completed on time and in budget.

STATUTORY IMPLICATIONS

12. Under the *Local Government Act 1995*, Section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

    a. is incurred in a financial year before the adoption of the annual budget by the local government
    b. is authorized in advance by a resolution (absolute majority required); or
    c. is authorized in advance by the mayor in an emergency.

POLICY IMPLICATIONS

13. The Budget Variations Policy states where it is necessary to expend funds on a new budget line item approval must be obtained from Council prior to any expenditure being made.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Council does not approve the Budget Review	*Unlikely*	*Moderate*	*Medium*	*The existing Annual Budget would apply and proposed amendments would not apply.*

FINANCIAL IMPLICATIONS

15. The adjustments indicating new external funding sources and internal budget adjustments are detailed below, and ensure the overall result provides for a balanced budget.

Extract from 2013/14 Annual Financial Budget
PATHS

Cycling Projects	Expenditure	Revenue	Grants
Eyre Park Shared Paths **(C/fwd)**	190,000	95,000	95,000
Anzac Peace Park Shared Path **(C/fwd)**	120,000	60,000	60,000
Middleton Road Shared Path **(C/fwd)**	70,000	35,000	35,000
Albany Cycling Strategy **(C/fwd)**	70,000	35,000	35,000
Munda Biddi Re-alignment **(C/fwd)**	155,084	80,084	75,000
Bicycle Strategy Priorities*	**600,000**	**600,000**	

16. The proposed projects from the draft Bicycle Strategy (already allocated in the budget as a lump sum of **$600,000*** see above) are detailed in the Attachment.

LEGAL IMPLICATIONS

17. The City is required to sign an agreement with Department of Transport that encapsulates agreed timelines, payment arrangements, and acquittal conditions.

ENVIRONMENTAL CONSIDERATIONS

18. Not applicable.

ALTERNATE OPTIONS

19. Should the request not be adopted by Council, the proposed re-allocation of budget line items would not be applied, and the funding opportunities would be declined.

SUMMARY CONCLUSION

20. The adoption of the 2013/14 prioritised projects will enable the appropriate funding agreement to be formalised, to allow the design, tendering and construction of the various cycling projects completed in accordance with the three year Regional Bicycle Network funding program.

Consulted References	**:**	Adopted Budget 2012-13 *Local Government Act 1995*
File Number (Name of Ward)	**:**	GS.PRG.16 (All Wards)
Previous Reference	**:**	OCM 19.02.13 Item 5.2

WS013: CONTRACT C13016 – WILLYUNG ROAD (SLK0.02-1.76) WIDENING AND RECONSTRUCTION

Land Description	:	Willyung Road, Willyung (SLK0.02-1.76)
Proponent	:	City of Albany
Owner	:	City of Albany
Business Entity Name	:	N/A
Councillor Workstation	:	N/A
Responsible Officer(s):	:	Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

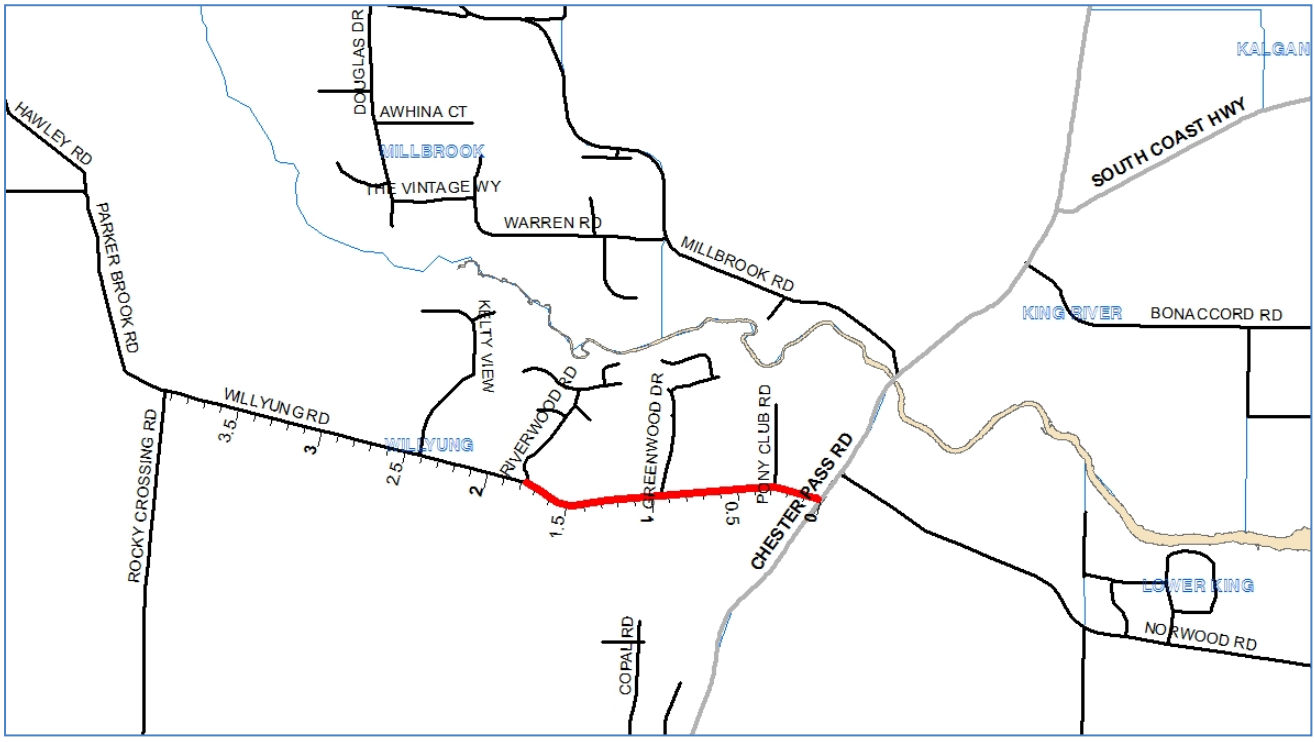
1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

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

   b. **Strategic Objective:** 2.2. To maintain and renew City assets in a sustainable manner.

   c. **Strategic Initiative:** 2.2.1. Asset management.

Maps and Diagrams:



Extent of proposed works

In Brief:

- Tender award for widening and reconstruction of 1.76km of Willyung Road including the replacement of drainage culvert over Willyung Creek.
- Three complying tenders were received with AD Contractors the recommended contractor.
- Construction is scheduled for completion by end of February 2014.

RECOMMENDATION

WS013: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ACCEPT the tender from AD Contractors and AWARD Contract C13016 Willyung Road, Willyung (SLK0.02-1.76) Widening & Reconstruction.

BACKGROUND

2. Willyung Road provides access to Willyung Special Residential Area. It was identified as part of the Special Residential Area 11 Subdivision Guide Plan that Willyung Road should be upgraded to cater for the increasing traffic volumes as the area continues to develop.

3. Design and specification documentation was prepared by external consultants to the stage of “Issue for Tender”. The tender was from 21 August 2013 to 11 September 2013.

4. The City of Albany will act in the role of Principal with an external consulting Engineer being employed in the role of Superintendent for the project.

DISCUSSION

5. A total of 21 tender documents were issued by the City of Albany

6. Three completed tender documents were submitted on or before the stipulated closing date and time.

7. 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 & Experience	20%
Tenderer’s Resources	20%
Demonstrated Understanding	20%
Total	**100%**

8. The following table summarises the tenders and overall evaluation scores applicable to each submission:

Tenderer	Total Evaluation Score
AD Contractors	530.89
Palmer Earthmoving	519.73
Great Southern Sands	409.38

GOVERNMENT & PUBLIC CONSULTATION

9. All relevant Government departments including Department of Environment Regulation, Department of Indigenous Affairs and SWALSC have been consulted on the project.

10. A request for tenders was published in the West Australian on 21 August 2013 and the Albany Weekender on 22 August 2013.

STATUTORY IMPLICATIONS

11. Regulation 11 of the *Local Government (Functions and General) Regulations 1996 (Regulations)* requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than $100,000.

12. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
A vehicle accident occurs due to an unsafe environment for road users	*Possible*	*Medium*	*High*	*Ensure upgrade of road is undertaken this financial year*
Non compliance with contract or business failure	*Unlikely*	*Medium*	*Medium*	*General conditions of contract allow for contract termination on the basis of failure to supply goods and services.*

FINANCIAL IMPLICATIONS

16. The value of this tender is in excess of $250,000 and therefore the approval is referred to Council for consideration.

17. Funding has been received from development contributions through the Special Residential Area 11 Subdivision Guide Plan. Funds have also been allocated in the 2013-2014 budget.

Funding source	Amount
Contributions	$168,755.00
City of Albany	$431,245.00
Total	**$600,000.00**

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. An application to clear native vegetation has been lodged with the Department of Environment Regulation (formerly Department of Environment and Conservation).

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, demonstrated understanding, key personnel (skills & experience) and relevant experience. AD Contractors are recommended to be awarded the Willyung Road contract.

Consulted References	**:**	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Council Policy – Buy Local (Regional Price Preference)
File Number (Name of Ward)	**:**	C13016 (Kalgan Ward)
Previous Reference	**:**	Not applicable

WS0014: CONTRACT C13017 – PFEIFFER ROAD (SLK 20.02-22.44) WIDENING AND RECONSTRUCTION

Land Description	:	Pfeiffer Road, Manypeaks (SLK 20.02-22.44)
Proponent	:	City of Albany
Owner	:	City of Albany
Business Entity Name	:	N/A
Attachments	:	Nil
Appendices	:	N/A
Councillor Workstation	:	N/A
Responsible Officer(s):	:	Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

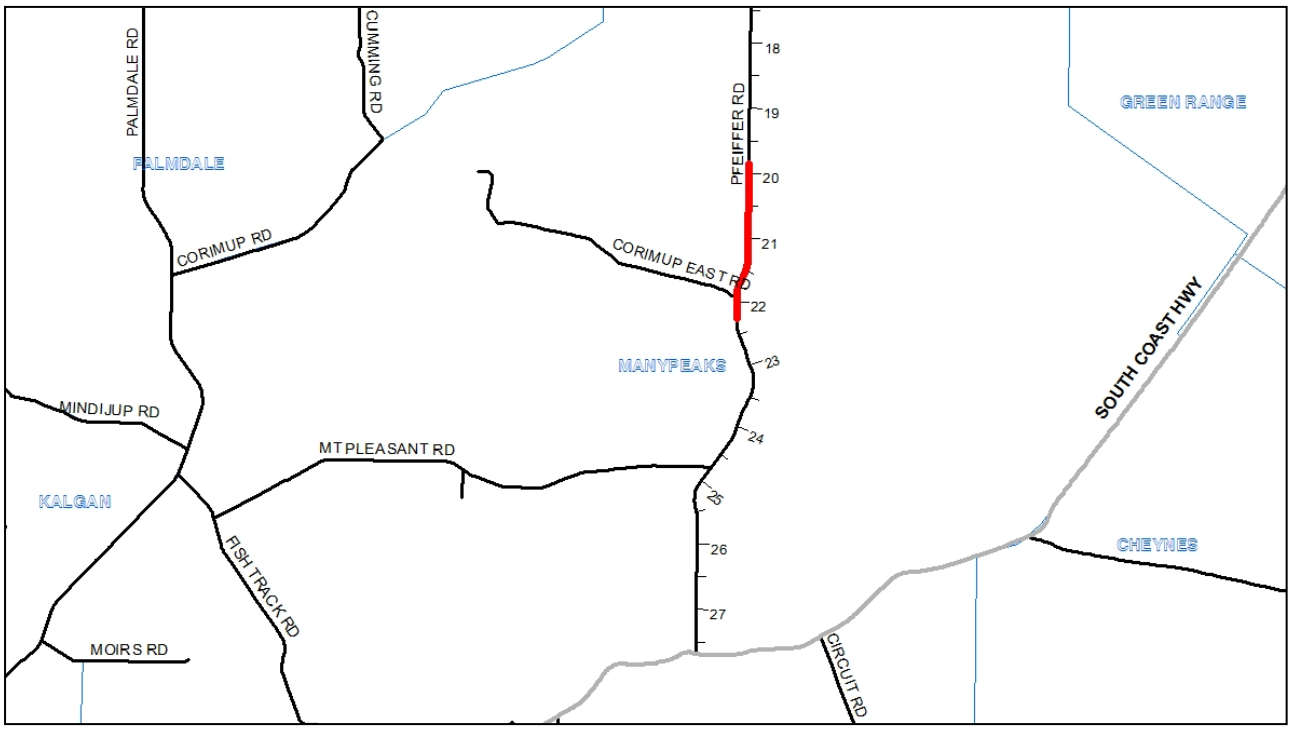
1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

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

   b. **Strategic Objective:** 2.2. To maintain and renew City assets in a sustainable manner.

   c. **Strategic Initiative:** 2.2.1. Asset management.

Maps and Diagrams:



Extent of proposed works

In Brief:

- Award tender for the widening and reconstruction of 2.42km of Pfeiffer Road.
- Four complying tenders received with Neo Infrastructure as the recommended contractor.
- Construction is scheduled for completion in early March 2014.

RECOMMENDATION

WS015: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ACCEPT the tender from Neo Infrastructure and AWARD Contract C13017 Pfeiffer Road (SLK 20.02-22.44) Widening & Reconstruction.

BACKGROUND

2. Pfeiffer Road is located approximately 37 kilometres northeast of Albany off South Coast Highway and is an important timber haulage route providing access to a number of timber plantations. Some lengths of Pfeiffer Road have previously been upgraded. This is one of the remaining sections still to be addressed. The upgrading of this section of Pfeiffer Road includes the widening and reconstruction of 2.42 kilometres.

3. Design and specification documentation was prepared by external consultants to the stage of "Issue for Tender". The tender was advertised from 28 August 2013 to 18 September 2013.

4. The City of Albany will act in the role of Principal with an external consulting Engineer being employed in the role of Superintendent for the project.

DISCUSSION

5. A total of 26 tender documents were issued by the City of Albany

6. Four completed tender documents were submitted on or before the stipulated closing date and time.

7. 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 & Experience	20%
Tenderer's Resources	20%
Demonstrated Understanding	20%
Total	**100%**

8. The following table summarises the tenders and overall evaluation scores applicable to each submission:

Tenderer	Total Evaluation Score
Neo Infrastructure	476.74
Palmer Earthmoving	461.92
Great Southern Sands	457.11
AD Contractors	450.90

GOVERNMENT & PUBLIC CONSULTATION

9. All relevant Government departments including Department of Environment Regulation, Department of Indigenous Affairs and SWALSC have been consulted on the project.

10. A request for tenders was published in the West Australian on 28 August 2013 and the Albany Weekender on 29 August 2013.

STATUTORY IMPLICATIONS

11. Regulation 11 of the *Local Government (Functions and General) Regulations 1996 (Regulations)* requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than $100,000.

12. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
A vehicle accident occurs due to an unsafe environment for road users	*Possible*	*Medium*	*High*	*Ensure upgrade of road is undertaken this financial year*
Non compliance with contract or business failure	*Unlikely*	*Medium*	*Medium*	*General conditions of contract allow for contract termination on the basis of failure to supply goods and services.*

FINANCIAL IMPLICATIONS

16. The value of this tender is in excess of $250,000 and therefore the approval is referred to Council for consideration.

17. Funding for this project has been received from the Commodity Routes Supplementary Fund Program. Funds have also been allocated in the 2013-2014 budget.

Funding source	Amount
Commodity Routes Supplementary Fund Program	$450,000.00
City of Albany	$240,000.00
Total	**$690,000.00**

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. A clearing permit has been obtained from Department of Environment Regulation (formerly Department of Environment and Conservation).

ALTERNATE OPTIONS

22. Council can accept or reject tenders as submitted.

SUMMARY CONCLUSION

23. On reviewing the submissions, the evaluation team assessed Neo Infrastructure as being the most suitable tenderer across the evaluation criteria in terms of cost, demonstrated understanding, key personnel (skills & experience) and relevant experience.

24. It is recommended that the Pfeiffer Road contract be awarded to Neo Infrastructure.

Consulted References	**:**	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Council Policy – Buy Local (Regional Price Preference)
File Number (Name of Ward)	**:**	C13017 (Kalgan Ward)
Previous Reference	**:**	Not applicable

WS015: CONTRACT C13015 – MILLBROOK ROAD (SLK5.30-6.90) WIDENING AND RECONSTRUCTION

Land Description	:	Millbrook Road, Millbrook (SLK5.30-SLK6.90)
Proponent	:	City of Albany
Owner	:	City of Albany
Business Entity Name	:	N/A
Attachments	:	Nil
Appendices	:	Nil
Councillor Workstation	:	N/A
Responsible Officer(s):	:	Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:	

STRATEGIC IMPLICATIONS

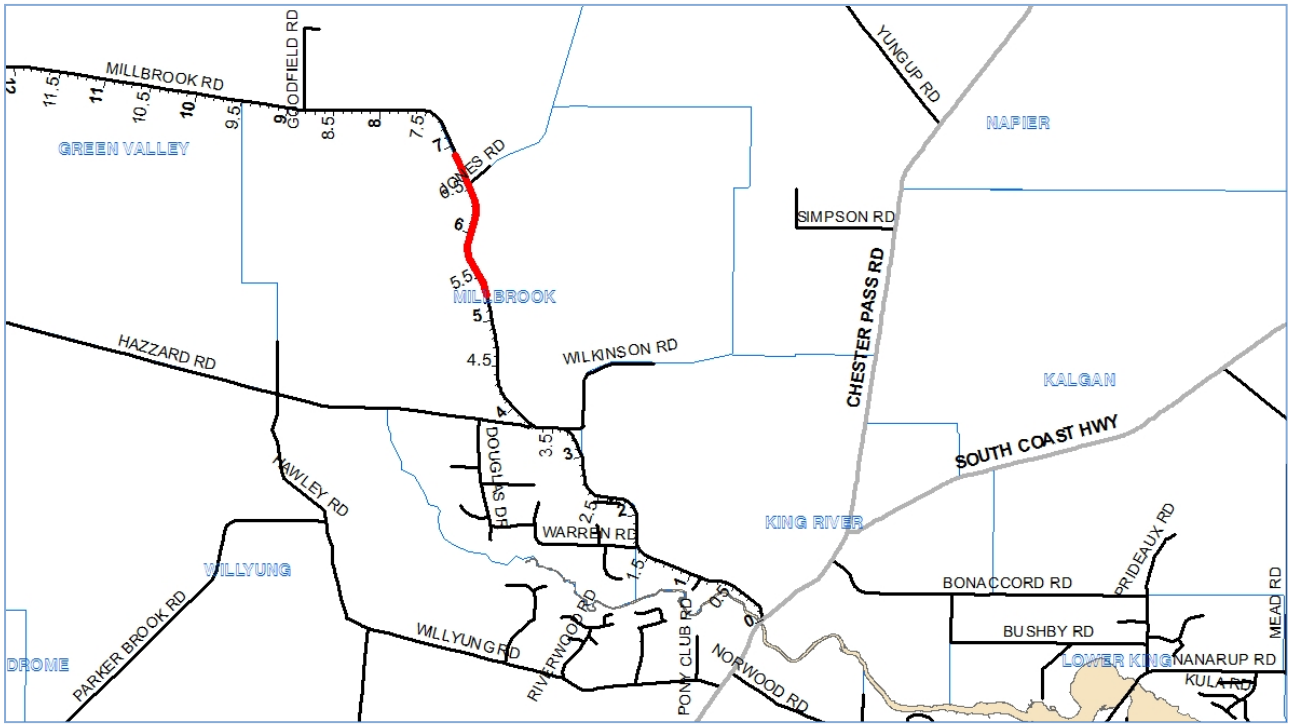
1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

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

   b. **Strategic Objective:** 2.2. To maintain and renew City assets in a sustainable manner.

   c. **Strategic Initiative:** 2.2.1. Asset management.

Maps and Diagrams:



Extent of proposed works

In Brief:

- Tender award for the widening and reconstruction of 1.6km of Millbrook Road.
- Three complying tenders were received with Palmer Earthmoving the recommended contractor.
- Construction is scheduled for completion by mid February 2014.

RECOMMENDATION

WS015: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ACCEPT the tender from Palmer Earthmoving and AWARD Contract C13015 Millbrook Road (SLK5.30 – 6.90) Widening & Reconstruction.

BACKGROUND

2. Millbrook Road has been upgraded in stages to modern road standards over a number of years. This stage is 1.6km long and is located 5.3 km northwest of Chester Pass Road.

3. Design and specification documentation was prepared by external consultants to the stage of "Issue for Tender". The tender period was from 14 August 2013 to 4 September 2013.

4. The City of Albany will act in the role of Principal with an external consulting Engineer being employed in the role of Superintendent for the project.

DISCUSSION

5. A total of 29 tender documents were issued by the City of Albany

6. Three completed tender documents were submitted on or before the stipulated closing date and time.

7. 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 & Experience	20%
Tenderer's Resources	20%
Demonstrated Understanding	20%
Total	**100%**

8. The following table summarises the tenders and overall evaluation scores applicable to each submission:

Tenderer	Total Evaluation Score
AD Contractors	570.10
Palmer Earthmoving	529.37
Great Southern Sands	393.86

GOVERNMENT & PUBLIC CONSULTATION

9. All relevant Government departments including Department of Environment Regulation, Department of Indigenous Affairs and SWALSC have been consulted on the project.

10. A request for tenders was published in the West Australian on 14 August 2013 and the Albany Weekender on 15 August 2013.

STATUTORY IMPLICATIONS

11. Regulation 11 of the *Local Government (Functions and General) Regulations 1996 (Regulations)* requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than $100,000.

12. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
A vehicle accident occurs due to an unsafe environment for road users	*Possible*	*Medium*	*High*	*Ensure upgrade of road is undertaken this financial year*
Non compliance with contract or business failure	*Unlikely*	*Medium*	*Medium*	*General conditions of contract allow for contract termination on the basis of failure to supply goods and services.*
Failure to deliver project within specified timeframe.	*Possible*	*Medium*	*Medium*	*Post tender evaluation, assess capacity to deliver against other concurrent projects for the City of Albany.*

FINANCIAL IMPLICATIONS

16. The value of this tender is in excess of $250,000 and therefore the approval is referred to Council for consideration.

17. Funding for this project has been received from Regional Road Group. Funds have also been allocated in the 2013-2014 budget.

18. Total budget for the contract is $691,373

LEGAL IMPLICATIONS

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

ENVIRONMENTAL CONSIDERATIONS

20. Some clearing of native vegetation will take place to accommodate the proposed road widening and associated roadside open drainage.

21. 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.

22. An application to clear native vegetation has been lodged with the Department of Environment Regulation (formerly Department of Environment and Conservation).

ALTERNATE OPTIONS

23. Council can accept or reject tenders as submitted.

SUMMARY CONCLUSION

24. Although AD Contractors achieved the highest evaluation score, the evaluations are conducted based on the project being standalone.

25. AD Contractors are the recommended contractor for a similar project which will run concurrently. The evaluation process does not consider the capacity of the contractor to deliver more than one project of similar nature concurrently.

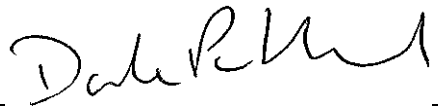
26. On the above basis, it is considered appropriate to recommend the contractor achieving the next best score being Palmer Earthmoving to mitigate risk of possible project schedule over runs.

27. The submission from Palmer Earthmoving is considered suitable across the evaluation criteria in terms of cost, demonstrated understanding, key personnel (skills & experience) and relevant experience. Palmer Earthmoving is recommended to be awarded the Millbrook Road contract.

Consulted References	**:**	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing Council Policy – Buy Local (Regional Price Preference)
File Number (Name of Ward)	**:**	C13015 (Kalgan Ward)
Previous Reference	**:**	Not applicable

PD011: PLANNING AND BUILDING REPORTS JULY 2013

Proponent	**:**	City of Albany
Attachment	**:**	Planning and Building Reports July 2013
Responsible Officer(s):	**:**	Executive Director Planning & Development Services (D Putland)

Responsible Officer's Signature:	

RECOMMENDATION

PD011: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council NOTE the Planning and Building Reports for July 2013.

XIV. MOTIONS WITH NOTICE:

XV. MOTIONS OF WHICH NOTICE WAS GIVEN AT THE PREVIOUS MEETING:

XVI. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING:

XVII. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION:

XVIII. ANNOUNCEMENT OF NOTICES OF MOTION TO BE DEALT WITH AT THE NEXT MEETING:

XIX. ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO MEMBERS OF THE PUBLIC:

Revised Pricing and Marketing Strategy-"The Ridge" Subdivision

XX. NEXT ORDINARY MEETING DATE:

6.00pm 26 November 2013

XXI. RESUME STANDING ORDERS 3.1:

PROCEDURAL MOTION

THAT Standing Order 3.1 be RESUMED to stop recording of proceedings.

XXII. CLOSURE OF MEETING:

XXIII. STATUS REPORT ON DEFERRED ITEMS FROM PREVIOUS MEETINGS:

Meeting Date	Committee/ Report Item Number	Details/Status