CITY OF ARMADALE

MINUTES

OF THE TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 4 NOVEMBER 2019 AT 7.00PM.

PRESENT: Cr M Silver (Chair)
Cr R Butterfield
Cr E J Flynn
Cr M S Northcott
Cr S Peter
Cr G J Smith

APOLOGIES: Cr G Nixon
Cr C Wielinga

OBSERVERS: Cr J H Munn CMC

IN ATTENDANCE: Mr K Ketterer Executive Director Technical Services
Mr T Naude Executive Manager Technical Services
Ms J Abbiss Chief Executive Officer
Ms K Alexander Executive Assistant Technical Services
(Minute Secretary)

PUBLIC: Nil.

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/your council/councillors.”
DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read as there were no members of the public present.

DECLARATION OF MEMBERS’ INTERESTS

Nil.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 7 October 2019 be confirmed.

Minutes of the Special Technical Services Committee Meeting held on 21 October 2019 be confirmed.
Moved Cr R Butterfield
MOTION CARRIED (6/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Committee noted the information and no further items were raised for discussion and/or further report purposes.
1. TENDERS
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3. COUNCILLORS' ITEMS
   3.1 PROVISION OF SHADED FACILITIES IN THE CITY’S PARKS ................................22

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   NIL ..................................................................................................................................22

SUMMARY OF ATTACHMENTS .......................................................................................... 23
1.1 - TENDER 18/19 - SUPPLY OF GLAZING SERVICES

WARD : ALL

FILE No. :

DATE : 11 October 2019

REF : AS

RESPONSIBLE MANAGER : Executive Director Technical Services

In Brief:

- Tender 18/19 was recently advertised for Supply of Glazing Services.
- Three (3) tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that Council accept the tender from Action Glass & Aluminium.

Tabled Items

Nil.

Decision Type

☐ Legislative

- The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.

☒ Executive

- The decision relates to the direction setting and oversight role of Council.

☐ Quasi-judicial

- The decision directly affects a person’s rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

2.2 Attractive and Functional Public Places

2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities
Legislative Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Division 2 *Local Government (Functions and General) Regulations 1996* – Tenders for providing goods or services

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following is applicable:

- Council Policy ADM 19 – Procurement of Goods and Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2019/20 Budget and Long Term Financial Plan estimates.

Consultation

- Inter Directorate.

BACKGROUND

Tender 18/19 for Supply of Glazing Services was advertised in the 14 September 2019 edition of the West Australian newspaper and in a notice which was displayed on the Administration Centre, Armadale and Kelmscott Libraries’ public notice boards.

The City requires a suitably qualified and resourced contractor to supply effective glazing services throughout the City. The work to be carried out shall consist of, but not be limited to, emergency/replacement works, upgrade works, window frosting and tinting and insurance work.
DETAILS OF PROPOSAL

Council approval is sought to award the tender for Supply of Glazing Services for a period of thirty six (36) months commencing 1 December 2019. Subject to the satisfactory performance of the contract, the contract may be extended for a further two (2) periods of twelve (12) months.

COMMENT

Analysis

The advertising period closed at 2.00pm on 1 October 2019.

Tenders were received from:

<table>
<thead>
<tr>
<th>Tenderer’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Action Glass Pty Ltd T/A Action Glass &amp; Aluminium (Action Glass &amp; Aluminium)</td>
</tr>
<tr>
<td>2. Byford Glass &amp; Aluminium Pty Ltd ATF The MR &amp; PA Wells Family Trust T/A Byford Glass (Byford Glass)</td>
</tr>
<tr>
<td>3. Reads West Coast Maintenance Pty Ltd T/A Rockingham Glass</td>
</tr>
</tbody>
</table>

All tenders were assessed against compliance criteria and were found to be conforming. No tenders were received after the close of deadline.

An evaluation process was undertaken having specific regard to the following Qualitative Criteria:

Relevant Experience (25% weighting)

This criterion required tenderers to describe their experiences in completing/supplying similar requirements, particularly for local government. As a minimum, tenderers were required to complete a contract brief for at least three examples of similar contracts, including the following details:

- Contract requirements
- Approximate annual contract value
- Issues that arose during the contract and how these were managed
- How safety was maintained
- Provision of contact details of a referee for each contract.

Action Glass & Aluminium and Byford Glass scored highest in this criterion. These companies demonstrated their relevant experience by providing numerous examples of similar previous contracts with local government and private enterprise. These tenderers also demonstrated good management of safety procedures as well as site challenges and issues.
Key Personnel and Resources (25% weighting)

This criterion required tenderers to provide information of personnel and resources to be allocated to this contract, such as:

- Designated plant, equipment and materials
- Personnel resource levels including trades persons
- Qualifications and curriculum vitae of key operational personnel noting experience and role in similar contracts
- Any contingency measures of back up of resources including personnel and equipment.

Action Glass & Aluminium scored highest in this criterion, demonstrating they have well qualified, experienced staff and adequate resources. They also provided detailed information regarding allocation of specific personnel to the contract, including each of their roles in the performance of the contract.

Supply, Response Timeframes and Availability (15% weighting)

This criterion required tenderers to provide details demonstrating their ability to achieve the supply and response timeframes included in the specification, such as:

- Ability to meet the required response timeframes listed in the specification
- Contract and project commitment schedule demonstrating resource and personnel availability.

Action Glass & Aluminium and Byford Glass scored highest in this criterion. Action Glass & Aluminium has a large workforce (with back up staff available if required) and have recently invested in new software to manage workloads and meet timeframes. Byford Glass employs local staff, all located within 15 minutes of the City; allowing them to attend jobs quickly; and aims to complete scheduled works within the same day.

Sustainable Impacts (10% weighting)

This criterion required tenderers to provide information on how their involvement would provide social, environmental and economic benefits to the local community within the City. Tenderers were required to demonstrate sustainability practices, such as:

- Environmental impacts (reduction in waster, pollutants, recycling)
- Social and economic impacts (local business support, working conditions, governance, efficiencies and operating costs, innovation).

Byford Glass scored highest in this criterion. They are located within the City of Armadale and employ local residents. They also use local suppliers, have trained local residents as apprentices and hope to take on another apprentice if awarded the contract. They aim to recycle where possible and are working towards ISO:14001.2016 certification. Byford Glass also support local community programmes.
Tendered Price (25% weighting)

This criterion required tenderers to submit prices for services as outlined in the tender specification. The prices were structured as a Schedule of Rates table. The weighted cost method was used in the evaluation of the tenders. The tenders were ranked according to the qualitative criteria and then the evaluation panel assessed the price component to determine the tender that is most advantageous to the City.

Ranking of the compliant applicants as determined by the evaluation panel:

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Relevant Experience</th>
<th>Key Personnel &amp; Resources</th>
<th>Supply, Response, Timelines &amp; Availability</th>
<th>Sustainable Impacts</th>
<th>Price</th>
<th>Total</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Glass Pty Ltd T/A Action Glass &amp; Aluminium (Action Glass &amp; Aluminium)</td>
<td>18.33</td>
<td>18.33</td>
<td>10.00</td>
<td>6.00</td>
<td>14.72</td>
<td>67.38</td>
<td>1</td>
</tr>
<tr>
<td>Byford Glass &amp; Aluminium Pty Ltd ATF The MR &amp; PA Wells Family Trust T/A Byford Glass (Byford Glass)</td>
<td>18.33</td>
<td>17.50</td>
<td>10.50</td>
<td>7.00</td>
<td>11.79</td>
<td>65.12</td>
<td>3</td>
</tr>
<tr>
<td>Reads West Coast Maintenance Pty Ltd T/A Rockingham Glass</td>
<td>15.83</td>
<td>15.00</td>
<td>8.00</td>
<td>6.00</td>
<td>22.25</td>
<td>67.08</td>
<td>2</td>
</tr>
</tbody>
</table>

Based on the panel’s evaluation, using a combination of the above qualitative criteria and price, the tender from Action Glass & Aluminium represents the most advantageous tender.

CONCLUSION

Tenders for Supply of Glazing Services were recently invited with three (3) tenders received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Action Glass & Aluminium represented the most advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to Action Glass & Aluminium.

NB: The Confidential Attachment to this report detailing the recommended tenderer’s price/consideration will be made public when Council has accepted the successful tender.
ATTACHMENTS
1. Confidential Attachment - Tender 18/19 - This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale

Committee Discussion
Committee discussed the weighting of the qualitative criteria, querying whether a standard unchanging set of criteria and associated weighted percentage value is applied in all tenders advertised by the City. The EDTS advised that the individual criterion and associated weighting are determined as part of the scope prior to advertising and may vary to ensure responses that best meet the City’s requirements for the goods or services sought, so that the most advantageous outcome for the City is achieved, with all tenders being advertised as per the relevant legislation and the City’s procurement policy.

RECOMMEND
T70/11/19

That Council, in regard to Tender 18/19 for Supply of Glazing Services:

1. Accept the tender from Action Glass Pty Ltd T/A Action Glass & Aluminium for a period of thirty six (36) months commencing 1 December 2019 in accordance with:
   - The tenderer’s submitted Schedule of Rates as presented in Confidential Attachment 1
   - Council’s contract documentation, Budget and Long Term Financial Plan estimates.

2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of twelve (12) months subject to satisfactory performance by the contractor and price adjustments, as specified in the Request for Tender Special Conditions of Contract Clause 4.1.

Moved Cr M S Northcott
MOTION CARRIED (6/0)
1.2 - EXPRESSION OF INTEREST 1/19 - SUPPLY, INSTALLATION AND MAINTENANCE OF BUS SHELTERS WITH ADVERTISING SPACE

WARD : ALL
FILE No. : M/686/19
DATE : 14 October 2019
REF : MH
RESPONSIBLE MANAGER : Executive Director Technical Services

In Brief:

- Expression of Interest (EOI) 1/19 was recently advertised for the Supply, Installation and Maintenance of Bus Shelters with Advertising Space.
- Four (4) expressions of interest were received by the specified closing time and evaluated against compliance criteria.
- Three (3) expressions of interest were shortlisted to progress to a restricted tender.
- This report recommends that Council endorse that Claude Outdoor Pty Ltd, Muscara Holdings Pty Ltd T/A Streetside Advertising and Natsales Advertising Pty Ltd progress to a restricted tender.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

4.3 Financial Sustainability

4.3.2 Pursue non-rates revenue opportunities

4.3.3 Seek efficiencies that will reduce service delivery costs
**Legislative Implications**

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Part 4 Division 2 *Local Government (Functions and General) Regulations 1996* – Tenders for providing goods or services

**Council Policy/Local Law Implications**

Assessment of Policy/Local Law indicates that the following is applicable:

- Council Policy ADM 19 – Procurement of Goods and Services

**Budget/Financial Implications**

The final contract will provide a new revenue source as well as potentially reducing maintenance costs on bus shelters provided within the City.

**Consultation**

- Intra Directorate.

**BACKGROUND**

Expression of Interest (EOI) 1/19 for the Supply, Installation and Maintenance of Bus Shelters with Advertising Space was advertised in the 31 August 2019 edition of the West Australian newspaper, on the City’s website and in a notice which was displayed on the Administration Centre, Armadale and Kelmscott Libraries’ public notice boards.

The City currently maintains all of the bus shelters and also constructs new shelters (with PTA contribution on occasion) as and when they are required.

Specialist companies offer the above services and in return, procure revenue on advertising on the bus shelters. The City currently has a separate contract for the provision of advertising on bins, many of which are at the bus shelters, with the City receiving an income stream. The project to allow for advertising on the bus shelters is intended to be managed in a similar manner, with the company awarded the contract being responsible for the maintenance of bus shelters as well as for the provision of new shelters.
This project has as the primary aim to provide an additional income stream and/or cost savings for the City.

The Expression of Interest document included an advertising restrictions clause (Clause 2.6) which stipulated the disallowed products, content and services; and for the avoidance of doubt the clause also stipulated that the City reserves the right to reject or remove any advertisement.

DETAILS OF PROPOSAL

Council approval is sought to endorse the shortlisted respondents as progressing to a restricted tender in accordance with Regulation 23 (4) of the Local Government (Functions & General) Regulations 1996.

COMMENT

The advertising period closed at 2.00pm on Monday 23 September 2019.

Expressions of interest were received from:

<table>
<thead>
<tr>
<th>Respondent's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Claude Outdoor Pty Ltd</td>
</tr>
<tr>
<td>2. Muscara Holdings Pty Ltd T/A Streetside Advertising</td>
</tr>
<tr>
<td>3. S&amp;K Investments Pty Ltd (S&amp;K Investments)</td>
</tr>
<tr>
<td>4. Natsales Advertising Pty Ltd</td>
</tr>
</tbody>
</table>

All four (4) expressions of interest were evaluated against the compliance criteria and three were found to be conforming.

S&K Investments did not address the conditions of the EOI and did not provide the requested information in accordance with the qualitative criteria, therefore did not proceed to the qualitative evaluation stage.

No expressions of interest were received after the close of deadline.

The conforming responses were evaluated on the following qualitative criteria:

**Demonstrated Experience (25% weighting)**

This criterion required respondents to describe their experience with similar contracts.

The three respondents all demonstrated the appropriate and current experience with other local government councils.
Capacity to Deliver (25% weighting)

This criterion required respondents to provide information on their proposed resources to be allocated to this contract as well as contingency measures.

The three respondents all demonstrated the appropriate capacity to deliver on this contract.

Financial Model (50% weighting)

This criterion required respondents to provide a financial model of how the City would benefit from the contract by stipulating the proposed methodology.

The three respondents provided differing models of how revenue would be earned by the City and how costs would be saved as a result of a contract being awarded to them.

Following assessment of the criteria, the evaluation panel determined that the most appropriate course of action would be to give the three conforming respondents the opportunity to provide additional financial information through a restricted tender process; ensuring the best value for money outcome for the City is achieved.

The ranking of the compliant Expression of Interest following the Qualitative Criteria evaluation as determined by the evaluation panel is as follows:

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Demonstrated Understanding</th>
<th>Capacity to Deliver</th>
<th>Financial Model</th>
<th>Total</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claude Outdoor Pty Ltd</td>
<td>17.50</td>
<td>18.33</td>
<td>31.67</td>
<td>67.50</td>
<td>2</td>
</tr>
<tr>
<td>Muscara Holdings Pty Ltd T/A Streetside Advertising</td>
<td>19.17</td>
<td>19.17</td>
<td>30.00</td>
<td>68.34</td>
<td>1</td>
</tr>
<tr>
<td>Natsales Advertising Pty Ltd</td>
<td>15.83</td>
<td>17.50</td>
<td>33.33</td>
<td>66.66</td>
<td>3</td>
</tr>
</tbody>
</table>

CONCLUSION

Expressions of Interest for the Supply, Installation and Maintenance of Bus Shelters with Advertising Space were recently invited with four (4) responses received and three (3) conforming respondents assessed by an evaluation panel against compliance and qualitative criteria.

Based on the comparable results of the evaluation, the panel recommends that the three highest conforming respondents namely, Claude Outdoor Pty Ltd, Muscara Holdings Pty Ltd T/A Streetside Advertising and Natsales Advertising Pty Ltd be endorsed by Council to progress to a restricted tender process to provide further financial information.
ATTACHMENTS
There are no attachments for this report.

Officer Recommendation

That Council, in regard to Expression of Interest 1/19 for the Supply, Installation and Maintenance of Bus Shelters with Advertising Space, endorse the following shortlisted respondents as acceptable tenderers in accordance with Regulation 23 (4) of the Local Government (Functions & General) Regulations 1996:

- Claude Outdoor Pty Ltd
- Muscara Holdings Pty Ltd T/A Streetside Advertising
- Natsales Advertising Pty Ltd

Committee Discussion
Committee discussed the EOI at length including the types of shelters to be installed, their locations and the type of advertising to be displayed. Committee also discussed the construction, maintenance and response timeframes that would be required of companies tendering to provide the service and amended the officer recommendation to include a requirement that these elements be addressed when the tender is advertised.

RECOMMEND

That Council:

1. In regard to Expression of Interest 1/19 for the Supply, Installation and Maintenance of Bus Shelters with Advertising Space, endorse the following shortlisted respondents as acceptable tenderers in accordance with Regulation 23 (4) of the Local Government (Functions & General) Regulations 1996:

   - Claude Outdoor Pty Ltd
   - Muscara Holdings Pty Ltd T/A Streetside Advertising
   - Natsales Advertising Pty Ltd

2. Include a condition that requires tenderers to detail their construction and maintenance response timeframes for shelter repair, with this being a criterion in the assessment process.

That Council refer the matter of Advertising on Council infrastructure and property to Corporate Services for Policy Development

Moved Cr R Butterfield
MOTION CARRIED
2.1 - APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS

WARD : ALL

FILE No. : M/690/19

DATE : 17 October 2019

REF : AO

RESPONSIBLE MANAGER : Executive Director Technical Services

In Brief:
- Following the local government elections on 19 October 2019 consideration is required to be given to the appointment of Councillors to:
  - Occasional Advisory Groups, Reference/Working Groups
  - External/Local Committees, Reference and Working Groups.
- This report recommends that Council appoint nominated Councillors to Occasional Advisory Groups, Reference/Working Groups and External/Local organisations, for the period November 2019 to October 2021.

Tabled Items

Nil.

Decision Type

☐ Legislative
  - The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.

☒ Executive
  - The decision relates to the direction setting and oversight role of Council.

☐ Quasi-judicial
  - The decision directly affects a person’s rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.
Strategic Implications

4.1 Visionary Civic leadership and sound governance

4.1.1 Foster and advocate strategic alliances that promote local and regional development

4.1.3 Support the role of the elected body

4.1.3.3 Support Councillor engagement in outside bodies and events to maintain awareness and enhance the City's knowledge base

Legislative Implications

General assessment of relevant legislation (e.g., Local Government Act) has not revealed any restrictions.

Council Policy/Local Law Implications

General assessment has not revealed any applicable Policies/Local Laws.

Budget/Financial Implications

The adoption of the recommendation contained in this report has no financial implication.

Consultation

- Inter Directorate.

BACKGROUND

In addition to the formation of Council established Committees, Council also nominates representatives to occasional advisory groups, reference/working groups and external local organisations. Council may nominate representatives to such committees/organisations by a simple majority resolution of Council and unless otherwise explained, the appointments are optional.

At its Special Meeting of Monday, 21 October 2019, Council resolved that the matter of Councillor representation on a number of advisory, reference and working groups established by Council, as well as representation on committees, reference and working groups established by external entities as referenced in this report be referred to the Technical Services Committee.
Unless otherwise determined by Council, the tenure of a Councillor’s membership on a Committee or as a delegate continues until the:

- Councillor no longer holds the office by virtue of which the Councillor became a member
- Councillor resigns from membership of the Committee
- Committee is disbanded
- Next ordinary election day
- whichever happens first.

In November 2017, when the nominations to the groups detailed in this report for the period November 2017 to October 2019 were considered, Council determined that appointments be made only to ‘peak’ bodies.

Council also considered engagement with those groups not designated as ‘peak’ bodies which were therefore without nominated Councillor representation. Scheduled meetings of these groups are able to be attended by interested Councillors as observers (T94/11/17 refers). For reference, those groups are:

- Armadale/Gosnells Landcare Group
- Armadale Settlers Common Working Group
- Bungendore Park Environmental Group
- Armadale Graffiti Removal Team
- Jandakot Regional Park Community Advisory Committee
- Darling Range Regional Park Community Advisory Committee
- South East Regional Centre for Urban Care

Details of the above groups are provided for Councillors’ information in the attachment to this report (Attachment 1). It is recommended that attendance at these groups continue to be by interested Councillors as observers from time to time rather than as appointed representatives.

DETAILS OF PROPOSAL

Committee is requested to consider and recommend appointments from its membership to the various committees and groups designated as ‘peak bodies’ for the period November 2019 – October 2021.

The following gives a brief explanation of each designated ‘peak body’ group to assist Committee with nominations. It should be noted that attendance or appointment of Officers to any outside group will be at the discretion of the Chief Executive Officer.

It is preferable that delegates to these various groups are members of the Council Committee overseeing their operation. In this instance, that is the Technical Services Committee.
**BUSHCARE & ENVIRONMENTAL WORKING GROUP**

The Bushcare and Environmental Working Group (*the Working Group*) provides the primary formal link between Council and the community in regard to protection and rehabilitation of the natural environment. The Working Group also oversees and coordinates the efforts of other ‘working’ and ‘friends’ groups.

The Working Group comprises twelve members from the community, one Councillor, a City Environmental Officer, and the City’s Bushcare Supervisor. The role of the Working Group is to advise the City on policy matters associated with environment, to coordinate conservation groups, and to provide support to the various volunteer environmental groups.

The Working Group relies heavily on volunteer participation, and it is considered important to have Councillor representation. The Working Group meets on the second Wednesday of every second month.

<table>
<thead>
<tr>
<th>Councillor Representation</th>
<th>Prior Appointments (2017-2019)</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Cr R Butterfield (Member)</td>
<td>Second Wednesday of every second month.</td>
</tr>
<tr>
<td>1 Deputy Member</td>
<td>Cr M Geary (Deputy)</td>
<td></td>
</tr>
</tbody>
</table>

**CITY OF ARMADALE ROADWISE ADVISORY COMMITTEE**

The City of Armadale Roadwise Advisory Committee (The Committee) facilitates the planning, development and implementation of road safety programs and promotions. It also identifies local road safety issues, and recommends strategies to the City of Armadale which may be referred on to Main Roads WA, the WA Police Service, or any other statutory authority that has the ability to influence road safety in the community. The City provides support in the form of equipment, such as the Transportable Variable Message Board and Car Crash Trailer as well as a small financial contribution.

The Committee relies heavily on volunteer participation, and consequently, it is considered important to have Councillor representation. This Committee is generally chaired by the City nominated Delegate, and meets on the third Wednesday of each month.

<table>
<thead>
<tr>
<th>Councillor Representation</th>
<th>Prior Appointments (2017-2019)</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delegate</td>
<td>Cr K Busby (Delegate)</td>
<td>Third Wednesday of each month.</td>
</tr>
<tr>
<td>1 Deputy Delegate</td>
<td>Cr L Sargeson (Deputy)</td>
<td></td>
</tr>
</tbody>
</table>
**Metropolitan Regional Road Sub-Group (MRRG)**

The Metropolitan Regional Road Group (MRRG) manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network of the Metropolitan Region. Metropolitan Local Governments are divided into 6 Sub Groups with membership being an Elected Member and Technical Representative from each Local Government. Each Sub Group appoints one representative Elected Member and Technical representative to the MRRG.

The South East Metropolitan Regional Road Sub-group assists in informing the decisions of the MRRG and comprises members from the Town of Victoria Park, the City of Gosnells, City of Armadale, City of Belmont, City of Canning, City of South Perth, and the Shire of Serpentine Jarrahdale as well as representatives from the West Australian Local Government Association (WALGA) and Main Roads Western Australia (MRWA).

Councillor representation is considered important and the Group influences policy with significant funding implications for the City, as well as assisting in ensuring that the outcomes of the Regional Road Group and the funds expended under the State Roads Funds to Local Government Agreement are in line with the City’s priorities.

<table>
<thead>
<tr>
<th>Councillor Representation</th>
<th>Prior Appointments (2017-2019)</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Cr R Butterfield (Member)</td>
<td>Bi-annual.</td>
</tr>
<tr>
<td>1 Deputy Member</td>
<td>Cr K Busby (Deputy) <em>to Nov 2018</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cr G Smith (Deputy) <em>from Nov 2018</em> (T91/11/18 refers)</td>
<td></td>
</tr>
</tbody>
</table>

**South East Regional Energy Group (SEREG)**

The South East Regional Energy Group comprises of representatives of the Cities of Armadale, Gosnells, and the Shire of Serpentine Jarrahdale, working in partnership to reduce regional greenhouse gas emissions through the implementation and review of the *Switch your thinking* Business Plan, and Partner Councils’ Corporate Greenhouse Action Plan. The Group meets bi-monthly and meetings are attended by Officers of the City of Armadale.

<table>
<thead>
<tr>
<th>Councillor Representation</th>
<th>Prior Appointments (2017-2019)</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delegate</td>
<td>Cr R Butterfield (Delegate)</td>
<td>Bi-monthly.</td>
</tr>
<tr>
<td>1 Deputy Delegate</td>
<td>Nil. (Deputy)</td>
<td></td>
</tr>
</tbody>
</table>
Explanatory Notes

The following procedural notes are provided to assist Committee in making recommendations on the above appointments.

1. Appointments to any of the above committees/groups would preferably (but not essentially) be restricted to members of the Technical Services Committee.

2. Nominations for appointment can be verbal or in writing - past practice, which has operated without problem, has been on a verbal basis

3. In the event of no nominations being received, the matter be referred to full Council for nomination and subsequent appointment

4. In the event of more nominations being received than positions to be filled, the options are:

   a) conduct a ballot to determine person(s) recommended for appointment; OR

   b) refer the nominations received to Council where the appointment will be determined by ballot.

ATTACHMENTS

2.1.1 Occasionally Advisory Groups, Reference Working Groups and External Local Organisations - Other
RECOMMEND

That Council:

1. Appoint nominated Elected Members to peak Occasional Advisory Groups, Reference/Working groups and External/Local Organisations for the period November 2019 to October 2021 as follows:

<table>
<thead>
<tr>
<th>GROUP</th>
<th>Delegate</th>
<th>Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushcare and Environmental Working Group</td>
<td><strong>Cr R Butterfield</strong></td>
<td>Cr G Smith</td>
</tr>
<tr>
<td>City of Armadale Roadwise Advisory Group</td>
<td>Cr K Busby</td>
<td>Cr M Northcott</td>
</tr>
<tr>
<td>Metropolitan Regional Road Sub-Group</td>
<td><strong>Cr R Butterfield</strong></td>
<td>Cr G Smith</td>
</tr>
<tr>
<td>South East Regional Energy Group</td>
<td><strong>Cr R Butterfield</strong></td>
<td>Nil</td>
</tr>
</tbody>
</table>

2. Not appoint Councillor representatives to the following Occasional Advisory Groups, Reference/Working Groups and External Local Organisations but that interested Councillors attend scheduled meetings of these groups from time to time as observers:

- Armadale/Gosnells Landcare Group
- Armadale Settlers Common Working Group
- Bungendore Park Environmental Group
- Armadale Graffiti Removal Team
- Jandakot Regional Park Community Advisory Committee
- Darling Range Regional Park Community Advisory Committee
- South East Regional Centre for Urban Care

Moved Cr S Peter
Seconded Cr G J Smith
MOTION CARRIED (6/0)
COUNCILLORS’ ITEMS

1 Provision of Shaded Facilities in the City's Parks (Cr Melissa Northcott)
Cr Northcott raised the matter of the provision of shaded facilities including play equipment and picnic areas within the City’s parks and requested that further information be provided regarding future provision of these items.

RECOMMEND

That Council refers the following Councillor Item:

- Provision of Shaded Facilities in the City’s Parks

to the relevant Directorate for action and/or report to the appropriate Committee.

Moved Cr Silver
MOTION CARRIED (6/0)

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil.

MEETING DECLARED CLOSED AT 7:25 PM
<table>
<thead>
<tr>
<th>ATT NO.</th>
<th>SUBJECT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>APPOINTMENT OF COUNCILLORS TO OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS</td>
<td></td>
</tr>
<tr>
<td>2.1.1</td>
<td>Occasional Advisory Groups, Reference Working Groups and External Local Organisations - Other</td>
<td>24</td>
</tr>
</tbody>
</table>
OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL LOCAL ORGANISATIONS – OTHER

ARMADALE/GOSNELLS LANDCARE GROUP (AGLG)

The Armadale/Gosnells Landcare Group (the Landcare Group) is an incorporated, not for profit, community organisation whose focus is river restoration, bushland management and environmental education in the catchment of the Upper Canning, Southern and Wungong Rivers.

The Landcare Group attracts significant grant funding, relies heavily on volunteer participation and is financially supported by Council. The Landcare Group meets on the fourth Wednesday of every second month, alternating between the City of Armadale and the City of Gosnells.

Meeting Details:

The group meets on the fourth Wednesday of every second month, alternating between the Cities of Armadale and Gosnells.

There are no meetings scheduled for the remainder of 2019.

ARMADALE SETTLERS COMMON WORKING GROUP

The Armadale Settlers Common Working Group (the Working Group) assists in the conservation and management of Armadale Settlers’ Common as a conservation reserve, and encourages recreation and education of the natural bushland environment.

Armadale Settlers Common is a large ‘A’ Class reserve vested in the City of Armadale, which does not receive funding for environmental management from the City. Management actions are implemented by the Working Group in conjunction with the City’s Environmental Services Department.

The Working Group attracts significant annual grant funding. One member of this Working Group also sits on the ‘Bushcare and Environmental Working Group’.

The Working Group relies heavily on volunteer participation, and as with other groups.

Meeting Details:

The group meets on the First Thursday of each month.

The next meeting is scheduled for 7 November 2019.
OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL LOCAL ORGANISATIONS – OTHER

BUNGENDORE PARK ENVIRONMENTAL GROUP

The Bungendore Park Environmental Group (the Group) assists in the conservation and management of Bungendore Park as a conservation reserve, and to facilitate public enjoyment of the natural attributes of the Park without compromising conservation and management plan objectives.

Bungendore Park is a large ‘A’ Class reserve vested in the City of Armadale, which does not receive funding for environmental management from the City. Management actions are implemented by the Group in conjunction with the City’s Environmental Services Department.

The Group attracts significant annual grant funding. One Member of this Group also sits on the ‘Bushcare and Environmental Group’.

The Group relies heavily on volunteer participation, and as with other groups.

Councillor Sargeson has previously attended occasionally in an unofficial capacity.

Meeting Details:

The group meets on the fourth Thursday of each month.

The next meeting is scheduled for 28 November 2019.

ARMADALE GRAFFITI REMOVAL TEAM (AGRT)

The Armadale Graffiti Removal Team (name changed from Civic Pride Action Group) operates two days a week throughout the entire Armadale region with community volunteers removing graffiti from infrastructure such as fences, walls and laneways. The City supports the AGRT Team by providing them with a vehicle, storage facilities, safety and removal equipment, training and access to the Police reporting systems online. The City works in close collaboration with AGRT, and their positive attitude provides for a great relationship with great outcomes. The group also participates in Community Awareness and engagement initiatives related to minimising graffiti throughout the City.

Councillor representation to the group is considered beneficial and assists in promoting the work of the group throughout the City.

Councillor Busby has previously attended occasionally in an unofficial capacity.

Meeting Details:

The group meets quarterly on the third Wednesday of each month.

There are no meetings scheduled for the remainder of 2019.
OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL LOCAL ORGANISATIONS – OTHER

JANDAKOT REGIONAL PARK COMMUNITY ADVISORY COMMITTEE

The Jandakot Regional Park Community Advisory Committee (the Committee) was established by the Department of Parks and Wildlife (DPAW) to provide a regular forum to hear public opinion and exchange advice on management issues affecting regional parks. The Committee consists of community representatives, DPAW Officers, Local Government Officers, and invites a Councillor representative from each Local Government to attend. The Committee meets quarterly on a Tuesday, usually beginning in February.

Meeting Details:

The group meets quarterly – usually beginning in February of each year.

The next meeting is scheduled for 29 October 2019.

DARLING RANGE REGIONAL PARK COMMUNITY ADVISORY COMMITTEE

The Darling Range Regional Park Community Advisory Committee (the Committee) was established by the Department of Parks and Wildlife (DPAW) to provide a regular forum to hear public opinion and exchange advice on management issues affecting regional parks. The Committee meets quarterly on a Thursday, and consists of community representatives, DPAW Officers, Local Government Officers, and invites a Councillor Representative from each Local Government (Armadale, Gosnells, Kalamunda and Mundaring).

Meeting Details:

The group meets quarterly on a Thursday.

The next meeting is scheduled for 7 November 2019.
OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL LOCAL ORGANISATIONS – OTHER

SOUTH EAST REGIONAL CENTRE FOR URBAN LANDCARE (SERCUL)

The South East Regional Centre for Urban Landcare (SERCUL) was formed in 2003 as an independent ‘Natural Resource Management’ body in Perth. SERCUL brings together the community, business, and government, to develop and implement projects that improve the health of our waterways and other ecosystems. One of five sub-regional bodies, the area SERCUL covers takes in the Canning, Southern and Wungong Rivers and their tributaries, and parts of the Swan River.

The SERCUL Committee is made up of community members from local environmental groups, Local Government Officers and Councillors, and officers from State Agencies, including the Swan River Trust.

SERCUL attracts significant grant funding and relies heavily on the work of volunteer and landcare groups. In past years it had been considered beneficial to have Councillor representation from the Technical Services Committee but more recently the City’s membership has been at officer level. The SERCUL Committee meets quarterly on the second Thursday of the month.

Meeting Details:

The group meets quarterly on the second Thursday of the month.

The next meeting is scheduled for 14 November 2019.

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NOTE: Meeting dates for 2020 are yet to be determined and will be communicated via the Councillors Diary and the Councillor Document Server.