

CITY OF ARMADALE

AGENDA

OF TECHNICAL SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 5 AUGUST 2013 AT 7:00 PM.

A meal will be served at 6:15 p.m.

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

“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 to be read.

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 1 July 2013 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE NO 13/2013

The following items were referred via Issue No 13/2013:

- **Outstanding Matters and Information Items**
Various Items
- **Monthly/Quarterly Departmental Reports**
Technical Services Works Programme
- **Minutes/Notes of Occasional/Advisory Committees**
Rivers Regional Council – Minutes of Ordinary Meeting of 20 June 2013

If any of the items listed above require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.

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5 AUGUST 2013

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1.1 - TECHNICAL SERVICES DIRECTORATE DRAFT BUDGET 2013-2014

WARD : ALL
FILE No. : M/434/13
DATE : 3 July 2013
REF : KK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The 2013-2014 Draft Budget for the Technical Services Directorate is presented to Committee for consideration.
- Committee to consider the range of services and projects covered, together with associated levels of income and expenditure.

▪ **Recommend:**

That Council approves the Technical Services Directorate Draft Budget, and refers this to the City Strategy Committee Meeting to be held on 20 August 2013. This Technical Services Draft Budget to be considered for inclusion in Council's 2013-2014 Annual Budget, as presented and distributed separately to this report.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 4.6 Financial Sustainability and Accountability for Performance
- 4.6.1 Provide financial services to support cost effective Council operations and service delivery.
 - 4.6.2 Actively pursue alternative sources of revenue for Council's assets and operation.
 - 4.6.3 Develop and maintain long term financial planning, management and reporting to ensure resources are provided to deliver services and manage Council's assets.

Legislation Implications

General assessment of relevant legislation (eg 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

2013-2014 Draft Budget, as directed by the 15 Year Financial Plan.

Consultation

This report follows on from the work undertaken at previous Manex meetings and prior Councillor Workshops, relating to the City's Strategic Community Plan, Corporate Business Plan, and 15 year Financial Plans.

DETAILS OF PROPOSAL AND COMMENT

The compilation of a budget for consideration is one of the most important matters for consideration by the Committee during the year. Budgets reflect the financial aspects and implications of the Strategic Community Plan and Corporate Business Plan, and are required to present a balance of addressing the community needs against the ability and willingness of the community to financially support the range of services proposed.

Technical Services comprise the majority proportion of implementation services of a local government, and manages the majority proportion of expenditure of a local government, which then places an additional responsibility to ensure that value for money is achieved.

One of the main functional and financial responsibilities of the Technical Services Directorate is to ensure that all assets are well managed. These assets comprise roads, buildings, parks and reserves, drainage, pathways, sporting ovals, and all street furniture. This responsibility can be defined as the proper:

- operation;
- maintenance;
- renewal;
- upgrade; and
- replacement

of all assets, as well as the creation of new assets.

Consequently, it is clear that the majority of expenditure is directed to providing the full range of functions in managing the assets of the City.

Committee is therefore referred to the 2013-2014 Draft Budget Report for the Technical Services Directorate, and supporting documentation relating to the responsibilities of this Committee. (The Executive Director Technical Services will present the Technical Services

Draft Budget, circulated separately to this report, and will take questions together with the Senior Management Team of the Technical Services Directorate).

The task of the Committee is to:

- Be satisfied that the directions reflected by the range of the services and programmes to be provided in 2013-2014 are both warranted and acceptable, and adequately reflect the intentions documented in the Strategic Community Plan and draft Corporate Business Plan.
- Evaluate and confirm the reasonableness of the revenue and expenditure estimates relating to each of the services and programmes proposed for the 2013-2014 Financial Year.

CONCLUSION

The Technical Services Draft Budget 2014/2015 is considered to be a well-balanced Budget, addressing the requirements to manage the expectations of the community, as well as to address the asset management requirements of the local authority.

This 2013/2014 Draft Budget of the Technical Services Directorate is therefore recommended for adoption.

RECOMMEND

That Council refers the Draft 2014 Technical Services Directorate Budget Report as presented, without change OR with changes as listed hereunder, to the ordinary meeting of the City Strategy Committee to be held on 20th August 2013 (the business of that meeting being to recommend to Council the 2014 Annual Budget), for consideration and inclusion in Council's 2014 Annual Budget.

ATTACHMENTS

There are no attachments for this report.

**2.1 - ARALUEN BOTANIC PARK SPRINGTIME FESTIVAL 2013 - TRAFFIC
MANAGEMENT**

WARD : ALL
FILE No. : M/442/13
DATE : 5 July 2013
REF : CB
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The Araluen Botanic Park Management has requested the implementation of traffic management on Croyden Road for the 2013 Springtime Festival.
- Traffic Management has been requested for weekends from 17 August 2013 to 29 September 2013 inclusive, and 30 September 2013 Public Holiday.
- Technical Services' Officers support the implementation of traffic control on Croyden Road on the proposed dates.

▪ **Recommend:**

That Council approve one-way traffic movement on Croyden Road, between east of the Araluen Lane Bridge and Redtail Lane, with on street parking on the northern verge of Croyden Road within this section, and the southern verge being made secure for pedestrian traffic to and from Araluen Botanic Park for the proposed dates.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply

- Local Government Act 1995, Section 3.50 – Closing Certain Thoroughfares to Vehicles:
 - (1) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles.

Council Policy/Local Law Implications

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

- Council Policy ENG 3 – Road Closure for Events.

Budget/Financial Implications

Nil.

Consultation

- Araluen Botanic Park Management.

BACKGROUND

Council will be aware that there has not been an official Tulip or Chilli Festival at the Araluen Botanic Park (ABP) since 2008 and 2009 respectively.

Although there has been no official “Springtime” Festival for a number of years, the ABP have continued to attract strong visitation numbers due to the popularity and historic nature associated with the Tulip Festival.

Following a request by the Department of Environment and Conservation (DEC) in 2012, Council approved the reintroduction of the Springtime Festival with a change in traffic management which allowed access to the Park via Croyden Road and exiting via Gardiner Road.

On the whole, this one-way system worked satisfactorily, with no disruption to residents on Croyden Road on the days traffic management was in place. The only issue that arose was on a couple of occasions at the end of the Festival Day, a small minority of visitors after collecting their parked vehicles on Croyden Road, drove back into the one-way system to collect family members.

Although no pedestrian or vehicle was placed in jeopardy on those occasions, appropriate measures to restrict such actions for future events has been discussed with the ABP which will be addressed later in this report.

DETAILS OF PROPOSAL

Correspondence has been received from the ABP requesting the implementation of a slightly modified traffic management strategy that is proposed for the weekends from 17 August 2013 to 29 September 2013 inclusive, and the 30 September 2013 Public Holiday.

The proposal allows for the implementation of traffic management arrangements that will permit access into the Park from Croyden Road and exit via Gardiner Road. This will allow for the one-way circulation of vehicles in an orderly manner.

As part of the modified traffic arrangements, parking will be allowed on the northern side of Croyden Road, between east of Araluen Lane Bridge and Redtail Lane, with vehicles parking parallel to the direction of traffic flow. Parking will not be permitted on the southern verge of Croyden Road, east of the Araluen Lane Bridge and Redtail Lane, which will be designated for pedestrian movement.

At a meeting with Technical Services Officers, the ABP confirmed that they have again secured Camp Simons (Young Australia League (YAL) Campsite) for overflow parking.

In order to address vehicles entering the one-way system at the end of the Festival Day, the ABP have proposed that following consultation with an authorised Technical Services Officer, a Senior Parks Official will permit the dismantling of traffic controls on Croyden Road, when:

- (a) Traffic outflow from the Park exceeds Park arrivals at any time after 2.00pm.
- (b) Weather conditions warrant an earlier dismantling of the traffic control system.

The above conditions are consistent with previous practice.

COMMENT

Historically, the Springtime Festival (formally and informally) attracts large numbers of visitors to the Araluen Botanic Park, between late August and Early October each, with peak numbers on Father's Day and the Queen's Birthday Public Holiday.

It is estimated that approximately 70,000 visitors attend the Park during this time, with 50% of visitors arriving over the weekend period.

In order to control the large numbers of visitors it is proposed that, as was the case in 2012, Council allow:

- (a) The implementation of a one-way system on Croyden Road, between east of the Araluen Road Bridge and Redtail Lane.

- (b) Street parking on the northern side of Croyden Road, between east of the Araluen Road Bridge and Redtail Lane.

The traffic management company, who has managed modified traffic arrangements on Croyden road on these occasions for a number of years, has once again been contracted by the ABP to produce a traffic management plan for the 2013 Springtime Festival. When submitted, Technical Services Officers will handle the traffic management plans administratively.

OPTIONS

As in previous years, Council has two options for the management of traffic generated by the ABP during the Springtime Festival:

1. Not allow any parking and modified traffic arrangements on Croyden Road. This system relies on traffic numbers not exceeding the capability of the current road system. Although there is no financial cost, it is likely however to incur strong community backlash if the assignment conditions are exceeded.
2. Approve the ABP's request by: allowing access into the Park via Croyden Road, permitting one-way traffic movement on Croyden Road, between east of the Araluen Lane Bridge and Redtail Lane; approving on street parking on the northern verge within this section; and the southern verge being made secure for pedestrian traffic to and from the Park.

CONCLUSION

History has shown that whether there is a formal Springtime Festival or not, the ABP attracts large numbers of visitors to the Park between late August and early October each year. Experience also demonstrates that anticipating reduced visitors to the park in order for the road system to manage cannot be relied upon, nor has it been achieved to date.

It has also been proven that parking on the northern side of Croyden Road, east of the Araluen Lane Bridge and Redtail Lane has little or no impact on local residents, and can be suitably managed under traffic management conditions.

Accordingly Option 2 is recommended, as it allows easy, and the most appropriate access, to the Park in a controlled and safe manner. This also allows for sufficient street parking on the northern verge of Croyden Road, whilst at the same time permitting safe pedestrian movement on the southern verge of Croyden Road.

RECOMMEND

That Council:

1. Support the Araluen Botanic Park’s request to allow modified traffic arrangements, namely entrance to the Park via Croyden Road and exit out of the Park via Gardiner Road, by implementing one-way traffic management, between east of the Araluen Lane Bridge and Redtail Lane, for the following weekends:

- **Saturday 17 and Sunday 18 August 2013.**
- **Saturday 24 and Sunday 25 August 2013.**
- **Saturday 31 August and Sunday 1 September 2013.**
- **Saturday 7 and Sunday 8 September 2013.**
- **Saturday 14 and Sunday 15 September 2013.**
- **Saturday 21 and Sunday 22 September 2013.**
- **Saturday 28, Sunday 29 and Monday 30 September 2013.**

August

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

On condition that:

- (a) **The Araluen Botanic Park employs a traffic management company to implement and manage traffic movement on each of the above dates.**
- (b) **The Araluen Botanic Park advises all relevant emergency service authorities and surrounding land owners of the proposed traffic arrangements.**

2. Support the Araluen Botanic Park’s request to allow street parking on Croyden Road, between east of the Araluen Lane Bridge and Redtail Lane, for the dates detailed in (1) above.

- 3. Authorise the Executive Director Technical Services to approve the traffic management plan to allow modified traffic movements and parking on Croyden Road, between east of the Araluen Lane Bridge and Redtail Lane, for the dates detailed in (1) above.**
- 4. Allow for a nominated Senior Araluen Botanic Park Official to liaise with an “authorised” Technical Services Officer on the dismantling of the traffic controls, when:**
 - (a) Traffic outflow from the Park exceeds Park arrivals at any time after 2:00pm.**
 - (b) Weather conditions warrant an earlier dismantling of the traffic control system.**

ATTACHMENTS

There are no attachments for this report.

2.2 - PETITION RECEIVED AGAINST THE PROVISION OF A PUBLIC TOILET FACILITY AT BORRELLO PARK, ROLEYSTONE

WARD : ALL
FILE No. : M/470/13
DATE : 17 July 2013
REF : KK/KM
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

▪ Council is in receipt of a petition relating to the provision of a public toilet facility at Borrello Park, Roleystone.

▪ **Recommend:**

That Council resolve to await the outcome of the City of Armadale Public Toilet Strategy assessment workshop prior to a decision being made on the provision of a public toilet at Borrello Park.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1. Community Wellbeing
 - 1.6 A safe community.
 - 1.6.3 Promote and support planning and activities that encourage a safe and responsible community.
2. Enhanced Natural and Built Environments
 - 2.4 Attractive and user friendly streetscapes and open spaces.
 - 2.4.2 Maintain and improve where required the quality, amenity and accessibility of open spaces.
 - 2.6 Council buildings and facilities that meet community needs.
 - 2.6.2 Develop new buildings and facilities in accordance with asset management principles and based on a planned and prioritized approach.

- 2.7 Assets and infrastructure managed over the long term to meet current and future needs.
- 2.7.1 Develop and implement long term Service and Asset Management Plans for all Council assets, having regard for current and future asset needs and the City's long term financial plan.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Town Planning and Development Act 2005;
- Local Government Act 1995 (as amended);
- Crown Land Administration and Registration Practice – Section 20A – Public Recreation Reserves;
- Health Act 1911;
- Town Planning Scheme No 4; and
- Health Act 1911.

Council Policy/Local Law Implications

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

- Public Open Space (POS) Strategy.
- Policy and Management Practice ENG 13 – Asset Management Vision.
- City of Armadale Toilet Strategy 2013.
- City of Armadale Parks Facility Strategy 2013 (Draft).

Budget/Financial Implications

There is no direct financial implication which would result from the consideration of the recommendation in this report.

Consultation

No consultation has been had with the community on these specific petitions, although consultation was carried out relating to the application of Public Open Space (POS) funding, where the Borrello Park toilet was presented as one alternative for the funding.

BACKGROUND

Council is in receipt of a petition, as follows:

A petition carrying 217 signatures was presented by Cr Nixon at the Ordinary Council Meeting of 8 July 2013, the prayer of which reads:

“Borrello Park is a beautiful picnic park and additional facilities such as toilets would make this an even more accessible community park for everyone to enjoy.

An independent survey of 1,000 Roleystone residents conducted by the City of Armadale identified the Borrello Park toilet as the single most requested item by residents and we now request Council support the proposal.”

COMMENT

The City of Armadale Public Toilet Strategy provides for a methodology for the assessment of the suitability of locations for the provision of public toilets. The Strategy recommends the prioritisation of locations for the provision of new public toilet facilities within the City, and provides a rational assessment for future provision of public toilets.

The following staged decision making process is recommended for use regarding proposed public toilet facilities:

- Stage One - take cognisance of the City’s current Strategic Community Plan;
- Stage Two - evaluate existing studies and decisions;
- Stage Three - gives consideration to the City’s Parks and Reserves hierarchy;
- Stage Four - consider site specific information, using a proposed assessment tool; and
- Stage Five - evaluate funding/resources in terms of the 15 Year Financial Plan.

The provisional assessments were carried out in April 2013, and considered by Council in May 2013. These assessments were then referred back for deliberation in a workshop environment. (At the time of printing, a workshop was proposed for Wednesday, 31 July 2013).

CONCLUSION

A clearly defined process, as outlined in the Public Toilet Strategy, to assess and evaluate new sites considered for provision of public toilets, has been adopted by Council, and is recommended for application in the consideration of the requests contained in the petitions.

RECOMMEND

That Council resolve to await the outcome of the City of Armadale Public Toilet Strategy assessment workshop prior to a decision being made on the provision of a public toilet at Borrello Park.

ATTACHMENTS

There are no attachments for this report.

3.1 - LOCAL AREA TRAFFIC MANAGEMENT - BUCKINGHAM ROAD, KELMSCOTT

WARD : RIVER
FILE No. : M/469/13
DATE : 17 July 2013
REF : SF
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The City is in receipt of a petition from the residents of Buckingham Road, Kelmscott, requesting Local Area Traffic Management (LATM).
- **Recommend:**
 1. Approve the installation of a partial painted concrete median island around Buckingham Road bend, at a cost of \$20,000, subject to the availability of funding.
 2. Include the above project in the 2013/2014 mid year Budget Review for consideration.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services, and people.
 - 2.5.1 Provide a safe and efficient movement network including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 (As Amended) - Section 6.8 – Expenditure from municipal funds included in annual budget.

Council Policy/Local Law Implications

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

Budget/Financial Implications

Funding for unspecified local area traffic management (LATM) projects has not been included in the 2013/2014 Budget proposals. However, it would be possible to include the requested LATM for consideration during the 2013/2014 Budget Review, should any savings be realised at that stage.

Consultation

- Technical Services Officers.
- Local affected residents.

BACKGROUND

At the Ordinary Council Meeting of 8 July 2013, a petition carrying 18 signatures was received, the prayer of which reads:

“We the residents listed and signed below, hereby request and approve the installation of a speed cushion at the intersection of Tranquil Road and Buckingham Road, Kelmscott, beneath the existing street lamp, as measures to calm and slow traffic at the existing blind corner”.

The majority of the eighteen signatories are residents living east of the Tranquil Road/Buckingham Road intersection. Of the twelve properties in this area, one was not a signatory to the petition, and has advised the City that they are not in favour of the requested speed cushion treatment which would be adjacent to their property.

Buckingham Road is a local road which is speed limited to 50km per hour. Traffic speed and volume counts undertaken opposite No 58 Buckingham Road in February 2011, measured 1,850 vehicles per day (vpd), with a mean speed of 54.8 km per hour. Vehicle classes were determined to be 0.8% motor cycles, 93.7% cars, and 5.5% heavier vehicles. These results are considered normal for a road of this nature.

Accident history for Buckingham Road for the last five years is detailed below:

DATE	INJURY/DAMAGE	ACCIDENT TYPE	ACCIDENT LOCATION	STRAIGHT LINE KILOMETER
2 May 2008	Panel Damage – Major	Right Turn Thru	Marmion/ Buckingham	0
13 September 2009	Hospitalisation	Hit Object Left Verge	Tranquil/ Buckingham	0.37
13 July 2010	Panel Damage – Major	Hit Object Left Verge	No127 Buckingham	1.32
7 February 2011	Panel Damage – Major	Reversing in Traffic	No 68 Buckingham	0.92

These figures are indicative of a low incidence of accidents, and which would not indicate the need for traffic calming.

COMMENT

The City receives numerous complaints about speeding vehicles each year. The City investigates and prioritises these traffic calming projects based on safety improvement, cost, and the existing level of significantly high speed.

Records show that the accident history and speeds along the length of Buckingham Road are not significant compared to other road sections within the City. One accident is recorded near the subject site. The data does not indicate if the accident was the result of the bend, or Tranquil Road/Buckingham Road intersection, or another side condition altogether.

DETAILS OF PROPOSAL

Following inspection and assessment of the road location and road geometry, combined with the mean speed results, it has been determined that these factors could possibly justify the installation of some form of minor traffic calming, with three options identified:

1. Installation of two speed cushions directly between Nos 33 and 34 Buckingham Road, which is in line with a street light on the verge.
2. Installation of a partial painted concrete median island around Buckingham Road bend, and allow for right turn in/out egress to adjacent property crossovers. This tightens traffic carriageways to slow vehicles down.
3. Installation of a blister island within the bend road reserve.

In this instance, street lighting is installed directly adjacent to the road bend. As the speed cushion and blister island options could be considered a hazard to road users if not adequately visible at night, the location of these treatments should be preferably located directly adjacent to street lighting.

The above three options are detailed in the drawing attachments to this report.

Option 1 – Installation of Rubber/Plastic Speed Cushions

Advantages	Disadvantages
<ul style="list-style-type: none">▪ Slows vehicles in the immediate vicinity of the device.	<ul style="list-style-type: none">▪ Localised noise due to braking, mounting, and acceleration.
<ul style="list-style-type: none">▪ An inexpensive device.	<ul style="list-style-type: none">▪ Not suitable for buses on scheduled routes.
<ul style="list-style-type: none">▪ Can accommodate cyclists and parked cars.	<ul style="list-style-type: none">▪ Not recommended for isolated usage.

Experience has shown that the installation of speed humps are contentious, as they impact on all through traffic, create noise for residents on either side of the installation, and can preclude the use of the road by some emergency vehicles such as ambulances, users with spinal injuries, and low slung cars. Realistically, a speed cushion option will be of localised benefit, but will be detrimental to the flow of traffic and impact on an estimated 675,000 vehicles that use the road each year.

The installation of a speed cushion as a LATM treatment is therefore not recommended.

Option 2 – Installation of Partial Painted, Concrete Median Island

Advantages	Disadvantages
<ul style="list-style-type: none"> ▪ Enforces lane discipline on curves. 	<ul style="list-style-type: none"> ▪ Difficult to landscape.
<ul style="list-style-type: none"> ▪ Well accepted by residents. 	
<ul style="list-style-type: none"> ▪ Restricts speed. 	

In this particular location, this option causes the fewest problems, as it does not reduce access to adjacent property crossovers. Further, this option has been used throughout the City on a number of LATM projects, is accepted well by road users, and has proven to be effective in slowing traffic. Due to the benefits and general acceptance of this treatment, it is seen as the most effective solution to address traffic speed and safety issues at the Buckingham Road bend.

Option 3 – Installation of Blister Island

Advantages	Disadvantages
<ul style="list-style-type: none"> ▪ Restricts speed and can accommodate buses. 	<ul style="list-style-type: none"> ▪ Restricts parking.
<ul style="list-style-type: none"> ▪ Can be landscaped. 	<ul style="list-style-type: none"> ▪ Not recommended as an isolated device.

In this location, this installation will force left in/out access only to three properties directly adjacent to it. This option has the highest cost and longest implementation time of the three proposals. It is not considered to be the best solution to address the LATM issue.

CONCLUSION

The most suitable LATM treatment to address speeding and safety issues at the Buckingham Road bend in Kelmscott, is Option 2, the installation of a partial painted concrete median island.

RECOMMEND

That Council:

- 1. Approve the installation of a partial painted concrete median island around Buckingham Road bend, at a cost of \$20,000, subject to the availability of funding.**
- 2. Include the above project in the 2013/2014 mid year Budget Review for consideration.**

ATTACHMENTS

1. Options 1, 2 and 3 for LATM Buckingham Road, Kelmscott.

4.1 - CONFERENCE ATTENDANCE - 2013 WASTE AND RECYCLE CONFERENCE

WARD : ALL
FILE No. : M/456/13
DATE : 11 July 2013
REF : RS
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The 2013 Waste and Recycle Conference, titled “Revolution in Roles and Responsibilities”, is to be held in Fremantle from Tuesday, 10 September 2013 to Friday, 13 September 2013.

- **Recommend:**

1. That Council nominate Councillor as a delegate to the 2013 Waste and Recycle Conference – Revolution in Roles and Responsibilities, to be held in Fremantle from Tuesday, 10 September 2013, to Friday, 13 September 2013, inclusive.

OR

Should no nomination be received, then the recommendation is as follows: That no nomination is made for attendance at the 2013 Waste and Recycle Conference – Revolution in Roles and Responsibilities

2. That Council note the attendance of Officers from the City’s Waste Services Department as delegates to the 2013 Waste and Recycle Conference – Revolution in Roles and Responsibilities, to be held in Fremantle from Tuesday, 10 September 2013, to Friday, 13 September 2013, inclusive.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments
 - 2.10 Best practice integrated waste management.
 - 2.10.1 Maintain determined service standards related to municipal waste and recycling collection services.
 - 2.10.2 Implement continuous improvement of recycling, reuse, and minimisation of waste.
 - 2.10.3 Maintain the existing improvement programmes for waste disposal and recycling facilities.

Legislation Implications

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

Council Policy/Local Law Implications

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

- Council Policy ADM3 – Conferences and training.
- Council Policy EMI – Reimbursement of Councillor’s expenses.

Budget/Financial Implications

Costs can be contained within the 2013/2014 budget allocation.

Consultation

- Chief Executive Officer.

BACKGROUND

The 2013 Waste and Recycle Conference, titled “Revolution in Roles and Responsibilities”, is to be held in Fremantle from Tuesday, 10 September 2013, to Friday, 13 September 2013, inclusive.

As the major event in the Western Australian waste and recycling calendar, this Conference attracts over 400 delegates (industry, Local, and State Government), with approximately one third of those being new to the industry.

The Conference offers networking opportunities as well as information on current issues and innovative technologies.

COMMENT

Conference themes relate to all areas of activity within the waste and recycling and associated industries, and are as follows:

- Meeting and managing expectations (for a specific project/initiative/or audience).
- How to get commitment at a community, Local, State or Federal Government level (for a specific project/initiative), and the level of certainty required before commitment can be confirmed.
- Managing difficult wastes (eg household hazardous waste or asbestos). What expectations should we have on the management of these materials, and the involvement of community, government and industry in funding and participating in their management?

Discussion topics will also cover:

- Product stewardship.
- Roles in projects.
- Game changes.
- Development of projects.
- New innovations.
- Organics/compost.
- Landfills.
- Collection systems.
- Policies.
- Waste to Energy (W2E).
- Alternative Waste Treatment (AWT) – Thermal and Non Thermal.
- Televisions and computers.
- Tyres.

Recognised keynote speakers to present at this year's Conference are:

Dr Karl Kruszelnicki – Specialty Guest Speaker and Scientist Extraordinaire

Karl Kruszelnicki has degrees in physics and maths, biomedical engineering, medicine and surgery, and has worked as a physicist, tutor, filmmaker, car mechanic, labourer, and as a medical doctor at the Sydney Childrens' Hospital.

Dr Karl is currently the "Julius Sumner Miller Fellow" at Sydney University, where his mission is to spread the good word about science and its benefits. His enthusiasm for science is totally infectious, and no one is better able to convey the excitement and wonder of it all.

Bea Johnson (USA)

Since 2008, Bea Johnson and her family have been dedicated to living a zero waste lifestyle, reducing their waste to the size of a one litre jar per year. Through her blog, ZeroWasteHome.com, Bea shares waste reduction tips, and inspires a growing community to live simply and take a stance against needless waste. She shatters preconceptions about environmental living with passion, proving that zero waste can not only be 'stylish' but also lead to significant time and money savings; her motto is to Refuse, Reduce, Reuse, Recycling, Rot (and only in that order).

Grand prize-winner of 'The Green Awards' in 2011, she regularly speaks at universities and corporate events and opens her home to educational tours and the media.

Bruce Howie (USA)

Bruce Howie is a Vice President and Professional Associate with HDR Corporation, out of the New York City office. He currently services as HDR's Practice Leader for Energy from Waste services and consulting. In this role, Mr Howie is responsible for the overall coordination of HDR's global efforts with identifying and assessing the technical and financial feasibility of various types of waste conversion technologies.

Mr Howie holds a Bachelor of Science and Master of Science in Chemical Engineering from Penn State University. He is also a licensed professional engineer in New York and in the Province of Ontario (licence pending).

Dr Stuart Wagland (UK)

Dr Stuart Wagland is a Lecturer in Renewable Energy from Waste in the Department of Environmental Science and Technology at Cranfield University. He has interests in the properties of solid waste materials, such as the composition, recovery of resources, and the energy potential of UK waste streams. He is the Course Director of the MSc Renewable Energy Technology course, is directly involved with the management of various taught modules, and delivers lectures across a number of MSc courses, along with the supervision of research students across a range of industry related topics.

Council's Rivers Regional Council (RRC) representatives are able to attend the Conference as RRC representatives.

Attendance costs, including full registration and sundry expenses, are approximately \$1,500.00 per person.

RECOMMEND

- 1. That Council nominate Councillor as a delegate to the 2013 Waste and Recycle Conference – Revolution in Roles and Responsibilities, to be held in Fremantle from Tuesday, 10 September 2013, to Friday, 13 September 2013, inclusive.**

OR

Should no nomination be received, then the recommendation is as follows: That no nomination is made for attendance at the 2013 Waste and Recycle Conference – Revolution in Roles and Responsibilities.

- 2. That Council note the attendance of Officers from the City’s Waste Services Department as delegates to the 2013 Waste and Recycle Conference – Revolution in Roles and Responsibilities, to be held in Fremantle from Tuesday, 10 September 2013, to Friday, 13 September 2013, inclusive.**

ATTACHMENTS

There are no attachments for this report.

4.2 - JUNK COLLECTION REVIEW AND PROPOSED CHANGES 2013

WARD : ALL
FILE No. : M/476/13
DATE : 19 July 2013
REF : SW/RS
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The Verge Junk Collection tonnages are increasing annually.
- The period for which the junk is retained on verges is unacceptable.
- The junk collection is a joint responsibility for participating residents and the City.

▪ **Recommend:**

That Council:

1. Accepts the new junk collection procedure, as outlined in this report, to achieve a more orderly verge junk collection.
2. Approves the introduction of revised local laws to cover identified deficiencies in the Litter Act.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments
 - 2.10 Best practice integrated waste management.
 - 2.10.1 Maintain determined service standards related to municipal waste and recycling collection services.
 - 2.10.2 Implement continuous improvement of recycling, reuse and minimisation of waste.
 - 2.10.3 Maintain the existing improvement programmes for waste disposal and recycling facilities.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995.
- Litter Act 1979.

Council Policy/Local Law Implications

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

Budget/Financial Implications

Provision has been made in the Technical Services 2013/2014 Draft Annual Budget for annual kerbside junk collections.

Consultation

1. Rivers Regional Council.
2. Intra Directorate.

BACKGROUND

At the Ordinary Meeting of 17 December 2012, when considering a report titled "Bulk Verge Collection Analysis and Report", Council resolved as follows (T84/12/12):

"That Council:

1. *Maintain the current format and methodology of the bulk waste verge collections.*
2. *To investigate alternatives for waste collection and bulk verge collections to multiple unit dwellings, dwellings located in cul-de-sacs, battleaxe blocks, residents with only laneway access, strata developments, and high traffic roads."*

Subsequent to the above resolution, and prior to completion of the full investigation detailed in Part 2, a further junk collection was completed which highlighted some deficiencies in the current collection procedure.

For ten years the City has provided one verge junk collection, and two green waste collections, each year to all households. Generally the green waste collections are concluded without incident, with problems only occurring when larger than normal volumes are placed out for collection, or if residents place their waste out early.

The junk collection for unknown reasons is different. This collection creates a stressful situation for many residents, and this stress is replicated on Council Staff. This service receives the most complaints, but ironically is the service most strongly sought after and supported. This period of the year takes a large portion of Waste Services' office staff and

the Resident Liaison Officer's time in dealing with operational arrangements and complaints. Customer Service and Ranger Service personnel also become heavily involved.

Considering the above difficulties, an analysis of the past year's collection has been undertaken, and the following challenges identified:

- A contractor starting out on a new contract with Armadale.
- Two of the contractor's three trucks breaking down in the first week.
- A major emergency occurring in the contractor's immediate family in the second week.
- The tonnages collected in 2012/2013 being nearly double that of 2011/2012. Under normal circumstances, this would take 11 weeks for a single crew to complete; this year it has taken 15 weeks for two crews to complete.
- In some areas the junk was on the verge for four to five weeks, when it should only have been out for two.
- Three issues have been identified with providing notification by flyer:
 - Residents received the flyer but discarded without recognising it.
 - Flyer delivery contractor missed several areas.
 - Flyer delivery contractor delivered outside of the current collection area.
- Residents placing junk on the verge up to four weeks early, without notice, and encouraging others to follow.
- Residents not placing their rubbish in sorted piles, delaying the collection.
- Residents placing restricted items on the verge for collection, requiring follow up.
- Illegal dumping by neighbours and residents from outside areas being collected.
- Residents placing their waste on the verge after the contractor has completed the area.
- Uncontrolled community dumping areas in front of multiple unit dwellings (MUD's), housing complexes, and residential properties opposite public open space.
- Scavenging by commercial operators collecting steel and degassing refrigerators illegally for the copper.

In contradiction to the above identified problems, complaints and sometimes negative publicity, it has been to the credit of City Staff and the contractors that the collection was completed with as little disruption as occurred. Compliments have been paid to the contractor by residents in how the verge was left, with few complaints received in relation to restricted items, such as televisions and tyres, remaining on the verge after the collection. This is a demonstrated improvement on previous years, with Waste Services Staff following up and arranging for items to be removed by residents or Staff.

The main criticism received during the collection related to the untidy state of the verge and the length of time that the junk remained on the verge. As an observation, the longer the junk remains, the more untidy the verge becomes.

One of the main problems encountered with the junk collections involve residents placing items out that are not accepted for collection. These items are left behind, and require a note to be left, or contact made with the resident. The list of these items has been clearly articulated in promotional material, with advice that their inclusion on the verge will not be tolerated. Being unacceptable items, they are often dumped on other verges and need to be treated separately from the collection.

The list of unacceptable items include:

- Brick rubble or cement.
- Any building, demolition or construction waste.
- Ceramic tiles, basins or toilet suites.
- Asbestos or fibrous cement products.
- Sand or lawn sods.
- Glass, mirrors, or large glass items.
- Items that can easily become wind blown litter, such as polystyrene, empty cardboard boxes, and paper.
- Wire.
- Gas bottles.
- Tyres: vehicle, truck or motorcycle.
- Motor vehicle parts.
- Televisions, computers, or computer equipment.
- Hazardous waste or chemicals (paint, oil garden chemicals, pesticides, car batteries, gas bottles, fluorescent tubes, compact fluorescent lamps (CFL's), or any light globes, etc).
- Fire extinguishers and emergency position indicating radio beacons (EPIRB's).
- Fridges or white goods containing waste.
- Green waste.

The verge collections, specifically junk, cannot continue to progress in their current form without some adjustments. Costs will escalate and public safety will become an issue.

Research of the Litter Act 1979 has revealed that a number of deficiencies exist that may require strengthened Local Laws to enable enforcement of littering or illegal dumping fines. Under the current definition, litter cannot be categorised (*the recent judgement on Merrick versus City of Armadale, which will be appealed, refers*). This places strain on the current method of inviting residents to place junk out for scheduled collections during a specified time frame, and by way of not having control on what people can place on their verge. A revision of this Act is required in order to facilitate the ability to address the inappropriate placement and dumping of junk on verges during these collection periods.

As with all residential properties, Multi Unit Developments (MUD's), because of the constrictions on their properties, are less likely to utilise the service offered. Verge collections provide a particular challenge to the residents and the collection contractors alike. Often the verge in front of the properties is not large enough to accommodate the waste produced by the number of units in the complex.

A trial was carried out in two MUD's, one of 20 units and one of 70 units, where the junk was collected on site. The procedure was as follows:

- The collection was coordinated with the Strata Manager.
- An appropriate number of visitor car bays selected.
- Signs produced for separation of junk into three categories: junk, metal, and white goods.
- Placement of junk by the residents occurred over a weekend.
- Collection by the contractor occurred on the following Monday.

One site was a complete success, while the other failed to separate junk and placed items out not normally collected (unacceptable items). On this occasion, all piles were collected.

However, as the junk was on their property, collection could have been refused until placed out as instructed. In this instance, the inconvenience would have been to the residents of the MUD.

Properties at cul-de-sac heads can also pose placement and collection problems that are specific to the location. Each has a unique solution, generally relying on cooperation of property owners and the collection contractor. These are negotiated as the need arises.

DETAILS OF PROPOSAL

With the aim of improving on the current service, procedures for the junk collection have been examined and trials have been completed to reduce the problems identified above.

The positive elements for consideration are:

- Maintain the benefits of the verge collections.
- Reduce the time the junk is on the verge.
- Encourage residents to participate in the process.
- Encourage residents to retain ownership of the junk and maintain the verge until collection is complete.
- Discourage residents from operating outside the collection guidelines.
- Provide alternatives for the MUD residents' junk collection.

To achieve the desired outcomes, the following key changes to the current procedures are proposed:

- The time allowed for placement of the junk on the verge be reduced to one weekend only.
- Advertise widely to all residents through a broader set of mechanisms.
- Issue litter infringements to residents who do not adhere to the advice distributed on pamphlets, in particular early placement and incorrect items placed out for collection.
- Introduce local laws to cover the deficiencies of the Litter Act.
- Ensure contractors have access to sufficient equipment and manpower to cover tonnages above those forecast.
- Collection be made from inside MUD complexes.
- Improved controls over the contractor's flyer distribution and collection processes.

The proposed amended procedure is as follows (amendments highlighted)

- (a) Flyer notification will continue to be delivered by the contractor ten days prior to the week of collection.
- (b) Residents allowed to place their junk out only on the weekend prior to the collection.
- (c) Junk will only be allowed to be placed on the verge adjacent to the property except in the following circumstances:
 - (i) MUD collections will be from inside the complex where it can be arranged with the body corporate.

- (ii) Properties on cul-de-sac heads will share the limited verge space or place the junk on their own property by arrangement with Council.
- (d) Where the junk cannot be placed in accordance with (c) above, alternative sites must be arranged and registered with Council.
- (e) Junk placed on the verge remains the responsibility of the resident, and must be:
 - (i) secured in the event of high winds; and
 - (ii) maintained in a tidy pile; until collected, including any delays that may occur.
- (f) Residents shall not place unacceptable items on the verge, as per the following list:
 - (i) large tree trunks or stumps;
 - (ii) long branches;
 - (iii) garden chemicals, garden pots, soil, reticulation;
 - (iv) sawn and treated timber;
 - (v) general junk; and
 - (vi) green waste contained in plastic bags, chaff or hessian sacks, or mixed with wire or plastic.
- (g) Residents **must** report dumped non compliant items to Waste Services prior to the collection, or the clean up will be their responsibility.
- (h) Junk is not to be placed on or near:
 - (i) water meters;
 - (ii) synthetic lawns;
 - (iii) irrigation systems (Council will not be responsible for repairs or costs incurred);
 - (iv) mail boxes;
 - (v) fences; or
 - (vi) any items likely to be damaged by the collection machinery.
- (i) Residents should be encouraged to use the junk collection for large items only. Smaller items that can be placed in the general refuse or recycle bin (as appropriate), should not be placed on the verge for collection.
- (j) Fines will apply to:
 - (i) junk placed out early;
 - (ii) junk placed in areas not allocated for the junk collection; and
 - (iii) non compliant items and unsorted junk.

Raising Awareness and Education

In the lead up to the next verge junk collection, an awareness campaign will take place to ensure that residents are ready for the new conditions surrounding the collection. This campaign could take the form of one of, or a combination of:

1. letter to all households outlining the new conditions;
2. media release;
3. advertising in local papers;

4. public face, ie consideration of Staff and/or Councillors talking to residents at shopping precincts/events in the lead up to the junk collection;
5. information on the City of Armadale website;
6. inclusion of all conditions and unacceptable items in the junk collection flyer; and
7. a notice that failure to comply with the new conditions will result in a fine.

Ensuring Compliance

In order to ensure compliance, a team comprising the following Officers is envisaged:

- Waste Truck Drivers;
- Resident Liaison Officer;
- Officer Staff;
- Contractor; and
- Ranger Services as required and when available.

This team will be responsible for inspecting the area and reporting any junk that has been placed out early, non compliant junk, and recording of relevant information.

If residents fail to remove junk after an infringement is issued, the junk will be removed at the resident's cost.

COMMENT

The City is not isolated in its experience with the provision of junk collection. Other local governments have experienced increased tonnages and faced delays due to high volumes and technical difficulties.

The suggested changes will formalise a process that is currently practiced by many responsible residents, and should help the City to progress towards a more effective verge junk collection. Giving the residents ten days notice, but restricting placement of junk on the verge to the weekend prior to the collection will mean that:

- The residents are able to prepare for the collection.
- Only one area will have junk on the verge at any time, provided there are no delays in the collection.
- The junk will only be out for a maximum of seven days.
- The reduced placement time may reduce tonnages.
- It will be more difficult for commercial scavenging, and it will be easier to control as it will be confined to one area.
- Reduced scavenging time is likely to result in tidier verges.
- In the event of severe weather, only one area will be vulnerable and need to be secured.
- Liability will be reduced with junk on the verge for a shorter period.
- Fly-in/Fly-out residents, and residents on leave, will have reduced access to the collection.

CONCLUSION

Residents have been participating in verge collections for ten years. They are now aware of the requirements and their responsibilities, which will be reinforced with blanket education

and awareness. The procedure outlined above under “Details of Proposal” is therefore recommended for adoption.

RECOMMEND

That Council:

- 1. Accepts the new junk collection procedure, as outlined in this report, to achieve a more orderly verge junk collection.**
- 2. Approves the introduction of revised local laws to cover identified deficiencies in the Litter Act.**

ATTACHMENTS

There are no attachments for this report.

5.1 - TENDER NO 24/13 FOR THE PROVISION OF MAINTENANCE OF CONCRETE FOOTPATHS AND BRICK PAVING

WARD : ALL
FILE No. : M/447/13
DATE : 9 July 2013
REF : JC
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 24/13 was recently called for the provision of maintenance of concrete footpaths and brickpaving.
- The Request for Tender seeks the provision of the required services for a period of 12 months, with an option for a further two (2) periods of 12 months, subject to satisfactory performance, and in accordance with Clause 4.1 in the Special Conditions of Contract.

▪ **Recommend:**

1. That with Tender No 24/13 for the Provision of Maintenance of Concrete Footpaths and Brickpaving, Council:

- (i) Accepts the tender from Dean Kalia for the Provision of Maintenance of Concrete Footpaths; and
- (ii) Accepts the tender from P and K White Brickpaving and Landscaping for the Provision of Maintenance of Brickpaving;

for a period of 12 months commencing on 1 October 2013, for an annual cost of approximately \$600,000 for the maintenance of concrete footpaths, and \$400,000 for the maintenance of brickpaving, in accordance with their submitted tenders, Council contract documentation, and Budget allocation.

2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 30 September 2016, subject to satisfactory performance by the contractors, and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2 Enhance Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 – Section 3.57 – Tenders for Providing Goods or Services.
- 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 are applicable:

- Council Policy ADM19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/2014 Civil Works Budget.

Consultation

- Intra Directorate.

BACKGROUND

Tender No 24/13 for the Provision of Maintenance of Concrete Footpaths and Brickpaving was advertised in the Saturday, 1 June 2013 edition of “The West Australian” newspaper, and in a notice which was displayed on notice boards at the City’s Administration Centre, Armadale, Kelmscott and Seville Grove libraries.

DETAILS OF PROPOSAL

The City of Armadale has annual contracts for the construction of new concrete footpaths which typically are those longer lengths as part of the annual footpath program. In addition to new footpaths, Civil Works require another contractor to repair small sections of concrete footpaths. A contractor is also required to repair brick paved paths along with the installation of paving within median and other traffic islands.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	12 Months
Commencement Date	1 October 2013
Expiry Date	30 September 2014
Extension Permitted	Yes - As per Request for Tender Clause 4.1 Two (2) x 12 Month Extensions
Annual Contract Cost	\$1,000,000.00 (Approximately for Both Services)
Total Contract Cost (3 years)	\$3,000,000.00 (Approximately)
Rise and Fall Clause Included	Yes – For Concrete Price Only

COMMENT

Evaluation

Tender No 24/13 for the Provision of Maintenance for Concrete Footpaths and Brickpaving closed at 2:00pm on Wednesday, 19 June 2013. Tender submissions were received from:

Tenderer's OR Respondent's Name	
1.	Dean Kalia (Maintenance Concrete Footpaths)
2.	P and K White Brickpaving and Landscaping (Maintenance of Brickpaving)

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	10	15	10	50	50	100	

Dean Kalia (Concrete Footpaths)	8.00	6.10	9.40	5.0	28.50	50.00	78.50	N/A
P and K White Brickpaving and Landscaping	6.80	4.50	9.80	5.50	26.50	50.00	76.50	N/A

Repairs to the City's existing footpath network are part of the daily activities carried out by the Civil Works Department. Contractors engaged in these types of works can be called upon at short notice. The Request for Tender specified that a panel of one (1) tenderer for each of the requested services will be accepted, based on the City's requirements. Each company's past record of achievements, experience, personnel, resources, and understanding of the Request for Tender have been closely examined and assessed based on the selection criteria.

Both tenderers have provided quality works to the City of Armadale construction and maintenance operations areas for more than five years.

Based on the panel's evaluation using the above selection criteria, the tenders from Dean Kalia for Maintenance of Concrete Footpaths and P and K Brickpaving and Landscaping for the Maintenance of Brickpaving represent to be advantageous submissions.

Conclusion

Tender for the Maintenance of Concrete Footpaths and Brickpaving was recently invited with two (2) conforming tenders being received and assessed by an evaluation panel against compliance, qualitative criteria and price.

Overall price increase for maintenance of concrete footpaths is 3%, and for maintenance of brickpaving is 10%, if compared to rates from 2012/2013.

The result was that the submissions received from Dean Kalia for Maintenance of Concrete Footpaths, and P and K Brickpaving and Landscaping for the Maintenance of Brickpaving are advantageous tenders and are recommended to be accepted.

RECOMMEND

1. That with Tender No 24/13 for the Provision of Maintenance of Concrete Footpaths and Brickpaving, Council:

- (i) **Accepts the tender from Dean Kalia for the Provision of Maintenance of Concrete Footpaths; and**
- (ii) **Accepts the tender from P and K White Brickpaving and Landscaping for the Provision of Maintenance of Brickpaving;**

for a period of 12 months commencing on 1 October 2013, for an annual cost of approximately \$600,000 for the maintenance of concrete footpaths, and \$400,000 for the maintenance of brickpaving, in accordance with their submitted tenders, Council contract documentation, and Budget allocation.

- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 30 September 2016, subject to satisfactory performance by the contractors, and price adjustments as specified in the Request for Tender document Clause 4.1.**

ATTACHMENTS

There are no attachments for this report.

5.2 - TENDER NO 22/13 - FOR THE PROVISION OF GRAFFITI REMOVAL SERVICES

WARD : ALL
FILE No. : M/448/13
DATE : 9 July 2013
REF : CM / CB
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 22/13 was recently called for the Provision of Graffiti Removal Services.
- The Request for Tender seeks the provision of the required services for a period of (2) two years with an option to extend for a further (2) two periods of 12 months, subject to satisfactory performance, and in accordance with Clause 4.1 in the Special Conditions of Contract.

▪ **Recommend:**

That with Tender No 22/13 for the Provision of Graffiti Removal Services, Council:

1. Accepts the tender from Kleenit for a period of (2) two years commencing on 1 September 2013, for an annual cost of approximately \$100,000, in accordance with the submitted tender, Councils contract documentation, and Budget allocation.
2. Authorise the Chief Executive Officer to extend the contract for (2) two periods of 12 months up to 31 August 2017, subject to satisfactory performance by the contractor, and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments
 - 2.6 Council buildings and facilities that meet community needs.
 - 2.6.1 Maintain Council buildings, facilities and public amenities to the determined levels of service.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 – Section 3.57 – Tenders for Providing Goods or Services.
- 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 are applicable:

- Council Policy ADM19 – Procurement of Goods or Services.
- Council Policy ENG16 – Graffiti.

Budget/Financial Implications

Works can be contained within the 2013/2014 Technical Services Administration Budget.

Consultation

- Intra Directorate.

BACKGROUND

Graffiti vandalism is one of the most visible forms of crime in the community, and it is estimated that it costs the Australian Government approximately \$200 million each year on graffiti removal and prevention strategies. There is also an indirect cost to society, such as an increased perception in levels of crime, reduced civic pride, environmental harm and the decline of property values.

The cost to the City to remove graffiti is estimated to be between \$80,000 and \$120,000 per annum. Most of the damage is against Council's buildings, and in most instances private contractors are engaged to remove the graffiti.

Currently there are four options available for the removal of graffiti, these being:

1. Goodbye Graffiti / Graffiti Hotline (removal of graffiti from Government Departments' infrastructure).

2. Council's own day labor force (Council's infrastructure).
3. Council's contractors (Council buildings).
4. Civic Pride Action Group (CPAG) – Volunteer group (removal of graffiti from private residences and businesses).

Historically, the majority of expenditure is spent removing graffiti from Council's own infrastructure, with costs expected to exceed the \$100,000 tender threshold in the near future.

The first contract for graffiti cleaning services was awarded in 2011 to a panel of two contractors: Graffiti Force and Kleenit (Resolution T31/6/11) for the period 1 July 2011 to 30 June 2013, with an option to extend a further two periods of 12 months up to 30 June 2015, subject to satisfactory performance.

As neither Contractor sought an extension within the timeframe stipulated under Clause 4.2 of Tender No 18/11 for the Supply of Graffiti Removal Services, it became necessary to call for new submissions.

During the term of the current contract it became apparent that due to the extensive amount of graffiti being removed by Council's volunteer group CPAG, there was no need to continue with a panel of graffiti contractors. Accordingly, Tender No 22/13 for the Provision of Graffiti Removal Services was advertised in the Saturday, 1 June 2013 edition of "The West Australian" newspaper, and in a notice which was displayed on notice boards at the City's Administration Centre, Armadale, Kelmscott and Seville Grove libraries.

DETAILS OF PROPOSAL

The City of Armadale invited tenders for graffiti removal services to remove visible graffiti from Council owned assets including, but not limited to:

Community Facilities	Public Toilets	Signage
Playground Equipment	Entry Statements	Bus Shelters
Reticulation Boxes	Fences and Walls	Street Furniture
Carriageways	Other Utilities by Arrangement	

Tender No 22/13 for the Provision of Graffiti Removal Services was advertised for a period of two (2) years commencing 1 September 2013 and expiring 31 August 2015.

Contract Type	Schedule of Rates
Contract Duration	Two (2) Years
Commencement Date	1 September 2013
Expiry Date	31 August 2015
Extension Permitted	Yes – As per Request for Tender Clause 4.1 (Two (2) x 12 Month Extensions)
Annual Contract Cost	\$80,000 to \$100,000 (Approximately)
Total Contract Cost (2 years)	\$160,000 to \$200,000
Rise and Fall Clause Included	No

COMMENT

The Tender closed at 2:00PM on Wednesday 19 June 2013. Tenders were received from:

Tenderer's OR Respondent's Name	
1.	Value Clean
2.	Graffiti Force
3.	Kleenit
4.	FCT Surface Cleaning
5.	Hill Top Group

No tenders were received after the close of deadline.

No non-conforming tenders were received.

Evaluation

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	15	10	10	50	50	100	
Kleenit	13.25	12.5	8.5	8.33	42.58	46.25	88.83	1
Graffiti Force	12.5	11	6.67	8	38.17	50	88.17	2
FCT Surface Cleaning	10.5	9.5	5.67	7.33	33	38.19	71.19	3
Value Clean	6	7.25	3.5	3.83	20.58	40.59	61.17	4
Hill Top Group	5.51	6	2.33	3.67	17.51	35.68	53.19	5

In view of the evaluation scores above, the tenders were reduced to a short list comprising of Kleenit and Graffiti Force. Both contractors are members of the current panel for the supply of graffiti cleaning services, and both contractors on the whole have provided a satisfactory, efficient and reliable service.

As can be seen in the table above, both Kleenit and Graffiti Force have rated high in the evaluation with very little (0.6%) separating the two scores.

Graffiti Force has submitted a lower price than Kleenit, however the difference of approximately \$2,600 per annum is quite insignificant in the light of a \$100,000 contract.

Kleenit ranked higher in the Qualitative Criteria, partially due to their response to Tenderers Resources.

In order to separate the closeness of the two scores, the evaluation panel considered other proposals/offers that could be beneficial to Council in the matter of reporting and removing graffiti from Council's infrastructure.

As a result of a successful grant from the Office of Crime Prevention, for some time Technical Services has been investigating the possibility of providing CPAG and Council's graffiti contractors with hand-held "electronic tablet devices" for photographing, recording, and reporting incidences of graffiti that can then be imported as a layer into Council's Infomaps. It is proposed that this information will form the basis for statistical reporting, as well as determining strategies for targeting graffiti hotspots whilst working in conjunction with the Police.

In this regard, Kleenit operatives (50 in total) are already utilising electronic tablet devices similar to those which the City is in the process of purchasing, and for which it is developing appropriate software. As these devices are currently being used by Kleenit, and with the implementation of the City's own reporting system in the not too distant future, this approach would certainly be beneficial to the City for graffiti management.

Council could consider awarding the tender to both Kleenit and Graffiti Force due the closeness of the overall scores, and as both contractors in general provided satisfactory service during the term of the current contract. However, considering the amount of graffiti being removed by CPAG, and the fact that the tender stipulated a sole contractor, a panel of tenders in this case could not be justified.

Based on the above, and applying a combination of both qualitative criteria and tender price submissions, Kleenit represents the most advantageous choice to Council.

Conclusion

Tenders for the Provision Graffiti Removal Services were recently invited, with five (5) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from Kleenit represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that the contract be awarded to Kleenit, at a price of approximately between \$160,000.00 and \$200,000.00 for a period of two (2) years, with the option to be extended for a further two (2) periods of 12 months.

RECOMMEND

That with Tender No 22/13 for the Provision of Graffiti Removal Services, Council:

- 1. Accepts the tender from Kleenit for a period of (2) two years commencing on 1 September 2013, for an annual cost of approximately \$100,000, in accordance with the submitted tender,**

Councils contract documentation, and Budget allocation.

- 2. Authorise the Chief Executive Officer to extend the contract for (2) two periods of 12 months up to 31 August 2017, subject to satisfactory performance by the contractor, and price adjustments as specified in the Request for Tender document Clause 4.1.**

ATTACHMENTS

There are no attachments for this report.

5.3 - TENDER NO 23/13 FOR THE PROVISION OF PAVEMENT MARKING SERVICES

WARD : ALL
FILE No. : M/461/13
DATE : 15 July 2013
REF : JC
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 23/13 was recently called for the provision of pavement marking services.
- The Request for Tender seeks the provision of the required services for a period of 12 months, with an option for a further two (2) periods of 12 months, subject to satisfactory performance, and in accordance with Clause 4.1 in the Special Conditions of Contract.

▪ **Recommend:**

That with Tender No 23/13 for the Provision of Pavement Marking Services Council:

1. Accepts the tender from Weston Road Systems for an annual cost of approximately \$100,000, in accordance with their submitted tenders, Council contract documentation, and Budget allocation.
2. Authorise the Chief Executive officer to extend the contract for two (2) periods of 12 months up to 30 September 2016, subject to satisfactory performance by the contractors, and price adjustments as specified in the Request for Tender document Clause 4.1

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2 Enhance Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 – Section 3.57 – Tenders for Providing Goods or Services.
- 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 are applicable:

- Council Policy ADM19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/2014 Civil Works Budget.

Consultation

- Intra Directorate.

BACKGROUND

Tender No 23/13 for the Provision of Pavement Marking Services was advertised in the Saturday, 1 June 2013 edition of “The West Australian” newspaper, and in a notice which was displayed on notice boards at the City’s Administration Centre, Armadale, Kelmscott and Seville Grove libraries.

DETAILS OF PROPOSAL

The provision of pavement marking is a specialised operation for which the City does not have the appropriated resources to undertake.

The successful tenderer will be required to carry out pavement marking, including spotting for new roads, and reinstatement of pavement marking on roads and car parks as per Main Roads Western Australia specifications and guidelines.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	12 Months
Commencement Date	1 October 2013
Expiry Date	30 September 2014
Extension Permitted	Yes - As per Request for Tender Clause 4.1 Two (2) x 12 Month Extensions
Annual Contract Cost	\$100,000.00 (Approximately)
Total Contract Cost (3 years)	\$300,000.00 (Approximately)
Rise and Fall Clause Included	No

COMMENT

Analysis

Tender No 23/13 for the Provision of Pavement Marking Services closed at 2:00pm on Wednesday, 19 June 2013. Tender submissions were received from:

Tenderer's OR Respondent's Name	
1.	Peel Line Marking Services
2.	Weston Road Systems
3.	Peel Line Marking Services – Alternative Offer

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	10	15	10	50	50	100	
Weston Road Services	6.00	4.00	9.00	6.00	25.00	50.00	75.00	1
Peel Line Marking Services - Alternative Offer	11.00	6.00	11.00	7.00	35.00	34.00	69.00	2
Peel Line Marking Services	11.00	6.00	11.00	7.00	35.00	N/A	35.00	3

Each company's past record of achievements, experience, personnel, resources, and understanding of the Request for Tender have been closely examined and assessed based on the selection criteria.

Peel Line Marking Services submitted two conforming tenders, the first of which included unrealistic rates that far exceeded those rates used in 2012/2013 by the City's existing contractor, along with a tender marked as Alternative Offer that included a different schedule of rates than the one included in the request for tender.

As a result of this, and bearing in mind that only two contractors submitted a Tender which limited comparison, it was decided that two "sample" line marking projects would be prepared which were typical of the works required. Both contractors, ie Peel Line Marking and Weston Road Services were invited to provide a quote on the projects, based on the rates included in their submissions. It should be noted that Weston Road Services have been the City's contractor for the past five years, and did in fact include a conforming Tender with the correct schedule of rates.

This provided the panel with an opportunity to compare two quotes based on the same scope of works, and to determine whether Peel Line Marking in particular could be considered.

Following lodgment of the quotes by both contractors, and in consideration of the overall evaluation process and scoring matrix, it was considered that the submission from Weston Road Systems represents the most advantageous submission to the City.

Weston Road Systems has provided quality works to the City of Armadale construction and maintenance operations areas for more than five years, and it is therefore recommended that this firm be selected as the City's preferred supplier for provision of road marking services.

The ranking of the compliant tender submission, as determined by the evaluation panel, is as follows:

CONCLUSION

The tender for the Provision of Pavement Marking Services was recently invited with two (2) conforming tenders and one Alternative Offer being received and assessed by an evaluation panel against compliance, qualitative criteria.

The result was that the submission received from Weston Road Services is the most advantageous tenders and are recommended to be accepted.

RECOMMEND

That with Tender No 23/13 for the Provision of Pavement Marking Services Council:

- 1. Accepts the tender from Weston Road Systems for an annual cost of approximately \$100,000, in accordance with their submitted tenders, Council contract documentation, and Budget allocation.**

- 2. Authorise the Chief Executive officer to extend the contract for two (2) periods of 12 months up to 30 September 2016, subject to satisfactory performance by the contractors, and price adjustments as specified in the Request for Tender document Clause 4.1**

ATTACHMENTS

There are no attachments for this report.

COUNCILLORS' ITEMS

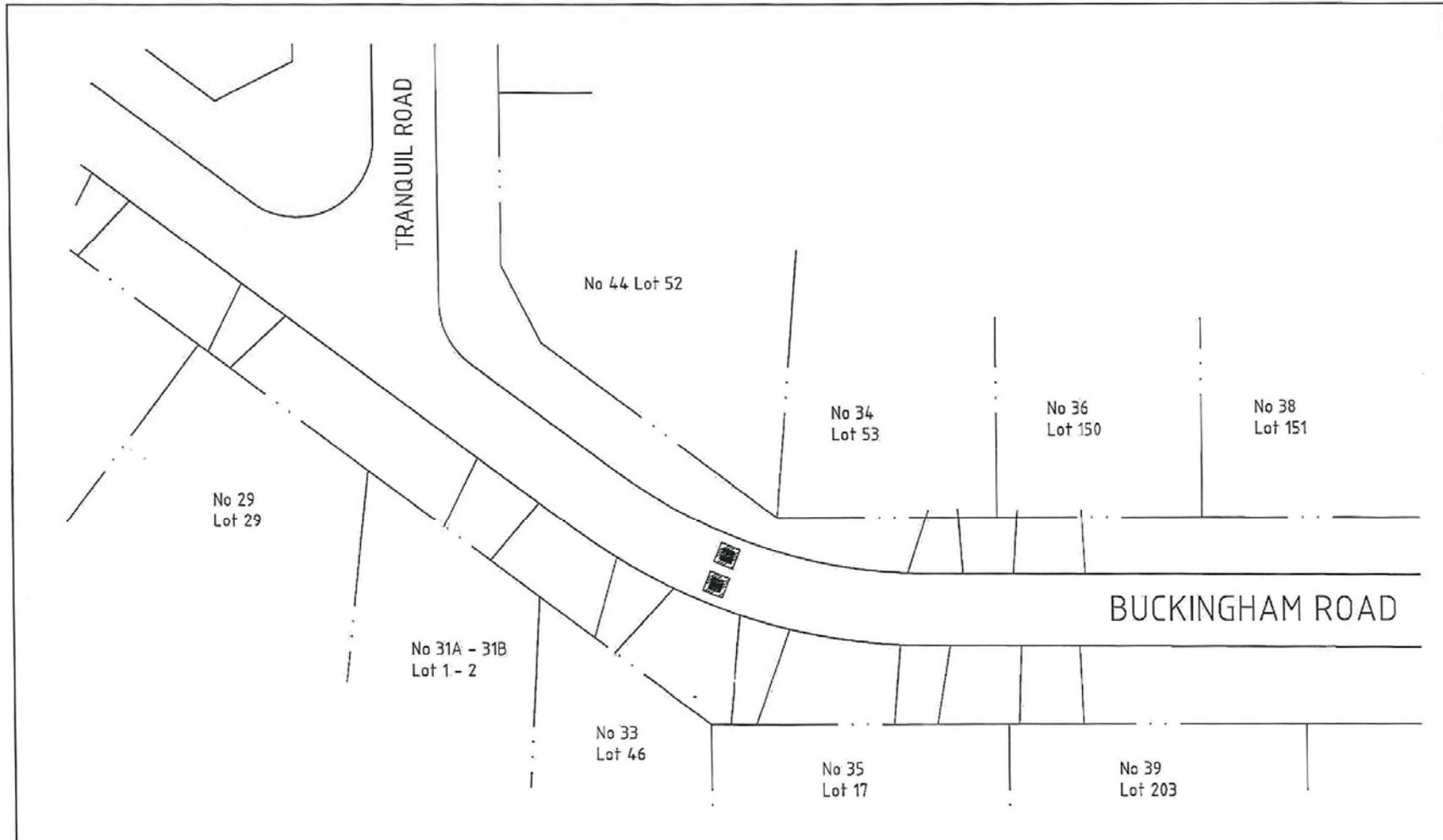
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EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

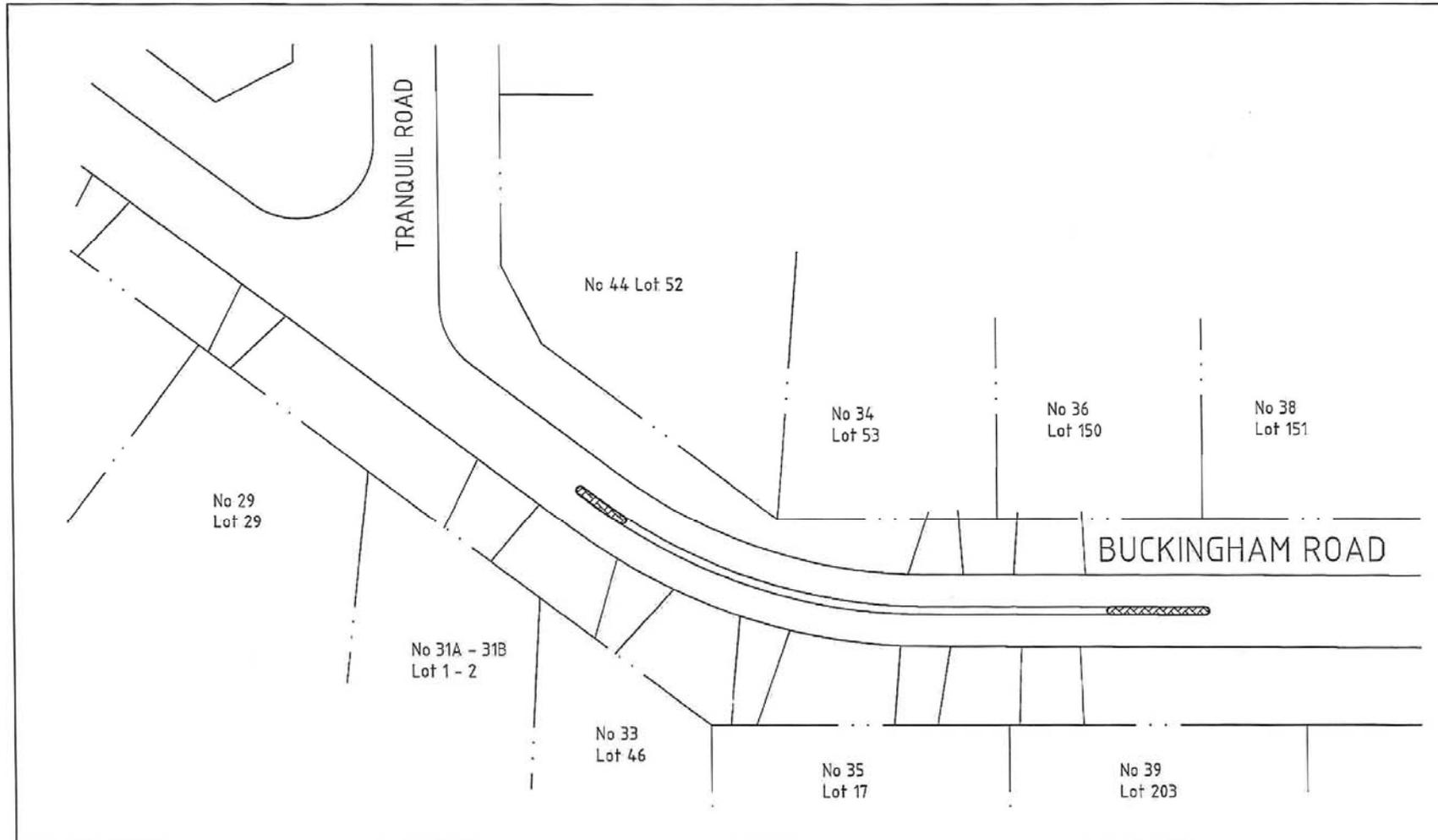
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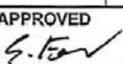
MEETING DECLARED CLOSED AT _____

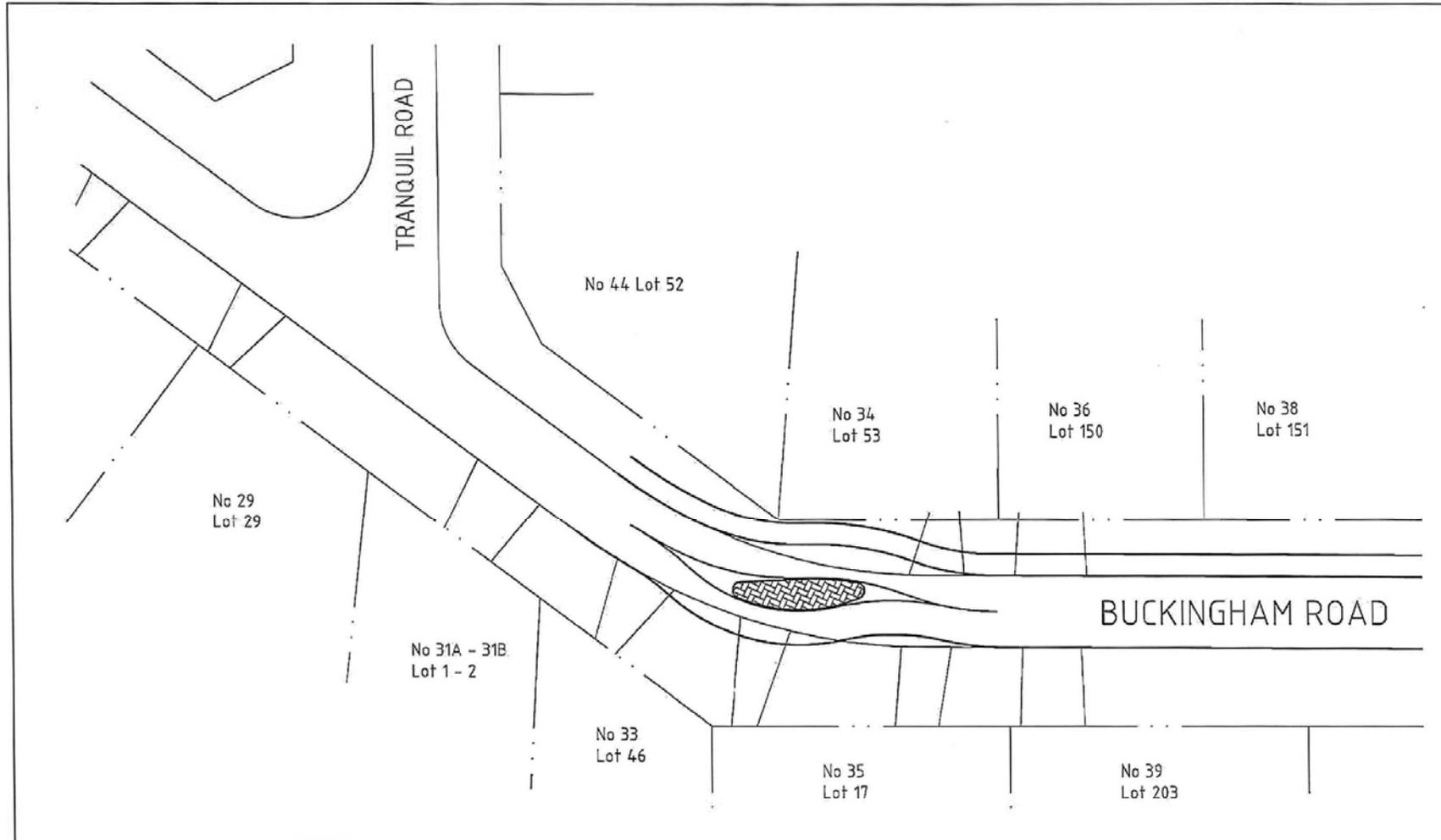
TECHNICAL SERVICES COMMITTEE		
SUMMARY OF "A" ATTACHMENTS		
5 AUGUST 2013		
ATT NO.	SUBJECT	PAGE
3.1 LOCAL AREA TRAFFIC MANAGEMENT - BUCKINGHAM ROAD, KELMSCOTT		
3.1.1	Options 1, 2 and 3 for LATM Buckingham Road, Kelmscott.	51



	SURVEYED	TOPO	JUL 2013	BUCKINGHAM ROAD KELMSCOTT OPTION 1 SPEED CUSHIONS	DRAWING STATUS	PRELIM
	DESIGNED	K CARTER	JUL 2013		CAD FILE	13-25-1-issued_Buckingham Road, KelmScott-S&L.dwg
	DRAWN	K CARTER	JUL 2013		PLAN No.	E13-95
	APPROVED <i>S. For</i>	SCALE	1:500 @ A4			



	SURVEYED	TOPO	JUL 2013	BUCKINGHAM ROAD KELMSCOTT OPTION 2 MEDIAN ISLANDS	DRAWING STATUS	PRELIM
	DESIGNED	K CARTER	JUL 2013		CAD FILE	13-25-1-Issued_Buckingham Road, Kelmscott-S&L.dwg
	DRAWN	K CARTER	JUL 2013		PLAN No.	E13-95
	APPROVED	SCALE				
		1:500 @ A4				



	SURVEYED	TOPO	JUL 2013	BUCKINGHAM ROAD KELMSCOTT OPTION 3 BLISTER ISLAND	DRAWING STATUS	PRELIM
	DESIGNED	K CARTER	JUL 2013		CAD FILE	13-25-1-issued_Buckingham Road, Kelmscott-S&L.dwg
	DRAWN	K CARTER	JUL 2013		PLAN No.	E13-95
	APPROVED	SCALE				
S. Fox		1:500 @ A4				

