

# CITY OF ARMADALE

## **A G E N D A**

**OF TECHNICAL SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 24 JUNE 2002, AT 7.00 PM.**

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*A meal will be served at 6.15pm.*

**PRESENT:**

**APOLOGIES:**

**OBSERVERS:**

**IN ATTENDANCE:**

**DISCLAIMER**

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The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read by the Chairman.

**DECLARATION OF MEMBER'S INTERESTS**

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**DEPUTATION**

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Western Power Corporation.

**QUESTION TIME**

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**CONFIRMATION OF MINUTES**

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**RESOLVED**

**Minutes of the Special Technical Services Committee Meeting held on 22 May 2002, be confirmed.**

**Minutes of the Technical Services Committee Meeting held on 27 May 2002, be confirmed.**

**ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 12**

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The following items were included for information in the “Technical Services” section:

- **Outstanding Matters**  
Report on Outstanding Matters –Technical Services Committee..... T-1
- **Minutes of Occasional / Advisory Committees**  
Upper Canning/Southern – Wungong Catchment Team – April 2002 ..... T-2  
Bushcare and Environmental Advisory Committee – April 2002 ..... T-8
- **General**  
Armadale Shale Quarry – Management Plan..... T-16

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

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24 JUNE 2002

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***STORM TREE DAMAGE - RESPONSE AND RESTORATION PROCEDURE – PARKS AND RESERVES***

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WARD ALL  
FILE REF EMG/2  
DATE 13 May 2002  
REF AB/PL  
RESPONSIBLE EDTS  
MANAGER

**In Brief:**

- In August and September 2001, the City was affected by severe storm events resulting in damage clean-up costs totalling \$95,600. (Further less severe events have been experienced since). The annual budget allocation for storm damage activity 'Parks' is \$20,000.
- Recommend that the Storm Activation and Restoration Procedure be formally adopted to ensure 'best practice' in the event of future storm management. That the report on the storm activity of 23 August 2001 and 29 September 2001 be received as a record of events.

**Tabled Items**

Extracts From City of Armadale General Emergency Management Plan.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Social infrastructure

*Facilitate initiatives to improve the safety and security of the community.*

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:

*Local Government Act*

*Section 5.41 – Functions of Chief Executive Officer*

*Section 5.44 – Delegated Power to Act*

**Council Policy/Local Law Implications**

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

**Budget/Financial Implications**

The Technical Services Directorate has budgeted an amount of \$30,000 in the 2002/03 Draft Budget (Schedule M92) for major storm cleanup with a similar amount in each of the years of the 5 Year Works Programme.

**Consultation**

Technical Services Directorate.

Community and Corporate Services Directorate.

**BACKGROUND**

In August 2001 part of the City of Armadale was affected by a severe storm event resulting in damage clean-up costs totalling \$72,650. A second storm occurred in September 2001 where expenditure totalled a further \$22,950. The total expenditure of these two storms is \$95,600. Generally, the cost of removing a single significant tree is in the vicinity of \$800 to \$900. Based on the destruction of 200 trees from the August storm at a total of \$72,650, the clean-up operations have resulted in a cost of about \$350 per tree. With the second event, the cost was slightly lower at \$320 per tree resulting from the destruction of 72 trees at a cost of

\$22,950. Strong easterly winds in excess of 90 km/hr experienced in November 2001 resulted in tree damage across the City, with further costs of \$4,862. The two events of August and September were classified as F0 tornadoes, (wind speed up to 140 km/hr). This is only an estimate of speed by Meteorological staff assessing damage, as there is no instrumentation in this area to record wind speed. Statistical information obtained from the Bureau of Meteorology show that there is on average six storms of this kind recorded between Cape Naturalist and Two Rocks annually.

*A copy of the City of Armadale Report on Storm Activity at Attachment “A1” of the Agenda (see Summary of Attachments – Green Page).*

There is an allocation made in the Parks and Reserves 2001/2002 budget of \$20,000 for storm damage, based on the average cost for storm damage clean-ups over the past five years. The following table is actual expenditure over the past four years.

YEAR	ACTUAL	BUDGET
1998/99	\$10,941	\$5,000
1999/00	\$52,967	\$5,000
2000/01	\$21,095	\$20,000
2001/02	\$117,000 YTD	\$20,000
2002/03	N/A	\$30,000

In 2002/03 an additional allocation of \$10,000 has been made for storm cleanup. Research indicates that substantial events can be expected every two/three years.

There is a possibility of further expenditure during the financial year on storm damage, as one month of the financial year remains.

The level of funding included in the budget for the clean-up of storm damage is inadequate if the community has an expectation that Council will remove storm damage material from private property albeit being placed on the verge.

The current financial issue relates to how over expenditure against this budget item is covered. The level of over-expenditure for significant events is such that incorporation into operational expenditure outcomes (over and unders) in Schedule M92 is not always an appropriate budgetary option. Such levels of expenditures are better treated at a Corporate level either through approved budget over-run, or by development of an average funding of sufficient size by deferment of lowest priority expenditure(s). The latter is the appropriate long term approach, and is the reason for up-grading the budget estimate for 2002/03 and beyond to \$30,000 pa.

## **DETAILS OF PROPOSAL**

The report titled Storm Activation and Restoration Procedure is a document formalising the various Departments’ involvement in the response to the restoration work following any major storm activity. When the storm activity involves the Local Emergency Management Plan, the provision of the plan will take precedence over this procedure.

*The Storm Activation and Restoration Procedure is at Attachment “A2” of the Agenda (see Summary of Attachments – Green Page).*

The procedure outlines six stages of response:

Stage 1	Warning Phase
Stage 2	Storm Phase
Stage 3	Initial Response Phase
Stage 4	Clean-up Operations
Stage 5	Refurbishment Works
Stage 6	De-briefing

A report reviewing the City's response to the 2001 storms and identifying the organisational learning opportunities was prepared as part of Stage 6.

The report is a detailed description of the major storm events which occurred in August 2001 and September 2001 showing operational data as it relates to these works and includes management recommendations on pages 21 and 22.

The objectives of the report are to:

- a) Assess the management and control issues arising from the response to both storms.
- b) Address budget issues relating to expenditure incurred; and
- c) Determine more formal improved management practices, as required.

The several issues discussed in the attached report are:-

- a) **Management Control and City Resources.** Financial and physical resources including emergency management issues. Eg. were adequate resources provided at the various stages of the operation?
- b) **Resource Effectiveness and Efficiency.** Eg. were city resources used in an effective and efficient manner?
- c) **Priority Management.** Eg. was community safety placed before community amenity?
- d) **Project Management.** Eg. did the Response and Clean-Up Operation Stages follow current procedures? Are these documented? Could these stages have been completed in an improved manner?
- e) **Equity.** Eg. were resources provided equitably to each of the areas that suffered damage?
- f) **Community Development/Bonding.** Eg. did local residents help with the clean-up operations and were changes observed in the community?
- g) **Funding.** Eg. is there a need to alter the funding for dealing with these types of major random incidents?
- h) **Insurance Issues.** Eg. what does private insurance cover?

Each of these aspects is considered in detail in the report.

## COMMENTS

The storm events of 23 August and 29 September 2001 did not invoke the provisions of the Local Emergency Management Plan. In the case of 23 August 2001 event, the Bureau of Meteorology issued an upgraded storm warning at 11.30 am. Council work crews in the warning phase cannot implement any immediate action other than to prepare to respond.

The immediate response in both cases, upon receipt of calls, of Council's Parks and Reserves to the storm damage highlighted the use of a clearly understood, yet undocumented procedure. It also indicated Council's capacity to respond to such occurrences.

For the first event, public clean-up works continued for two weeks (co-ordinated by Parks and Reserves), and for one week for the second event. Civil Works assisted with removal of material including stumps and Waste Services assisted with the verge collection of private storm damage and with operation of disposal facilities for both events.

Verge collections were completed by contractors; there were only a limited number of contractors available to complete the works. Verge collection work is seasonal and therefore the availability of contract specialists may be limited when storms occur. This is in part, due to the scale of the duties and limitations of plant and equipment in relation to larger sized material.

Verge Collections are limited by:

- the size of debris material,
- timing of the pick up
- duty of care responsibilities of leaving debris on verges.

In some affected areas, public expectations of Council collecting private property storm damage appeared to be at variance with previous practice, and occurred prior to an accurate assessment of the quantity of material to be collected. Such an assessment cannot be accurately achieved in the immediate aftermath of the event – often in the dark and when safety issues such as fallen power lines, wet surfaces and blocked roads severely restrict access – and when the focus of activity is to ensure safety and to open roads to communication. Some members of the community formed the view that a green waste verge collection would be undertaken very soon after the event. Green waste collections are directed at prunings and trimmings resulting from garden clean-ups and not at large tree elements such as trunks, stumps and large branches. All members of the communities affected by the storms were provided with controlled free access to Council's sites at Hopkinson Road and Springdale.

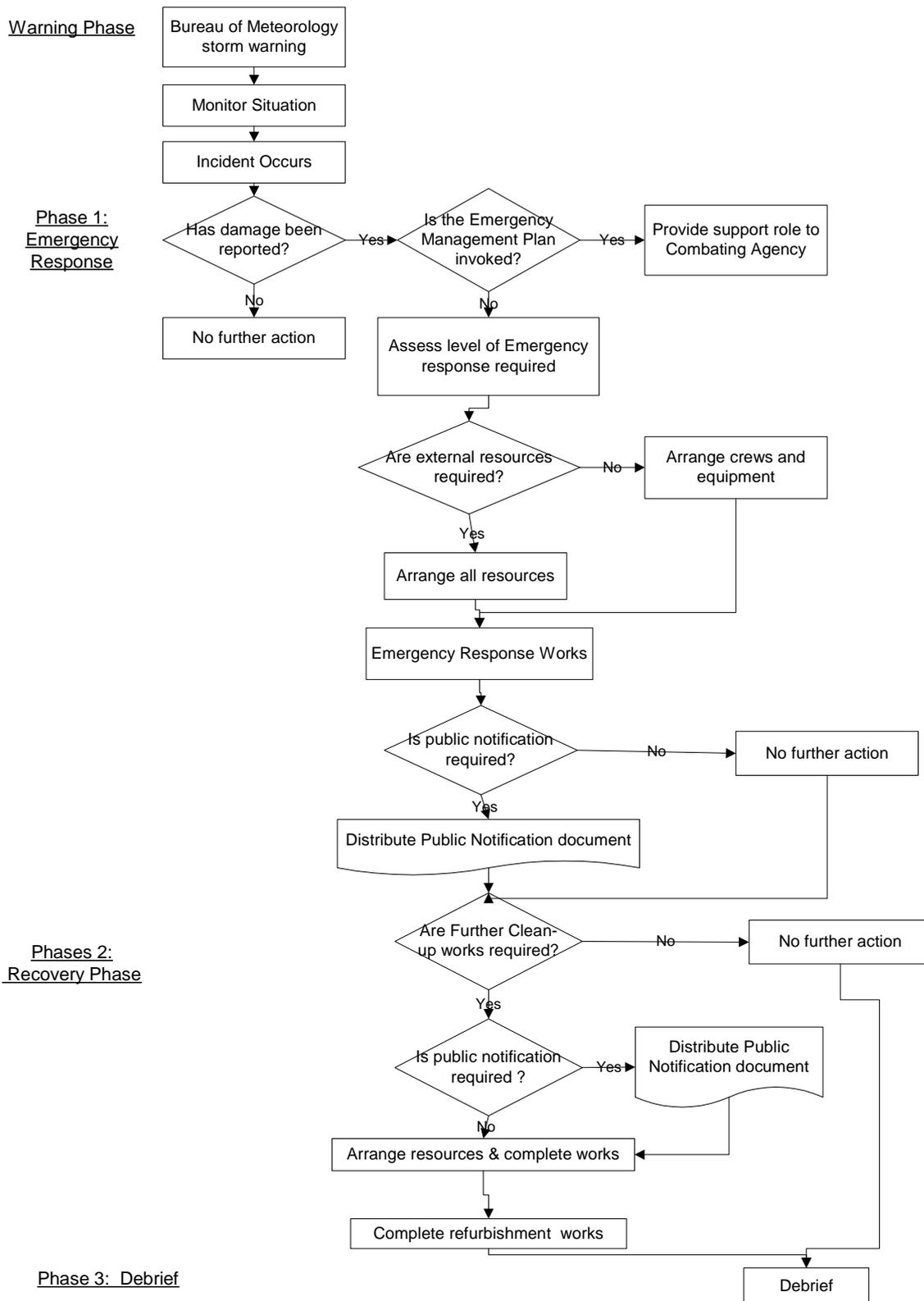
A similar situation existed with the second storm event with residents putting out material for collection by Council.

A documented procedure has been developed so that the Technical Services Directorate can manage the immediate response, clean-up and re-furbishment phases with optimum effectiveness and efficiency of Council's resources. This includes methods of communication to the community to be used to provide notice of Council's responsibilities and planned actions and timing.

A flow chart describing the proposed procedure is shown overleaf.

The level of funding included in the budget for the clean-up of storm damage appears insufficient, particularly if the growing expectation of the community to remove storm damage material from private property is to be serviced. Council must determine whether to accept the removal of private storm damage as a service to be provided following storm events in the future, or whether it confines support to controlled free entry for disposal removal of storm debris at its waste sites.

### DAMAGE MANAGEMENT FLOWCHART



## CONCLUSION

Recommendations resulting from the report on the storm events are:-

1. **Documentation of Procedure.** The process for responding, clean-up and refurbishment be better documented. To ensure it remains current, staff should receive biennial refresher sessions on implementation of the procedure.
2. **Facilitation of Private Damage Clean-Up.** Council maintain its process of assessing damage and providing free entry to the Armadale and Roleystone Disposal Sites to dispose of greenwaste. However, on occasions it may be appropriate to complete a verge collection. The decision on the appropriate course of action is to be part of the project management of the incident and will take place at the commencement of Stage 4 Clean-up Operations.
3. **Budget Levels for Funding.** That the level of storm event funding be increased to \$30,000 pa. This amount has been included in the 2002/2003 Draft Budget and in the Five Year Programme.
4. **Corporate Budget Reallocations.** That over expenditures of this magnitude relating to “acts of God” be considered a corporate issue and if projects are to be held over, that projects from all Directorates be considered.
5. **Information Flow Relating to Storm Warnings From the Bureau of Meteorology.** The present arrangements via the SES has been extended to include notification of Manager Ranger / Fire Services of any major potential event for further distribution of advice to appropriate departments within Council.

## RECOMMEND

1. **That the City of Armadale Report on the Storm Activity of 23 August 2001 and 29 September 2001 as at Attachment ‘A1’ be received as a record of events.**
2. **That the Storm Activation and Restoration Procedure as at Attachment ‘A2’ be adopted to ensure ‘best practice’ in the event of future storm management.**

*MOVED*

*MOTION CARRIED/LOST (            )*

***WESTFIELD RESERVE (WHITE HERON RESERVE) - DEVELOPMENT***

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The matter of the development of White Heron Reserve was referred to the Technical Services Committee by Councillor Stewart.

Councillor Stewart has provided the following information:

*“White Heron Reserve has had little or no discernable improvements since its naming over ten years ago. It backs onto a major residential precinct, a primary school and a large compensating basin. It is a significant gathering area for many people of all ages in the area. I suggest committee give serious thought to a long term project as to the proper reanimation of this park. Consideration should be given to partnering with the Water Authority to enhance the look of the water catchment into a useable water feature. Planning and consultation are important and I suggest that this be a budget consideration for 2004/2005, or later, thus giving ample time to coordinate the improvements.”*

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***WASTE SERVICES RURAL COLLECTION SERVICE***

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WARD All  
FILE REF: WMT/3  
DATE 13 June 2002  
REF BS  
RESPONSIBLE MANAGER MTS

**In Brief:**

- There is an opportunity for Council to achieve savings through rubbish collection efficiencies in rural areas.
- Recommend that in rural areas where there is a not a safety issue for the resident and Council stands to benefit, the Mobile Garbage Bins be placed on one side of the road as designated by Council.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Long Term Strategic Planning  
*Improve the financial viability of Council*

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

Estimated savings of \$10,000pa.

**Consultation**

Waste Drivers

**BACKGROUND**

Approximately 50 bins are collected for each kilometre travelled in urban areas compared with as low as 2 bins per kilometre travelled in some rural areas. Increasing the number of bins collected per kilometre travelled in the rural areas will result in reduced collection costs.

**DETAILS OF PROPOSAL**

To reduce collection costs in rural areas it is proposed that the residents be asked to place their bins on the same side of the road, thus halving kilometres travelled by the trucks. It would not be effective on all rural roads and would only apply to through roads and roads where there is not a safety issue for the residents.

Examples of roads to be considered are: Taylor, Wright, Gibbs, Anstey, Allen, Keane, Forrest, Wollaston, Eleventh, Eighth, Ninth, McNeil, Wungong and Twelfth in Forrestdale and Brookdale; Wymond, Simons, Gardiner, Herbert, Irymple, Chevin, parts of Urch, Heath, Brooks and Peet in Roleystone; O’Meagher in Karragullen; and Canns, Carradine, Churchman Brook, Admiral, Wallangarra, Narbethong and Springfield in Bedfordale.

The roads that would be excluded for safety reasons are Nicholson, Armadale, Lake, Ranford, Brookton Hwy, Southwest Hwy and Albany Hwy.

### COMMENT

It is estimated that with the roads listed approximately 80 km travelling per week would be saved, representing about 2 – 2 ½ hours. As the drivers are collecting about 100 – 120 bins /hour, an extra 250 –300 extra bins could be collected each week. This is very close to the annual growth of new services and means in the long term that the purchase of an additional truck would be delayed by around 6 months.

The benefits from this proposal are:

- Reduced running costs of the existing trucks for 80 kilometres per week
- In the long term, not having to run an additional truck with additional staff for around 6 months.
- Additional 2-2 ½ hours/week the drivers can be used for other work eg. litter clean-up.
- Reduced environmental impact arising from truck emissions.

The disadvantage of the proposal is:

- There are 874 Residents with a bin service that front onto these roads. Approximately fifty percent would be affected by this proposal.

### Conclusion

It is proposed that in rural areas where there is a not a safety issue for the resident and Council stands to benefit, the Mobile Garbage Bins be placed on one side of the road as designated by Council.

### RECOMMEND

- 1. That on through roads in rural areas where there is no safety issue for the resident then future Mobile Garbage Bin collection be from one side of the road only, with this side being nominated by Council.**
- 2. That all affected residents be given 21 days notice of the proposed change to Mobile Garbage Bin collection procedures with a reminder at 7 days.**

MOVED

MOTION CARRIED/LOST ( )

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**ROAD CLOSURE REQUESTS**

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WARD All  
FILE REF: ENG/1  
DATE 16<sup>th</sup> May 2002  
REF SB  
RESPONSIBLE MTS  
MANAGER

**In Brief:**

- At the Technical Services Committee on 25<sup>th</sup> February 2002, the Technical Services Committee requested a report on the number of road closures received in the last year.
- Report provides information on requests received, how such requests are managed by Technical Services officers and the impact on the Works Programme if these were installed on request.
- Recommends Council receive the information provided.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Physical Infrastructure

*Develop an integrated transport system including safety aspects.*

Corporate Services

*To achieve maximum community benefit from effective use of resources.*

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:

*Land Administration Act – Section 58.*

**Council Policy/Local Law Implications**

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

**Budget/Financial Implications**

Indicative cost of road closures if installed as requested in the last year \$75,000. Indicative cost of a cul-de-sac head is \$15,000 excluding service relocations and including some landscaping.

**Consultation**

Intra-Directorate.

**BACKGROUND**

At its Ordinary Meeting on 5<sup>th</sup> March 2002, Council resolved (T29/02) that a report on the number of petitions for road closures received in the last year and the impact on the Works Programme if these were all installed on request.

## COMMENT

### Road Closure Requests

In the last year Council has received four requests for road closures as follows:

- Armitage Road
- Banyard Avenue
- Ecko Road
- Little John Road

### Road Closure as a Traffic Management Tool

Although a road closure is a legitimate tool that a roads authority can use, to address a particular problem, it is considered to be a drastic measure that should only be pursued upon the exhaustion of all other potentially effective interventions. A road network that has the quality of permeability and provides good access, generally has an overall positive affect on the community it serves.

### Process to Determine Appropriate Action (Intervention)

In managing the road network to its optimum level of service, with the resources available, it is best to apply a consistent approach to all traffic management issues which arise. A consistent approach assists the community to better understand the responsibilities and activities of a roads authority and provides a transparent and accountable process when expending resources.

Generally the process takes the following form:

Identify : Sites on the road network are identified, based on a series of warrants, through monitoring of reported road crashes, data collection by traffic classifiers and advice/enquiries received from external organisations and the community.

Investigate : Data is analysed at an identified site to determine, confirm, define and prioritise the problem.

Intervene : Based on the findings of the analysis an intervention is designed and implemented that will, or is anticipated (based on past experience), to solve, diminish or minimise the problem. It is important that the intervention devised addresses the problem defined and does not translate the problem or create a new problem elsewhere.

An intervention is a designed prescription comprising elements, generally, from three areas as follows:

Education : This area usually involves the media in terms of advertising and/or articles but can also involve activities in schools or on the road network itself ie. signage.

Enforcement : This area usually involves the Police Service with the assistance of the roads authority where appropriate.

Engineering : This area involves the roads authority constructing physical components in the road network for example improvements to drainage, signage, cross-sections and intersections.

### **Warrants to Justify Action (Intervention).**

To legitimise any traffic management intervention at a particular site, that site should be considered to be of a high priority when measured against a set of predetermined and accepted warrants and when compared with other sites on the balance of the road network. Such warrants may include road trauma, traffic speed, traffic volume and road function.

A roads authority must necessarily consider and balance over time the expenditure of its resources across a wide range of issues that arise on the road network.

### **Typical Warrants**

Road Trauma. On the City's road network every year there are, on average, over 200 road crashes reported to the Police, where, as a consequence, a person or persons involved sustain physical injury. A fatal road crash occurs in the City on average every 78 days. The pain, grief and suffering caused by these crashes, to the individuals involved, their families and friends, together with the financial cost to the community, is unacceptable.

Traffic Speed. There are two issues that are raised by the community in relation to traffic speed.

The first issue is anti-social behaviour where the motorist is not necessarily "speeding" but is driving in an irresponsible and erratic manner without consideration for the safety of others or for themselves. It has proven extremely difficult for roads authorities to address this issue, however the most proven effective intervention to date has been through enforcement by the Police Service backed up by community supplied information. Physical measures very rarely work in this situation and indeed usually serve to exacerbate the problem.

The second issue is where motorists are travelling in excess of the posted speed limit or travelling faster than the prevailing conditions dictate. The problem in this situation is defined by the surveyed vehicle operating speed. The vehicle operating speed is the speed that is exceeded by 15% of all "free flowing" vehicles surveyed. Generally, in terms of practicalities, the ideal operating speed for a roads authority to achieve, on a particular road, is the posted speed limit. Unfortunately the vast majority of traffic surveys undertaken by the City reveal operating speeds higher than the posted speed limit.

Traffic Volume. In November 1997, for the Perth Metropolitan Area, Local Government in partnership with the State Government, agreed on and published the Metropolitan Functional Road Hierarchy. In the Metropolitan Functional Road Hierarchy document, indicative traffic volumes for each road designation category are provided as follows:

Primary Distributor Road	Above 15,000 vehicles
District Distributor Category A	Above 8,000 vehicles
District Distributor Category B	Above 6,000 vehicles
Local Distributor	Maximum desirable of 6,000 vehicles
Access Road	Maximum desirable of 3,000 vehicles

From a road authority's perspective, extreme caution should be used when utilising such volumes out of context with the particular road network being managed. For example, the document allows for an indicative maximum desirable traffic volume of 3,000 vehicles per day for Access Roads (ordinary local residential street). Across the City of Armadale at this

time few members of the community would tolerate such a volume in a local residential street.

Application of the guideline volume figures therefore require some interpretation on the part of the roads authority depending, for example, on the level of development adjacent to and/or geographical location of the road network being managed.

Road Function. The function of a road is determined by its designation in the road network hierarchy. Following is a description of the intended function of each road designation category:

Primary Distributor - provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. Some are strategic freight routes and all are National or State roads.

District Distributor Category A - carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributors. These are likely to be truck routes and provide only limited access to adjoining property.

District Distributor Category B – perform a similar function to type A District Distributors but with reduced capacity due to flow restrictions from access to, and roadside parking alongside, adjacent property.

Local Distributor – carry traffic within a local area and link District Distributors to Access Roads. The route of the Local Distributor discourages through traffic and only carries traffic belonging to or serving the area.

Access Road – provide access to adjoining properties, with amenity, safety and aesthetic aspects having priority over the vehicle movement function.

### **Summary of Process and Warrants**

As discussed above, to legitimise any traffic management intervention at a particular site, that site should be considered to be of a high priority when measured against a set of predetermined and accepted warrants and when compared with other sites on the road network as a whole. The intervention should be devised to address the problem defined.

A roads authority must necessarily consider and balance over time the expenditure of its resources across a wide range of issues that arise on the road network.

It is acknowledged that it may not always be best to strictly adhere to the process and warrants normally used. In management of the road network, such processes and warrants are considered to be dynamic, thus allowing appropriate change to take place over time for the benefit of the community. There will be times when a departure from the standard process and application of warrants is required and considered appropriate. In such cases the issues arising should be well thought out and documented with the basis for the departure clearly set out so that the decision cannot be misconstrued or an inappropriate and unsustainable precedent set.

### **Road Closure Costs**

It is difficult to determine an accurate cost for road closure without the commissioning of a detailed design in each case. A detailed design is not normally commissioned prior to

community consultation and analysis/consideration by the roads authority of the most appropriate closure option (unless accurate costing is a determinate in option choice).

Assuming an indicative cost of approximately \$15,000 per cul-de-sac head, and were the road closure petitioners' wishes granted as requested for the last year, then five cul-de-sac heads, for a total order of cost of \$75,000 would require to be expended.

Over and above the cost of the physical work itself are the staff resources that may be required, over an extended period of time, to manage the consequences of the closure particularly where roads authority input into the development of the closure is overridden by the community request.

The most likely place that such projects would be funded from in the budget would be LATM (Local Area Traffic Management). In recent years the LATM budget has been fully expended upon projects aimed at addressing road trauma and speeding problems and often, through this process, utilised for attracting additional funding from outside sources such as Federal and State Blackspot programmes.

## **CONCLUSION**

It is concluded that for Council to accede to every request for a road closure, that does not meet the appropriate warrants and has been devised as per the request, then projects with a planned priority aimed at reducing road trauma and traffic speed may be subject to extended delays in their implementation.

## **RECOMMEND**

**That Council receive the information provided on granting road closures as requested and that a further report be provided to the Technical Services Committee next providing specific information on the subject of warrants prior to the review of the 5 Year Financial Plan.**

*MOVED*

*MOTION CARRIED/LOST (       )*

***TENDER NO. 2/02 – DRAINAGE STUDY AND DESIGN WORK SLAB GULLY CREEK,  
ROLEYSTONE***

WARD                      Roleystone  
FILE REF:                ENG/33;  
                                  TEN2/02  
DATE                      17 June 2002  
REF                        JG  
RESPONSIBLE            MTS  
MANAGER

**In Brief:**

- Tender No. 2/02 was recently called for the Drainage Study and Design Work for Slab Gully Creek, Roleystone.
- Six complying tenders were received by the specified closing time.
- The tender from PPK – Environment and Infrastructure has been assessed as the most advantageous to Council.
- Recommend that Council accepts the Tender from PPK – Environmental and Infrastructure for \$32,285 including GST.

**Tabled Items**

Tender document.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Physical Infrastructure

*To maintain and improve the economic and physical well being of the community.*

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:

*Local Government Act and Tender Regulations.*

**Council Policy/Local Law Implications**

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

*Policy No. 2.1.54 : Tendering and Purchasing Policy.*

*Policy No. 4.4.9 : Water Sensitive Urban Design Policy.*

*Policy No. 2.1.27 : Open Drains in Urban Areas*

**Budget/Financial Implications**

Recommended Tenderer's Price            \$29,350 (net cost excluding GST)

Budget allocation (2001/2002)            \$40,000

**Consultation**

Intra-Directorate Liaison, Various Consulting Companies, Local Residents, Ward Councillors.

**BACKGROUND**

Council has experienced considerable problems along Slab Gully Creek over the years, with the following being some examples:

- flooding along the creek;
- existing basins too small to assist with the control of runoff waters;
- safety hazard created by collapsing of pipes by previous owners;
- managing the urban runoff to improve stormwater quality;
- protecting properties by reducing erosion.

## DETAILS OF PROPOSAL

Based on the above problems and in particular those experienced during the major flooding in 1988 and 1992, and also due to the constant increase in development and subsequent increase in runoff, it was decided to assess the functionality and environmental impact of the Slab Gully creek and the existing drainage structures.

The outcome of the study should guide the City of Armadale implementing Council's policies on Water Sensitive Urban Design (WSUD).

The tender involves the supply of all necessary drainage information to Council together with construction specifications, plans, costings and proposed time lines for the staged rectification of the Slab Gully Creek in a manner which will ensure the creation of an environmentally friendly, sensitive, manageable and safe catchment.

The stream, wetlands and infiltration basins should form a system to be managed in such a way that flood mitigation and water quality can be improved to achieve best practice in accordance with WSUD. At the same time the safety hazard caused by collapsing pipes and bank erosion will be eliminated.

## NEW CONTRACT INFORMATION

**Table 1 : New Contract Information**

<b>COMMENCEMENT DATE</b>	Approx. two weeks after awarding contract – late July 2002.
<b>EXPIRY DATE</b>	14 weeks after commencement of project.
<b>EXTENSION PERMITTED</b>	No
<b>CONTRACT TYPE</b>	Lump Sum
<b>RISE AND FALL INCLUDED</b>	No

## SELECTION CRITERIA

The selection criteria and weighting for the evaluation of Tender 2/02 Drainage Study and Design Work – Slab Gully Creek, Roleystone are:

**Table 2 : Selection Criteria**

<b>ITEM No.</b>	<b>DESCRIPTION</b>	<b>WEIGHTING</b>
1.	Capability and Viability of Tenderer	25%
2.	Understanding of Requirement	30%
3.	Price	45%
	<b>TOTAL</b>	<b>100%</b>

## TENDERS RECEIVED

Tenders were received from PPK, Voran, MakJap, Connell Wagner, URS Corporation and Worley with two non-confirming tenders received from Abbey Construction and BSD.

**Table 3 : Tenders Received**

<b>TENDERER</b>	<b>PRICE</b>
PPK	\$32,285.00
Voran	\$30,800.00
MakJap	\$93,581.00
Connell Wagner	\$76,450.00
URS Corporation	\$39,861.00
Worley	\$98,718.00
*Abbey Construction	\$22,367.40
*BSD	\$48,774.00

\*Non-conforming tenders.

**PRICE OF CONTRACT**

The recommended Tenderer's price for Tender 2/02 is \$32,258.

**TENDERER RANKING**

**Table 4 : Tender Ranking**

<b>COMPANY</b>	<b>RANKING</b>
PPK	1
Voran	2
URS Corporation	3
Connell Wagner	4
Worley	5
MakJap	6

**CONCLUSION**

Voran has the lower price but has relatively less drainage and project management experience. PPK has sufficient experience to successfully undertake the project; their cost is approximately \$1,500 above Voran's. In particular PPK have a strong background in water quality management with Senior staff being involved with production of the Water Sensitive Urban Design Guidelines for the then Department of Planning and Infrastructure, and also the Urban Stormwater Quality Management Manual for the Water and Rivers Commission.

Based on the small difference in the tender price and the more experienced team of PPK – Environmental and Infrastructure – it is recommended that this Tender be awarded to PPK – Environment and Infrastructure Pty Ltd for a tender price of \$32,285.

**RECOMMEND**

**That Council accept the tendered price of PPK – Environment and Infrastructure Pty Ltd for the Drainage Study and Design Work - Slab Gully Creek, Roleystone in accordance with their submitted tender and Council's contract documentation for Tender No. 2/02.**

*MOVED*

*MOTION CARRIED/LOST ( )*

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***TENDER NO. 10/02 - SUPPLY OF HOT ASPHALT ROAD SURFACING***

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WARD All  
FILE REF TEN/10/02  
DATE 24 June 2002  
REF JC  
RESPONSIBLE MANAGER MTS

**In Brief:**

- Tender No. 10/02 was recently called for the Supply of Hot Asphalt Road Surfacing.
- Six tenders were received by the specified closing time.
- The tender from Asphalt Surfaces has been assessed as being the most advantageous to Council.
- Recommend acceptance of this tender.

**Tabled Items**

Tender documents; tenders received; summary of tender assessment.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Corporate Services

*To achieve maximum community benefit from effective use of resources (staff, finances and information technology).*

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:

*Local Government Act and Tender Regulations.*

**Council Policy/Local Law Implications**

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

*Policy No. 2.1.54: Tendering and Purchasing Policy.*

**Budget/Financial Implications**

Total current budget allocation

Within construction and maintenance project costs.

Estimated contract management/supervision costs N/A

**Consultation**

Nil.

**BACKGROUND**

The City of Armadale invited tenders from qualified organizations to supply and lay hot asphalt road surfacing to be used in the construction and maintenance operations of the road network of the City. As the value of the supplied service will exceed \$50,000 per annum a tender to conform to the Local Government Act and Council's Purchasing Policy is required.

## EXISTING CONTRACT INFORMATION

Essential details of the existing contract are as follows:

**Table 1: Existing Contract Information**

<b>Current Contractor</b>	Asphalt Surfaces
<b>Contract Type</b>	Schedule of Rates
<b>Contract Duration</b>	2 years
<b>Commencement Date</b>	1 July 2000
<b>Expiry Date</b>	30 June 2002
<b>Extension Permitted</b>	No
<b>Annual Contract Cost</b>	Within projects
<b>Total Contract Cost</b>	Within projects
<b>Rise And Fall Clause Included</b>	No

## DETAILS OF PROPOSAL

The tender involves the supply and lay of hot asphalt road surfacing to be used in roadwork's operations within the City limits.

## NEW CONTRACT INFORMATION

Essential details of the new contract are as follows:

**Table 2: New Contract Information**

<b>Contract Type</b>	Schedule of Rates
<b>Contract Duration</b>	1 year
<b>Commencement Date</b>	One week after notification in writing by Council
<b>Expiry Date</b>	30 June 2003
<b>Extension Permitted</b>	No
<b>Rise And Fall Included</b>	No

## SELECTION CRITERIA

The selection criteria and weightings for the evaluation of the tender are as follows.

**Table 3 : Selection Criteria**

ITEM No.	DESCRIPTION	WEIGHTING
1.	Capability/Competence of Tenderer to perform the work required	20%
2.	Experience of Tenderer in supplying similar goods or completing similar projects	20%
3.	Understanding of requirement	10%
4.	Tendered Price/s	50%
	<b>TOTAL</b>	<b>100%</b>

## TENDERS RECEIVED

Tenders were received from BGC Contracting, CSR Emoleum, Asphaltech Pty Ltd, Asphalt Surfaces, Boral Asphalt (WA) and Pioneer Road Services.

Details of tender received are as follows:

**Table 4: Tenders Received**

Companies	Job Size (Tonnes)			
	50-100	100-200	200-300	All tonnages (0+)
Mix Type AC7 or 7mm at 35 Marshall blows (approximately 96 % of Council usage).				
BGC Contracting	\$106.70	\$93.50	\$93.50	\$93.50
CSR Emoleum	\$125.28	\$109.78	\$107.58	\$109.78
Asphaltech Pty Ltd	\$153.00	\$143.00	\$133.00	\$133.00
Asphalt Surfaces	\$100.00	\$95.00	\$94.00	\$95.00
Boral Asphalt WA	\$106.70	\$101.20	\$100.10	\$105.60
Pioneer Road Services	\$135.30	\$123.20	\$121.00	\$118.80

## TENDER EVALUATION

Evaluation of tenders shows that all the tenderers have been involved in the construction industry for a number of years and have experience with local government. Council current trend shows that the mix type AC7 or 7mm is mainly used in Council operations. The evaluation of the prices has been carried out according to Council's patterns of usage per job. Council trends of usage are as follows:

AC7 or 7mm mix: Approximately 7500 tonnes for job sizes between 50 and 300 tonnes that represent 96% of Council annual usage.

AC10 or 10mm mix: Approximately 180 tonnes that represent 2% of Council annual usage.

As the overall evaluation has showed that the tenders from BGC and Asphalt Surfaces are similar, a further evaluation of these tenderers was required to determine the best value to Council's interests. This evaluation was carried out according to the road resurfacing program for the year 2002/03 and taking into consideration the estimated quantities of hot asphalt required to complete each job. The result of this evaluation shows that the price from Asphalt Surfaces is approximately \$923 cheaper than the price from BGC for the road resurfacing program for the next financial year.

Through evaluations, the overall application of the selection criteria to the tenders and the cost analysis for the road resurfacing program for the next financial year have ranked Asphalt Surfaces as one.

## ANTICIPATED ANNUAL EXPENDITURE

Expected annual cost for the supply of Hot Asphalt is estimated to be \$728,500.

## TENDER RANKINGS

The tender rankings resulting from the application of the selection criteria are as follows:

**Table 5 - Tender Ranking**

<b>Tenderer</b>	<b>Ranking</b>
Asphalt Surfaces	1
BGC Contracting	2
Boral Asphalt (WA)	3
CSR Emoleum	4
Pioneer Road Services	5
Asphaltech Pty Ltd	6

The detailed tender assessment summary is available if required.

## CONCLUSION

It is thus recommended that the tender be awarded to Asphalt Surfaces who have satisfied the selection criteria and are ranked number one in the tender evaluation.

## RECOMMEND

**That with Tender No. 10/02, Tender for Supply of Hot Asphalt Road Surfacing, Council accept the tender of Asphalt Surfaces for the period of one year in accordance with their submitted tender and Council's contract documentation.**

*MOVED*

*MOTION CARRIED/LOST (        )*

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***TENDER NO 15/02 - SUPPLY AND INSTALLATION OF IRRIGATION TO LAKE RD STAGES 3, 4 & 5***

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WARD Seville  
FILE REF: TEN/15/02  
DATE 13 June 2002  
REF JW/PL  
RESPONSIBLE EDTS  
MANAGER

**In Brief:**

- Tender No 15/02 Supply and installation of irrigation to Lake Rd Stages 3, 4 & 5.
- Recommend no tender be accepted
  - Councils' Parks and Reserves Department review the design for stages 3,4 & 5 with the view to doing the project in-house.
  - The scope of works for stages 3,4 & 5 be re-evaluated to ascertain if the work can be undertaken in-house or on a sub-contract basis.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Physical Infrastructure

*Implement long term high quality refurbishment programmes*

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:

*Local Government Act and Tender Regulations.*

**Council Policy/Local Law Implications**

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

*Policy No. 2.1.54: Tendering and Purchasing Policy.*

**Budget/Financial Implications**

Civil Works 2001/02 Budget.

**Consultation**

Nil.

**BACKGROUND**

In April 2002 the City called tenders for the Supply and Installation of Irrigation to Lake Rd Stages 3, 4 & 5. Two tenders were received.

**COMMENT**

**Analysis**

In analysing the tenders it was found that one tenderer had significantly misinterpreted the size of the project and as such his price did not reflect the true cost of the works.

In the second tenderer's submission it was found that some aspects of the specification requirements had not been included or costed. This was significant enough to make the tender non-conforming.

Consequently, is in Councils best interest not to accept either tenderers submission for Tender Number 15/02 Supply and Installation of Irrigation to Lake Road Stages 3,4 & 5.

Conclusion

Council not accept either tender for Tender No. 15/02 Supply and Installation of Irrigation to Lake Road Stages 3, 4 & 5. The scope of works for stages 3,4 & 5 will be re-evaluated to ascertain if the work can be undertaken entirely in-house or on a sub-contract basis.

**RECOMMEND**

- 1. That Council not accept either tenderer for Tender No. 15/02 – Tender for the Supply and Installation of Irrigation to Lake Road Stages 3, 4 & 5.**
- 2. That the scope of works for Stages 3,4 & 5 be re-evaluated to ascertain if the work can be undertaken in-house or on a sub-contract basis.**

*MOVED*

*MOTION CARRIED/LOST (            )*

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***TENDER 16/02 – TENDER FOR SUPPLY AND PURCHASE OF MOTOR VEHICLES***

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WARD All  
FILE REF: TEN/16/02  
DATE 3<sup>rd</sup> June 2002  
REF BC  
RESPONSIBLE EDTS  
MANAGER

**In Brief:**

- Tender No. 16/02 was recently called for the Supply and Purchase of Motor Vehicles.
- Seven tenders were received by the specified closing time.
- The tenders of Melville Mitsubishi, Perth Auto Alliance and Southside Mitsubishi for various vehicles have been assessed as being the most advantageous to Council.
- Recommend acceptance of these tenders.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Corporate Services

*To achieve maximum community benefit from effective use of resources (staff, finances, and information technology).*

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:

*Local Government Act and Tender Regulations*

**Council Policy/Local Law Implications**

Assessment of Policies/Local Laws indicates that the following are applicable:

*Tendering and Purchasing Policy*

**Budget/Financial Implications**

\$13,756 increased revenue into Schedule M121 Vehicle and Plant Acquisition and Replacement to be offset by a \$13,756 decrease in transfer from Technical Services Plant and Equipment Reserve Account with no budget implications.

**Consultation**

Departmental Managers / Vehicle Users

**BACKGROUND**

Tenders were called for the supply of four utilities and two sedans - Tender No. 16/02. A total of seven companies submitted tenders. The seven tenderers are Lane Ford, McInerney Ford, Melville Mitsubishi, Nuford, Perth Auto Alliance, Southside Mitsubishi and Young Holden. Perth Auto Alliance submits tenders on behalf of a number of Ford Dealers within the Perth metropolitan area.

The vehicles offered for trade or outright purchase are listed in Table 1.

**Table 1: Vehicle Description**

Schedule	Plant No	Reg. No	Description	KMS travelled as at end of April	Purchase Date
A	P341	AK 071	Ford Utility	50,295	Nov 1999
B	P102	AK 019	Ford Utility	56,649	April 2000
C	P433	AK 018	Ford Utility	33,621	April 2000
D	P101	AK 008	Ford Utility	56,668	June 2000
E	P715	AK 043	Toyota Camry Sedan	36,279	May 1999
F	P463	AK 039	Ford Forte Sedan	47,999	Nov 1999

**COMMENT**

The budgeted amount for the net changeover is listed in Table 2.

**Table 2: Budget Details**

Plant No	Changeover Budget
P341	\$8,500
P102	\$8,500
P433	\$8,500
P101	\$8,500
P715	\$7,000
P463	\$8,000

**SELECTION CRITERIA**

The selection criteria and weighting for the evaluation of Tender 16/02 – Tender for Supply and Purchase of Motor Vehicles is listed in Table 3.

**Table 3: Selection Criteria**

Supply and Trade-in of Motor Vehicles

ITEM No.	DESCRIPTION	WEIGHTING
1.	Whole of Life Cost	100%

Outright Purchase of Motor Vehicles

ITEM No.	DESCRIPTION	WEIGHTING
1.	Price Offered (Unconditional)	100%

**VEHICLE ANALYSIS**

All vehicles have reached their most economical changeover period based on current retained values.

For each vehicle, the purchase price, trade-in offer and estimated operating costs have been used to estimate the total ownership costs. Operating Costs are based on National Roads and Motorists' Association (NRMA) vehicle operating costs for two years.

**Schedule A**

Ford Falcon Utility, AK 071 (P341).

Tender details showing trade prices offered for this vehicle are shown below.

	<b>Perth Auto Alliance</b>	<b>Youngs</b>	<b>Nuford</b>	<b>Lane Ford Alternative</b>	<b>Lane Ford</b>	<b>McInerney</b>	<b>Melville Mitsubishi Alternative</b>
<b>Vehicle</b>	<b>Ford</b>	<b>Holden</b>	<b>Ford</b>	<b>Ford</b>	<b>Ford</b>	<b>Ford</b>	<b>Mitsubishi</b>
Model	Falcon AU3	Commodore VU	Falcon AU3	Falcon AU3 Cab Chassis	Falcon AU3	Falcon AU3	Triton
Purchase Price	\$20,769	\$21,399	\$20,695	\$20,713	\$20,936	\$20,837	\$22,967
Trade Price	\$15,636	\$15,682	\$14,545	\$14,091	\$14,091	\$13,865	\$15,818
Changeover Cost	\$5,133	\$5,717	\$6,150	\$6,622	\$6,845	\$6,973	\$7,149
Est. Operating Costs	\$10,206	\$10,259	\$10,206	\$10,210	\$10,206	\$10,206	\$10,428
<b>Total Est. Costs</b>	<b>\$15,339</b>	<b>\$15,976</b>	<b>\$16,356</b>	<b>\$16,832</b>	<b>\$17,051</b>	<b>\$17,179</b>	<b>\$17,577</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Perth Auto Alliance's tender is offering a Ford Falcon Forte Utility for \$20,769 excluding GST with a trade in of \$15,636, which ranks as the number one tender as per the selection criteria. It is therefore recommended that Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 071 (P341) Ford Falcon Utility at \$15,636 realising a changeover of \$5,133 excluding GST be accepted.

**Schedule B**

Ford Falcon Utility AK 019 (P102).

Tender details showing trade prices offered for this vehicle are shown below.

	<b>Perth Auto Alliance</b>	<b>Nuford</b>	<b>Youngs</b>	<b>McInerney</b>	<b>Lane Ford Alternative</b>	<b>Melville Mitsubishi Alternative</b>	<b>Lane Ford</b>
<b>Vehicle</b>	<b>Ford</b>	<b>Ford</b>	<b>Holden</b>	<b>Ford</b>	<b>Ford</b>	<b>Mitsubishi</b>	<b>Ford</b>
Model	Falcon AU3	Falcon AU3	Commodore VU	Falcon AU3	Falcon AU3 Cab Chassis	Triton	Falcon AU3
Purchase Price	\$20,769	\$20,695	\$21,399	\$20,837	\$20,713	\$22,967	\$20,936
Trade Price	\$15,636	\$15,000	\$15,682	\$15,001	\$14,545	\$16,909	\$14,545
Changeover Cost	\$5,133	\$5,695	\$5,717	\$5,836	\$6,167	\$6,058	\$6,390
Est. Operating Costs	\$10,206	\$10,206	\$10,259	\$10,206	\$10,210	\$10,428	\$10,206
<b>Total Est. Costs</b>	<b>\$15,339</b>	<b>\$15,901</b>	<b>\$15,976</b>	<b>\$16,042</b>	<b>\$16,377</b>	<b>\$16,486</b>	<b>\$16,596</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Perth Auto Alliance's tender is offering a Ford Falcon Forte Utility for \$20,769 excluding GST with a trade in of \$15,636, which ranks as the number one tender as per the selection criteria. It is therefore recommended that Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 019 (P102) Ford Falcon Utility at \$15,636 realising a changeover of \$5,133 excluding GST be accepted.

### Schedule C

Ford Falcon Utility, AK 018 (P433).

Listed below are the company tender details showing trade prices offered.

	<b>Perth Auto Alliance</b>	<b>Nuford</b>	<b>Lane Ford Alternative</b>	<b>Lane Ford</b>	<b>Youngs</b>	<b>McInerney</b>	<b>Melville Mitsubishi Alternative</b>
Vehicle	Ford	Ford	Ford	Ford	Holden	Ford	Mitsubishi
Model	Falcon AU3	Falcon AU3	Falcon AU3 Cab Chassis	Falcon AU3	Commodore VU	Falcon AU3	Triton
Purchase Price	\$20,769	\$20,695	\$20,713	\$20,936	\$21,399	\$20,837	\$22,967
Trade Price	\$16,545	\$15,636	\$15,455	\$15,455	\$15,682	\$15,046	\$15,818
Changeover Cost	\$4,223	\$5,059	\$5,258	\$5,481	\$5,717	\$5,791	\$7,149
Operating Costs	\$10,206	\$10,206	\$10,210	\$10,206	\$10,259	\$10,206	\$10,428
<b>Total Est. Costs</b>	<b>\$14,429</b>	<b>\$15,265</b>	<b>\$15,468</b>	<b>\$15,687</b>	<b>\$15,976</b>	<b>\$15,997</b>	<b>\$17,577</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Perth Auto Alliance's tender is offering a Ford Falcon Forte Utility for \$20,769 excluding GST with a trade in of \$16,545, which ranks as the number one tender as per the selection criteria. It is therefore recommended that Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 018 (P433) Ford Falcon Utility at \$16,545 realising a changeover of \$4,223 excluding GST be accepted.

### Schedule D

Ford Falcon Utility, AK 008 (P101).

Listed below are the company tender details showing trade prices offered.

	<b>Perth Auto Alliance</b>	<b>Lane Ford Alternative</b>	<b>Lane Ford</b>	<b>Youngs</b>	<b>Nuford</b>	<b>McInerney</b>	<b>Melville Mitsubishi Alternative</b>
Vehicle	Ford	Ford	Ford	Holden	Ford	Ford	Mitsubishi
Model	Falcon AU3	Falcon AU3 Cab Chassis	Falcon AU3	Commodore VU	Falcon AU3	Falcon AU3	Triton
Purchase Price	\$20,769	\$20,713	\$20,936	\$21,399	\$20,695	\$20,837	\$22,967
Trade Price	\$16,545	\$15,909	\$15,909	\$15,909	\$15,000	\$15,001	\$15,727
Changeover Cost	\$4,223	\$4,804	\$5,027	\$5,489	\$5,695	\$5,836	\$7,239
Operating Costs	\$10,206	\$10,210	\$10,206	\$10,259	\$10,206	\$10,206	\$10,428
<b>Total Est. Costs</b>	<b>\$14,429</b>	<b>\$15,014</b>	<b>\$15,233</b>	<b>\$15,748</b>	<b>\$15,901</b>	<b>\$16,042</b>	<b>\$17,667</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Perth Auto Alliance's tender is offering a Ford Falcon Forte Utility for \$20,769 excluding GST with a trade in of \$16,545, which ranks as the number one tender as per the selection criteria. It is therefore recommended that Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 008 (P101) Ford Falcon Utility at \$16,545 realising a changeover of \$4,223 excluding GST be accepted.

### Schedule E

Toyota Camry Sedan, AK 043 (P715).

Listed below are the company tender details showing trade price offered.

	<b>Melville Mitsubishi</b>	<b>Perth Auto Alliance</b>	<b>Lane Ford</b>	<b>Southside</b>	<b>McInerney</b>	<b>Youngs</b>
Vehicle	Mitsubishi	Ford	Ford	Mitsubishi	Ford	Holden
Model	Magna Exec	Falcon AU3	Falcon AU3	Magna Exec	Falcon AU3	Commodore VX11
Purchase Price	\$22,631	\$24,186	\$23,212	\$22,765	\$24,192	\$23,287
Trade Price	\$15,227	\$15,545	\$13,636	\$12,727	\$13,773	\$13,182
<i>Changeover Cost</i>	\$7,404	\$8,640	\$9,576	\$10,037	\$10,419	\$10,105
Operating Costs	\$8,243	\$8,148	\$8,148	\$8,243	\$8,148	\$8,690
<b>Total Est. Costs</b>	<b>\$15,647</b>	<b>\$16,788</b>	<b>\$17,724</b>	<b>\$18,280</b>	<b>\$18,567</b>	<b>\$18,795</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Melville Mitsubishi is offering a Mitsubishi Magna Executive Sedan 3.5 litre V6 for a changeover figure of \$7,404. This low changeover figure along with average operating costs represents the best deal to Council.

It is therefore recommended that Melville Mitsubishi's tender for the supply of a Mitsubishi Magna for \$22,631, trading AK 043 (P715) Toyota Camry Sedan for the sum of \$15,227 realising a changeover of \$7,404 excluding GST be accepted.

### Schedule F

Ford Falcon Forte Sedan, AK 039 (P463).

Listed below are the company tender details showing trade price offered.

	<b>Southside</b>	<b>Melville Mitsubishi</b>	<b>Perth Auto Alliance</b>	<b>Lane Ford</b>	<b>Youngs</b>	<b>McInerney</b>
Vehicle	Mitsubishi	Mitsubishi	Ford	Ford	Holden	Ford
Model	Magna Exec	Magna Exec	Falcon AU3	Falcon AU3	Commodore VX11	Falcon AU3
Purchase Price	\$22,765	\$22,631	\$24,186	\$24,122	\$23,287	\$24,192
Trade Price	\$13,636	\$13,364	\$13,818	\$13,636	\$12,818	\$12,865
<i>Changeover Cost</i>	\$9,128	\$9,267	\$10,368	\$10,485	\$10,468	\$11,327
Operating Costs	\$8,243	\$8,243	\$8,148	\$8,148	\$8,690	\$8,148
<b>Total Est. Costs</b>	<b>\$17,371</b>	<b>\$17,510</b>	<b>\$18,516</b>	<b>\$18,633</b>	<b>\$19,158</b>	<b>\$19,475</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Southside Mitsubishi's tender is offering a Mitsubishi Magna Sedan for \$22,765 excluding GST with a trade in of \$13,636, which ranks as the number one tender as per the selection criteria. It is therefore recommended that Southside Mitsubishi's tender for the supply of a Mitsubishi Magna Sedan for \$22,765, trading AK 039 (P463) Sedan at \$13,636 realising a changeover of \$9,128 excluding GST be accepted.

## TENDER EVALUATION

Trading of the vehicles in all six schedules is recommended as the analysis shows the changeovers to be beneficial to Council.

A summary of the tender figures is shown in Table 4, which shows \$13,756 below trade in figures than those budgeted. These vehicles are all funded from the Technical Services Plant and Equipment Reserve Account and as such will result in a \$13,756 decrease in transfer into the Technical Services Plant and Equipment Reserve Account.

**Table 4: Recommended Changeovers**

Sched.	Dealer	Description	New Price \$ Exc. GST	Trade Price \$ Exc GST	Change- over \$	Budget	Var.
A	Perth Auto Alliance	Falcon AU3 Utility	\$20,769	\$15,636	\$5,133	\$8,500	-\$3,367
B	Perth Auto Alliance	Falcon AU3 Utility	\$20,769	\$15,636	\$5,133	\$8,500	-\$3,367
C	Perth Auto Alliance	Falcon AU3 Utility	\$20,769	\$16,545	\$4,223	\$8,500	-\$4,277
D	Perth Auto Alliance	Falcon AU3 Utility	\$20,769	\$16,545	\$4,223	\$8,500	-\$4,277
E	Melville Mitsubishi	Mitsubishi Magan	\$22,631	\$15,227	\$7,404	\$7,000	\$404
F	Youngs Holden	Commodore Exec	\$22,765	\$13,636	\$9,128	\$8,000	\$1,128
	TOTAL				\$35,244	\$49,000	\$13,756

## RECOMMEND

**That in accordance with Tender No 16/02 – Tender for Supply and Purchase of Motor Vehicles, Council accept the following tendered prices for the supply of Motor Vehicles in accordance with the submitted tender and Council's contract documentation:**

- a) **Schedule A –Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 071 (P341) Ford Falcon Utility at \$15,636 realising a changeover of \$5,133 excluding GST be accepted.**
- b) **Schedule B - Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 019 (P102) Ford Falcon Utility at \$15,636 realising a changeover of \$5,133 excluding GST be accepted.**

- c) **Schedule C - Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 018 (P433) Ford Falcon Utility at \$16,545 realising a changeover of \$4,223 excluding GST be accepted.**
- d) **Schedule D - Perth Auto Alliance's tender for the supply of a Ford Falcon Utility for \$20,769, trading AK 008 (P101) Ford Falcon Utility at \$16,545 realising a changeover of \$4,223 excluding GST be accepted.**
- e) **Schedule E - Melville Mitsubishi's tender for the supply of a Mitsubishi Magna for \$22,631, trading AK 043 (P715) Toyota Camry Sedan for the sum of \$15,227 realising a changeover of \$7,404 excluding GST be accepted.**
- f) **Schedule F - Southside Mitsubishi's tender for the supply of a Mitsubishi Magna Sedan for \$22,765, trading AK 039 (P463) Sedan at \$13,636 realising a changeover of \$9,128 excluding GST be accepted.**

*MOVED*

*MOTION CARRIED / LOST ( )*

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***TIJUANA ROAD, ARMADALE – CONSENT FOR SEWERAGE AND DRAINAGE EASEMENTS OVER RESERVE 41611***

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WARD Armadale  
FILE REF: A180737  
DATE 12 June 2002  
REF CB  
RESPONSIBLE MANAGER EDTS

**In Brief:**

- Water Corporation have advised that they seek Council's consent for a sewerage and drainage easement that passes through Reserve 41611.
- Water Corporation is seeking Council's consent in order to proceed with the preparation of the easements documents.
- Recommend that Council grant the necessary easements over Reserve 41611.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Physical Infrastructure

*Maintain effective liaison with other levels of government and regional bodies.*

**Legislation Implications**

Assessment of legislation indicates the following regulations apply:

*Land Administration Act 1997*

**Council Policy/Local Law Implications**

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

**Budget/Financial Implications**

Nil.

**Consultation**

Inter-directorate liaison.

**BACKGROUND**

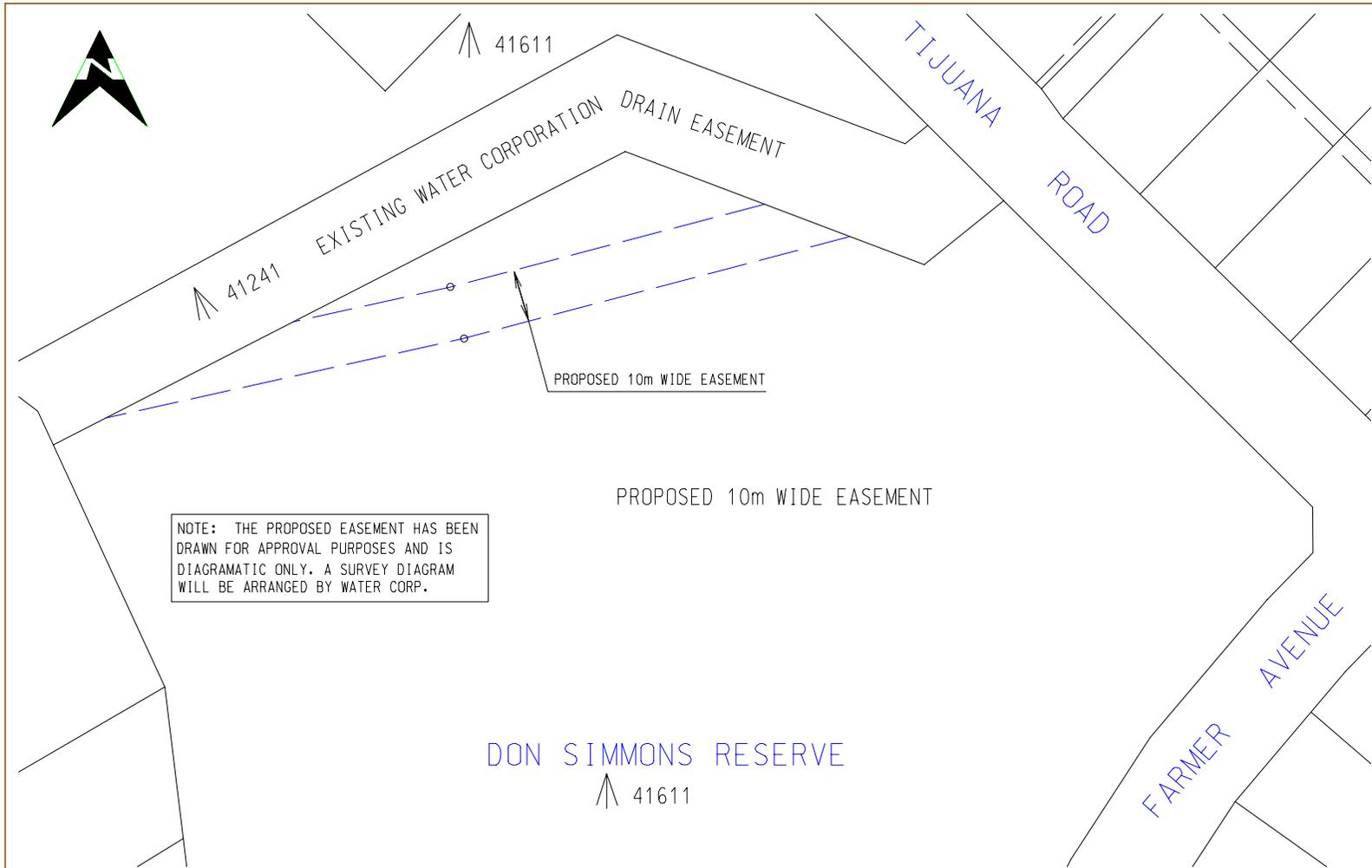
Council received an initial letter (7 June 2001) from the Water Corporation that in part reads:

*“It has come to our attention that the Gwynne Park Branch drain which passes through Reserve 41611 does not have any protection by way of easement.*

*The drain continues through adjacent Reserve 43223 and has been protected by an easement for some years.*

*The Water Corporation would like to rectify this situation and has approached DOLA to proceed with the preparation of easement documents.*

*However, we will require your written consent to the easement as the reserve is vested with the City of Armadale”.*



DRAWN JL	SURVEY	SCALE: N.T.S	CITY OF ARMADALE ORCHARD AVENUE ARMADALE P.O. BOX 69 ARMADALE W.A. 6112	JOB DON SIMMONS RESERVE CNR TIJUANA RD/FARMER AVE WATER CORP.EASEMENT	DRAWING NO. 02-46
DESIGNED	DATUM	RECORD			SHEET 1 OF 1
DATE .	JOB NO. 0246	APPROVED			TELEPHONE 93998111

At its Ordinary Meeting held on 6 August 2001, Council resolved (T91/01) the following:

*“That Council approves the Water Corporation’s request to formalise an existing situation by granting an easement over Reserve 41611 for the protection of their Gwynne Park main drain on the condition that Council does not have to contribute towards the cost of preparing the easement documents”.*

Water Corporation has since written to Council requesting two further easements for the protection of their services. Their letter in part reads:

*“Thankyou for your letter dated 21 September 2001 in which you provided consent for an easement over the Gwynne Park Main Drain”.*

*DOLA has since informed us that two other easements are required for the protection of our services on this reserve. These are for a sewer main as shown on the enclosed plan 30627 and a drain which passes just to the south of reserve 41241 (also part of the Bowden Avenue Main Drain).*

*We require a letter of consent from the City of Armadale as you have previously provided for the Gwynne Park Branch Drain. The City will not be required to fund these easements”.*

#### **COMMENT**

As stated in the first report to Council in August 2001, Reserve 41611 is vested in the City of Armadale for the purpose of “Public Recreation”. The Gwynne Park Branch drain passes through the Reserve and continues through adjacent Reserve 43223 – Family and Child Health Centre that already is covered by an easement.

Water Corporation’s latest request is for the protection of their sewer main passing through Reserve 41611 as shown on plan 30627 (Over Page) as well as a drain just south of Reserve 41241 as shown on Plan 02/46.

Consultation with relevant Directorate officers indicates that there are no concerns with this proposal.

#### Conclusion

Council can consent to the Water Corporation’s request to formalise an existing situation by granting the two easements which do not inhibit any planned developments on the reserve. The first for their sewer main that passes through Reserve 41611 and the second for the drain just south of Reserve 41241

#### **RECOMMEND**

**That Council approves the Water Corporation’s request to formalise an existing situation by granting two easements for the protection of their sewer main that passes through Reserve 41611 and for the drain just south of Reserve 41241 subject to Council not having to contribute towards the cost of preparing the easements documents.**

*MOVED*

*MOTION CARRIED/LOST (            )*

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***BUS SHELTER GRANT SCHEME***

---

WARD All  
FILE REF: ENG/2  
DATE 12<sup>th</sup> June 2002  
REF CB  
RESPONSIBLE EDTS  
MANAGER

**In Brief:**

- The Department of Planning and Infrastructure has advised that Council 2001/02 submission for \$25,000 was successful.
- In order to meet the grant criteria, a Purchase Order has been raised for the manufacture of the five shelters.
- Council is now to adopt a colour scheme for the bus shelters and confirm the five locations for 2001/02

**Tabled Items**

Dulux Powder Coat colour chart and Colourbond chart.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Physical Infrastructure

*Develop an integrated transport system, including road safety aspects.*

Corporate Services

*Encourage innovation and creativity in meeting the needs of the community.*

**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**

As stated in a previous report to Council (May 2002), there will be a budget implication of \$25,000 in this year's budget 2001/02 along with a further commitment of \$25,000pa for the next 3 years 2002/03, 2003/04 and 2004/05.

It is proposed to bring forward budget allocation in the 5 Year Programme in order to receive maximum funding available. In this regard, no additional funds will be expended for the procurement of new bus shelters over the life of the Programme.

**Consultation**

Department of Planning and Infrastructure

Jason Signmakers

Development Services Directorate

Departmental Managers

## **BACKGROUND**

At its Ordinary Meeting of Council held on 6 May 2002, Council resolved (T49/02) the following:

*“That Council endorse the action taken by the Executive Director Technical Services to apply for the Bus Shelter Grants Scheme that included committing funding of \$25,000 for the 2001/02 financial year and a further \$25,000 in the 2002/03 and 2003/04 financial years”.*

## **COMMENT**

The Department of Planning and Infrastructure has advised that Council was successful in its submission and that funding of \$25,000 for the 2001/02 financial year has been approved.

In this regard, a Purchase Order has been issued to Jason Signmakers for the manufacture and supply of five bus shelters (Plan No JSa) in order to fulfil Council’s agreement to have works committed by 31 May 2002. The matter of the colour scheme is still to be determined.

## **DETAILS OF PROPOSAL**

### Colour Scheme

In order for Jason Signmakers to complete the order, Council must choose a colour scheme that it wishes to adopt for the supply of bus shelters.

Included in their specification, Jason Signmakers stated that colour schemes are to match the Dulux powder coat colour chart and that roof sheeting must be to the standard “colourbond” range.

In discussion with the Executive Director Development Services a number of colour combinations were looked at and notwithstanding the traditional Heritage Green / Cream or Federation Red / Cream combinations it was felt that Council should not restrict its choice to just these combinations but consider alternate colour themes without straying too far from the traditional colours. Other combinations suggested Burgundy / Silver, Bronze / Cream etc.

Should Council however wish to continue with the traditional heritage colours “Heritage Green / Cream” or “Federation Red / Cream”, the colours as shown in the Dulux paint chart will allow these colour combinations to continue.

Council should bear in mind that the current bus shelters around the City are coloured green with a yellow roof and may want to consider keeping the current scheme for uniformity.

### Locations

In addition, Council is to determine the location of the five shelters to be erected this financial year. In the report of May 2002, five locations were tentatively nominated for this year as well as a further five for 2002/03 and 2003/04. These locations were selected based on the recent Swan Transit survey for the need of bus shelters within the City of Armadale.

Officers of the Technical Services Directorate have further reviewed the Swan Transit sites and now recommend the following locations for the installation of the 2001/02 shelters.

**2001/02**

<b>ROUTE</b>	<b>LOCATION</b>	<b>DIRECTION</b>
245	Grovelands Drive – front of house numbers 82-84 (previously reported as Lots 74-76)	Kelmscott to Armadale
Various	Fourth Road opposite Toy World (Replaced the Westfield Road near Champion Drive site)	Various
243	Ypres Road near Lake Road	Kelmscott to Armadale
245	Westfield Road near Champion Drive	Armadale to Kelmscott
254	Eight Road and Girraween Road	Forrestdale to Armadale

A report recommending future site locations for 2002/03, 2003/04 and 2004/05 will be presented to Council to approve in due course.

One further aspect that Council may wish to consider is the placement of bus shelters outside all schools in the municipality. In this regard, a further review will be conducted of the need of bus shelters at schools with a report to Council coinciding with the report on future site locations.

**RECOMMEND**

1. That Council adopt the \_\_\_\_\_ colour from the Dulux Powder Coatings - Colour chart for the steel structure and panels and the \_\_\_\_\_ colour from the Colorbond range for the roof sheeting.
2. That Council adopt the following five locations to install the shelters funded by the 2001/2002 Department of Planning and Infrastructure Grant and Council's matching funds:
  - a) Grovelands Drive – between Beechcroft Place and Exon Court
  - b) Fourth Road opposite Toy World
  - c) Ypres Road near Lake Road
  - d) Westfield Road near Champion Drive
  - e) Eighth Road and Girraween Street

**MOVED**

**MOTION CARRIED/LOST ( )**

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***STREET LIGHTING CONTRACT***

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WARD All  
FILE REF: GOV/21  
DATE 13 June 2002  
REF JG  
RESPONSIBLE MTS  
MANAGER

**In Brief:**

- 12 month review of Street Lighting contract.
- Price increase is generally the cost of additional subdivisions and street lighting installed during 2001/02.
- Recommendation that Council accepts Western Powers fixed price StreetVision Streetlighting contract of \$500,554 excluding GST.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Social Infrastructure

3. *Facilitate initiatives to improve the safety and security of the community.*
  - 3.2 *Investigate security such as lighting to increase the safety at public transport points and other key places.*

**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's Policy 2.1.34 Street Lighting - Requests.*

This policy is primarily to do with the installation of additional street lights however the policy states that increased tariff charges are to be incorporated into Council Street lighting budget allocation noting minor tariff increases for subsequent budgets.

**Budget/Financial Implications**

An amount of \$500,554 (excluding GST) has been proposed in the 2002/2003 Draft Budget

**Consultation**

Western Power Retail Division, Intra-directorate liaison.

**BACKGROUND**

At its Ordinary Meeting on 3<sup>rd</sup> August 1999, Council resolved as follows:

*T190/99 Council approve the draft Street Lighting Agreement covering the provision of street lighting services for a period of one year, with options to extend by one year on 4 separate occasions resulting in a maximum cumulative term of 5 years, at a cost of \$461,747 for 1999/2000.*

*T191/99 Contract extension options be exercised by Council decision following an annual review of contract performance and the proposed price increase applicable to the forthcoming year, and in this regard, a report be presented to the Technical Services Committee in May, 2000.*

At its Ordinary Meeting on 6<sup>th</sup> August 2001, Council resolved (T92/01) the following:-

*“That Council accepts the StreetVision Streetlighting Contract for 2001/2002 at a cost of \$488,247pa.”*

## **DETAILS OF PROPOSAL**

The following letter was received from Western Power on the 10<sup>th</sup> June 2002:-

*“The current one year term of your StreetVision Streetlighting Agreement is due to expire on 30<sup>th</sup> June 2002.*

*The City of Armadale has the right to extend the term for a further period of one year should they wish to do so.*

*Western Power has the right to review the charges payable by you during any such extended term on account of the installation of additional streetlights over the past year and changes in Western Power’s costs. If you do decide to extend the term, Western Power can confirm that the following charges will apply:*

	<b>Annual Amount 2002/2003</b>	<b>Monthly Amount 2002/2003</b>
<i>Contract amount</i>	\$500,554	\$41,713
<i>GST (10%)</i>	\$50,055	\$4,171
<b>Total Amount</b>	<b>\$550,609</b>	<b>\$45,884</b>

*Please confirm in writing by 24<sup>th</sup> June 2002 that you have exercised your option to extend the term by one year and that you agree to pay the new charges set out above as from 24<sup>th</sup> July 2002.*

*Although the term of the agreement expires as at the 30<sup>th</sup> June 2002, the new charges will only apply from the 24<sup>th</sup> July 2002, so as to fall in line with the current billing cycle.*

*Please note that Western Power’s Decorative Streetlighting data is reviewed on a quarterly basis and as such, new charges may be added at these times which will incrementally affect the StreetVision Price.”*

## **COMMENT**

Western Power’s charge has been risen from \$488,247pa to \$500,554, an increase of \$12,307pa (2.5%). This increase is basically the cost of additional street lighting (85) installed during 2001/2002 as well as the commissioning of roadway lighting within new subdivisions.

The new price also includes the continuance of the Bulk Globe Replacement Programme, which has come to the end of its four-year cycle.

Analysis

The increase in Western Power's charge is only 2.5%, which is considered acceptable based on the fact that all the increase is in either subdivisional development commissioned during the past year, or installed in areas with poor lighting.

Officers have been advised that the average "life" of a streetlight generally goes beyond 4 years, however the level of illumination decreases significantly after this period. Under a tariff system, these globes will not be replaced until they are actually completely out of order (on occasions 6 –7 years and sometimes even longer) which further exacerbates the issue of public safety due to the reduction of illumination at various locations.

Options

Council's has two options available:

(i) Tariff System

Revert back to a Tariff system is estimated to cost approximately \$470,000pa.

The disadvantages are:

- Council will not have access to the Bulk Globe Replacement Programme (estimated extra cost of \$15,000).
- Council will be charged for the running costs of new streetlights and subdivisions installed during the year, (estimated at approximately \$10,000).

(ii) StreetVision Contract

Continue with the existing Street Vision Contract for \$500,554pa.

The benefits include:

- A twelve (12) month fixed rate charged monthly.
- Access to the four year rolling Bulk Globe Replacement Programme, which will recommence its cycle at the commencement of this contract.
- Opportunity to include provision and maintenance of non-standard streetlighting, streetlight design and maintenance of Council owned streetlights.

Conclusion

The difference between a Tariff system of approximately \$470,000pa (exclusive of \$10,000 for new lighting installed during the year, as well as the estimated value of \$15,000 for BGR and approximately \$3,000 for new highway lighting) and the Street Vision Streetlighting Contract \$500,554pa is \$30,554pa.

Council must consider the benefits of the Bulk Globe Replacement Programme and the other benefits stated above, the most significant of which is that of safety / security.

In conclusion, it is considered the benefits of the Street Vision Streetlighting Contract that includes the Bulk Globe Replacement Programme and other added benefits as well as addressing the issue of public safety is sufficient justification to continue with the contractual agreement as it offers best value for money to Council.

The above analysis has been carried out annually since the introduction of the “StreetVision” system in 1999. On each occasion it has been evident that the small extra cost of the StreetVision Contract as opposed to the Tariff system has been justifiable. It is recommended therefore that in future it be acknowledged that this assessment is carried out as an administrative process which need be reported to the Technical Services Committee only if there is an indication that there is justification to revert to the Tariff system.

**RECOMMEND**

- 1. That Council accepts the StreetVision Streetlighting Contract for 2002/2003 at a cost of \$500,554pa.**
  
- 2. That it be noted that in future the analysis of the StreetVision / Tariff systems be carried out as an administrative process which need be reported to the Technical Services Committee only if there is an indication that there is justification to revert to the Tariff system.**

*MOVED*

*MOTION CARRIED/LOST ( )*

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***FIELD STAFF ENTERPRISE BARGAINING AGREEMENT 2001 – SECOND YEAR***

---

WARD All  
FILE REF: INR/6  
DATE 12 June 2002  
REF GE  
RESPONSIBLE EDTS  
MANAGER

**In Brief:**

- The City's second Enterprise Bargaining Agreement (1<sup>st</sup> Year) ended on 28 March 2002.
- Negotiations have taken place since April for the second tier \$15 payment.
- Council approve the second tier \$15 per week pay increase in accordance with the Enterprise Bargaining Agreement.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Corporate Services

1. *Involve staff in creating a working environment characterised by teamwork and self-empowerment.*
- 1.1 *Introduce new Enterprise Bargaining Agreements for all staff, including maximising the empowerment of staff (with linkages to benchmarking and continuous improvement).*

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:

*Workplace Relations Act 1996*

*Municipal Employees (WA) Award 1999*

**Council Policy/Local Law Implications**

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

**Budget/Financial Implications**

Cost neutral – additional wages costs from 29<sup>th</sup> March 2002 to 28<sup>th</sup> March 2003 are \$47,580. Additional productivity improvements for the same period are \$46,450.

**Consultation**

Extensive consultation between management and field staff.

**BACKGROUND**

The second two year EB Agreement commenced on 29<sup>th</sup> March 2001. Under the terms of this agreement, a further \$15 per week can be negotiated after 12 months subject to the wage increase being matched by agreed verifiable and measurable productivity improvements.

An Enterprise Bargaining Committee was formed to consider the Agreement, the representatives are as follows:-

<b>Employee Reps.</b>	<b>Employer Reps.</b>
D. Niendieker	G. Wilson
G. Stewart	R. Sutton
S. Wasley	J. Glassford
D. Prescott (Observer)	G. Elsegood
	Meeting Convener

Negotiations commenced with the first meeting on 10 April 2002. All meetings have been attended by the Municipal Employees Union (MEU) representative Andrea Ballantyne.

### DETAILS OF PROPOSAL

The negotiations for the second tier payment of \$15 identified some eight initiatives of which five were considered by all committee members to be appropriate. These initiatives were considered achievable, could be costed and will be able to be audited in 12 months time to gauge their actual savings.

Employee initiated productivity improvements for the second wage increase (\$15) are as follows:-

No.	Title	Dept.	Audited Claim
1.	Replacement of Mower Deck	Parks & Gardens	\$14,100 *
2.	Traffic Control	Civil Works	\$15,300
3.	Freezing of Service Pay (Additional payment)	All	\$7,750 **
4.	Rubbish Bins Rural Roads	Waste	\$6,300 ***
5.	New Worksite Initiatives	All	\$3,000****

**Total Savings Per Annum            \$46,450**

**No. of MEU Employees                    61**

**Savings per employee per week        \$14.64**

\* This initiative actually will generate a savings of \$28,200 but has been discounted by 50% as it is considered it is a management as well as employee matter.

\*\* EB1 valued the Service Pay freezing at \$8,000. An audit of this has been undertaken, which has ascertained that Council is now saving a further \$7,750 due to the Service Pay no longer being available to new employees.

\*\*\* Subject to Council approval to the modified work practice.

\*\*\*\* Employees believe that suggestions they make on site to modify or improve works, increase productivity or save expenditure are not fully recognised. Employees value these initiatives at \$10,000pa.

Management is assessing this claim and agree that these initiatives do occur however their value is very difficult to ascertain. Management believe there is a need to document these initiatives over a full year to calculate their value. It is therefore management's belief that a value of \$10,000 cannot be supported and should be reduced to \$3,000 until actual data can be evaluated.

An audit of initiatives agreed to at the commencement of EB2 has been undertaken and the results are as follows:-

**FIELD STAFF ENTERPRISE BARGAINING AGREEMENT 2002 (AUDIT)**

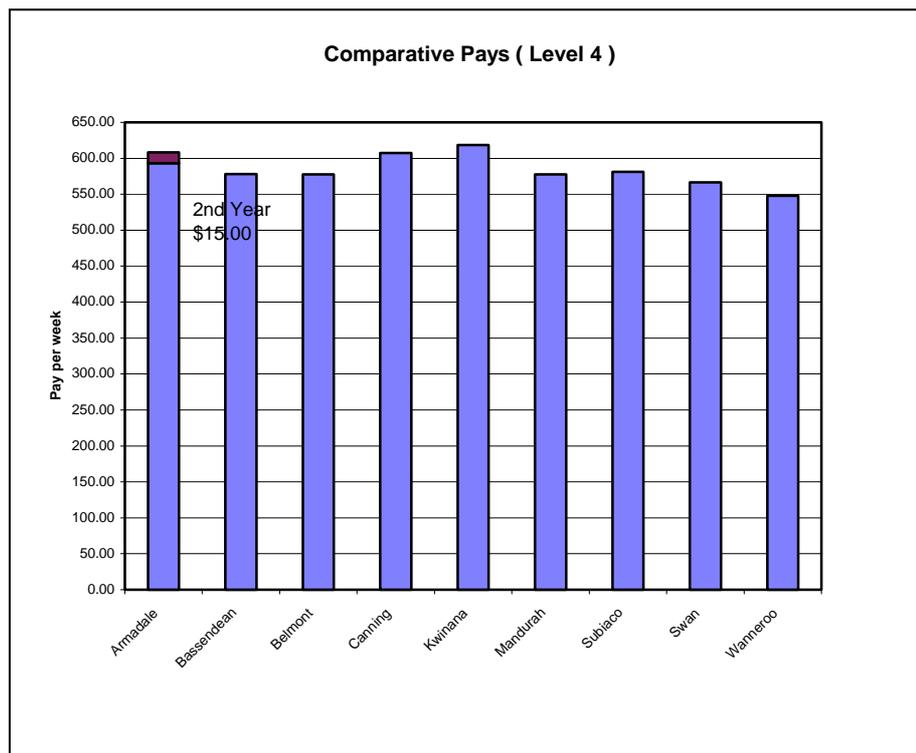
**REVIEW OF IMPROVEMENT INITIATIVES EB 2 @ JUNE 2002 - YEAR 1**

Following is the current status of implementation of improvement initiatives for Year 1 of EB 2

No.	Title	Department	Claim (\$)	Implementation Status	Implementation (\$)
1.	Minor plant refuelling	Civil Works	1,267	Fully Implemented	1,267
2.	Basic tool kit for minor repairs	Civil Works	2,378	Fully Implemented	2,378
3.	Public utility service repairs	Civil Works	1,752	Fully Implemented	1,752
4.	Use of plastic pipe for subsoil drainage	Civil Works	0	Cancelled – replaced by new project item 9 below	0
5.	Temporary steel plates on drainage manholes	Civil Works	2,510	Fully Implemented	2,510
6.	Purchase of concrete cutter	Civil Works	948	Fully Implemented	948
7.	Backhoe modified bucket in lieu of jackhammer	Civil Works	7,440	Fully Implemented	7,440
8.	Street name plate mounting modification	Civil Works	9,688	Fully Implemented	9,688
9.	Use of slotted sewer pipe for subsoil drainage	Civil Works	6,746	Fully Implemented	6,746
10.	Staking trees and plants	Parks & Reserves	1,643	Fully Implemented	1,643
11.	Replace reticulation vans with utes	Parks & Reserves	5,200	Fully Implemented	5,200
12.	Amalgamated recording form	Parks & Reserves	1,227	Fully Implemented	1,227
13.	Collection of rubbish from facilities	Waste Services	229	Fully Implemented	229
14.	Advertising on rubbish trucks	Waste Services	3,000	Implementation not commenced – Council approval currently being obtained	0
15.	Sale of salvage materials	Waste Services	3,248	Fully Implemented	3,248
16.	Replace contract bins with 240 litre bins	Property Management	4,200	Fully Implemented	4,200
17.	Depot rubbish disposal	Property Management	1,229	Fully Implemented	1,229
	<b>Total Saving per annum</b>		<b>\$52,705</b>		<b>\$49,705</b>
	<b>No. of MEU Employees</b>		<b>63</b>		<b>63</b>
	<b>Savings per employee per week</b>		<b>\$16.08</b>		<b>\$15.17</b>

The above confirms initiatives for the wages increase of \$15.00 at the beginning of the EB 2 have been achieved.

A comparison of wage rates from 8 other Councils has been undertaken. This comparison is for an employee on Level 4 with a minimum of two years service.



	Pay Rates @June2002				EB2	L4a	L5
	L1	L2	L3	L4	2nd tier		
<b>Armadale</b>	534.90	557.90	578.70	593.30	15.00	610.00	618.40
<b>Bassendean</b>	515.95	540.31	562.05	578.04		595.81	606.88
<b>Belmont</b>	514.32	539.27	561.93	577.80		598.13	609.43
<b>Canning</b>	547.33	570.97	592.45	607.49		624.69	635.40
<b>Kwinana</b>	559.90	582.85	603.70	618.30		635.00	645.40
<b>Mandurah</b>	504.64	532.48	559.88	577.58		599.83	610.44
<b>Subiaco</b>	520.90	525.85	566.68	581.30		597.99	608.40
<b>Swan</b>	519.84	536.15	554.81	566.43		n/a	601.41
<b>Wanneroo</b>	487.60	511.33	532.88	547.96		565.23	575.98

The payment of a further \$15 will place the City of Armadale MEU employees in the top bracket of metropolitan Councils. This position however, will only be temporary as EB agreements by other Councils are being negotiated on a continuous basis.

**CONCLUSION**

It is recommended that as the cost neutral principles have been achieved that this increase of \$15 be approved.

**RECOMMEND**

- 1. That Council approve the second tier \$15 per week pay increase in accordance with the Enterprise Bargaining Agreement.**
- 2. That the increase be paid from the first pay period after the 29<sup>th</sup> March 2002 being the 9<sup>th</sup> April 2002.**

MOVED  
MOTION CARRIED/LOST ( )

***LATE ITEMS***

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***COUNCILLORS' ITEMS***

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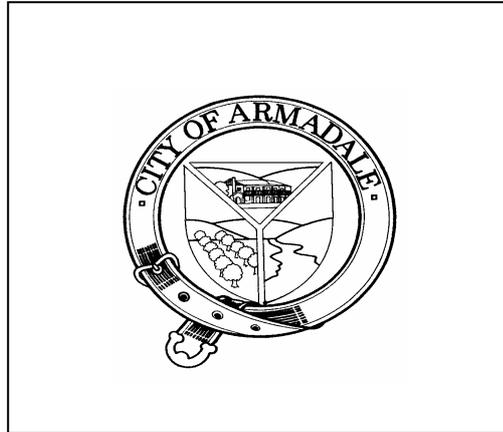
**MEETING CLOSED \_\_\_\_\_PM.**

**TECHNICAL SERVICES COMMITTEE**

**SUMMARY OF "A" ATTACHMENTS**

**26 JUNE 2000**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
A-1	City of Armadale Report on Storm Activity	48
A-2	Storm Activation and Restoration Procedure	73



**City of Armadale**

**Report on the Storm Activity**

**(Thursday 23 August 2001**

**& Saturday 29 September 2001)**

**Prepared October 2001**

## 1. Introduction

At about 4pm on Thursday 23 August 2001, a severe storm swept a path of destruction across the City of Armadale. The storm damage commenced in Westfield, spreading through Kelmscott and continued eastward into Roleystone and Karragullen. The damage path followed a very narrow band until it left Roleystone.

Council's works teams, who were knocking off at the time, were despatched to the three identified areas for immediate response. These crews worked until 8pm on the re-opening of roads and the removal of tree damage considered to be a safety issue.

Initial response was undertaken in accordance with undocumented yet clearly understood procedures resulting from the last major storm several years ago.

These crews, together with private contractors, worked on the clean up operations for the following three weeks. This included works on both public and private lands.

A second storm occurred on Saturday 29 September 2001. This storm's path of destruction was across West Armadale extending from Eighth Rd to Albany Highway. Damage was along a very fine path with significant trees felled in Seventh Road, Morgan Park and Creyk Park.

Council's Technical Services Directorate dealt with both events in a similar manner.

## 2. City of Armadale General Emergency Management Plan

The Emergency Management Plan is invoked in the case of a major incident, when the following events occur:

1. Severe storms, which are considered to be cyclonic storms, occurring during the months November to April; and
2. WA Police Services are designated as the Emergency Co-ordinator.

Neither of these events were invoked for either storm.

*The City of Armadale General Emergency Management Plan considers there are four phases to an Emergency:*

1. Prevention. Impossible with this activity, as an act of God;
2. Preparedness. Adequate resources and training of personnel to respond when an incident occurs;
3. Response. Actual engagement upon commencement of the incident;
4. Recovery. Activities undertaken once the initial response phase has been completed

The Bureau of Meteorology had issued warnings of possible storm activity on 23 August 2001. The level of warning issued was "a strong wind warning" that was upgraded to "a severe wind warning" at 11.30am. The Bureau indicated that these types of events occur about 3 to 4 times per annum, although it is highly unlikely that the same area would be affected by a similar event.

Council was previously advised of warnings through an informal arrangement with Western Power. The Bureau of Meteorology offers a user pay service of \$5 per warning issued.

Advice from the SES indicates that the paid service is utilised and advices are received at their headquarters. Details are then paged to two representatives at each local SES unit. It is important that arrangements be put in place for the local SES unit to contact the Manager Ranger Services, who will pass to other Council departments, as considered appropriate.

Severe storms can produce some or all of the following effects:

1. Light to severe damage to buildings and fences;
2. Light to severe damage to trees;
3. Loss of electrical power;
4. Fire;
5. Death or injury;
6. Flash flooding; and
7. Traffic accidents.

Items 1, 2 & 3 occurred as a result of the storm activity on 23 August 2001 with light damage to buildings and fences and severe damage to trees. Some power lines in the Roleystone area were brought down. This resulted from trees damaged or fallen as a result of the storm.

Damage was restricted to items 1 & 2 for the 29 September 2001 storm. As with the previous storm, there was light damage to buildings and fences and severe damage to trees.

Council is responsible for tree damage, to trees under Council's care and management, resulting from severe storms. Western Power has responsibility for naturally occurring trees on verges adjacent to their assets.

### **3. Objectives of Report & Issues Discussed**

The objectives of this report are:

- a) Assess the management and control issues arising from the response to both storms;
- b) Address budget issues relating to expenditure incurred; and
- c) Determine more formal improved management practices, as required.

The several issues discussed in this report are:

- a) Management control and City resources, both financial and physical. Includes Emergency Management issues. Were adequate resources provided at the various phases of the operation?
- b) Resource effectiveness and efficiency. Were City resources used in an effective and efficient manner?
- c) Community development. Did local residents help with the clean up operations and were changes observed in the community?
- d) Priority management. Was safety placed before amenity?
- e) Equity. Were resources provided equitably to each of the areas that suffered damage?

- f) Project management. Did the response and recovery phases follow adopted procedures, are these documented and could this have been completed in a better manner?
- g) Funding. Is there a need to alter the funding for dealing with these types of random incidents? And
- h) Insurance Issue. What does private insurance cover?

Each of these aspects will be considered in further detail in the balance of the report.

#### **4. Initial Responses and Clean-up Operations**

##### **4.1. 23 August, 2001 Storm**

At about 4pm on Thursday 23 August 2001, a severe storm swept a path of destruction across the City of Armadale. The storm damage commenced in Westfield, spread through Kelmscott and continued eastward into Roleystone and Karragullen.

A plan showing the path taken by the storm is included in Appendix A.

Damage resulting from the storm activity mainly comprised fallen trees on both public and private land. In some instances, trees on private land fell on public lands and likewise, trees on public lands fell on to private lands.

Within one half hour of the initial call reporting damage in Cammillo Road, Westfield, thirty-five calls were received advising of trees across roadways, footpaths, on verges and across driveways. All calls were documented on the standard Council Storm Report Form and forwarded to the field crews for actioning.

Copies of the two forms are attached as Appendix B.

The Operations Centre Depot Administration Building was designated the Control Centre for the evening initial response works. The Manager Parks & Reserves manned the Centre. Information from calls received was passed to the crews in the field, in co-ordination with the SES. The local SES headquarters are housed in an adjacent building on the Depot site.

Three crews from Parks were despatched to the three major areas reporting damage, being Westfield, Kelmscott east of Albany Highway and Roleystone. The initial response on the evening of Thursday 23 August was to remove trees from roads, to restore access and to remove any safety hazards. This work was completed by 8pm. Western Power was responsible for initial power line safety and restoration works.

It must be remembered that Council operations are undertaken on only 5 days of the week. However, Council staff work for about forty hours in 168 hours over the full week. Thus, there is only about a 25% probability that staff will be working when an event occurs. It is not appropriate to be paying standby rates, in the odd chance that people will be required for such an incident.

Initial reports of damage did not provide a complete or accurate picture of the storm damage.

Within 45 minutes, contact had been made with Police Communications and State Emergency Services. As previously stated under Section 2, the Emergency Management Plan was not invoked.

The above action is considered to be the first of the four phases in the process comprising:

1. Emergency Clean-up (immediately after the incident occurs);
2. Making good (within first week of incident);
3. Final Clean-up (within 2 to 3 weeks of incident); and
4. Refurbishment (beyond one month and may take several years to complete, due to funding restraints).

Powerlines were brought down and in some instances, it was one week before Western Power restored power. Initial responses were hampered due to the possibility of live fallen power lines. Likewise, the final sweeping of streets was held over until completion of all clean-up operations.

Rangers Services assisted on the Thursday evening with traffic control and the identification of households requiring assistance. Volunteers from the Roleystone and Bedforddale RFB's were mobilised to assist, as it was quite some time before the SES were able to get people on the ground.

It is estimated that it was about 2.5 hours before the initial chaos resulting from the storm was overcome.

As is the case with most communities, locals assisted with the clean-up operations.

On the morning of Friday 24 August 2001, the Mayor and Manager Parks & Reserves inspected the three areas to ascertain the extent of the damage. The Executive Director Technical Services was present for part of the inspection. Clean-up operations were undertaken by Council's Parks & Reserves and, at times and places as specified, by Civil Works and Waste Services.

The sequence of operations were:

- Cut up and remove debris from roads and paths;
- Stack material clear of roads and paths, unless mulched on site to expedite local clean-up operations;
- Collect and transport material to Landfill sites; and
- Dispose of material by either mulching or placement to landfill.

Council's tree pruning contractor was engaged in the Roleystone area on Saturday 25 August 2001 and Sunday 26 August 2001, undertaking 18 hours work. Other material from the initial response and later clean-up operations was disposed via the Council waste services operations. Initially, chipped material (about 500m<sup>3</sup>) was stored at Cross Park. Tree stumps, branches and large trunks were also stored at this location.

Cross Park was also used by residents. It is estimated that 75% of the total material deposited at this site was contributed by residents.

The large tree stumps, green waste, not chipped and other materials were removed to Council's land disposal sites at Roleystone and Hopkinson Rd. Civil Works completed most of this work, with about 100 tonnes of material transported.

The Roleystone Waste Storage Facility was opened an extra two days during the first week following the storm. Free entry was provided for a two week period to take residents material from the storm damage. A notice was put on display at the Roleystone Shopping Centre saying:

*“STORM DAMAGE GREEN WASTE*

*To assist the residents affected by the recent storm, Council has authorised free entry into the Roleystone Green Waste Site and the Armadale Landfill & Recycling Facility on Hopkinson Rd until Monday 3 September 2001.*

*In addition, the Roleystone Green Waste Site will also be open Thursday 30 August 2001 and Friday 31 August 2001 to receive green waste.*

*For further enquiries, please contact Waste Services on 9399 0124.”*

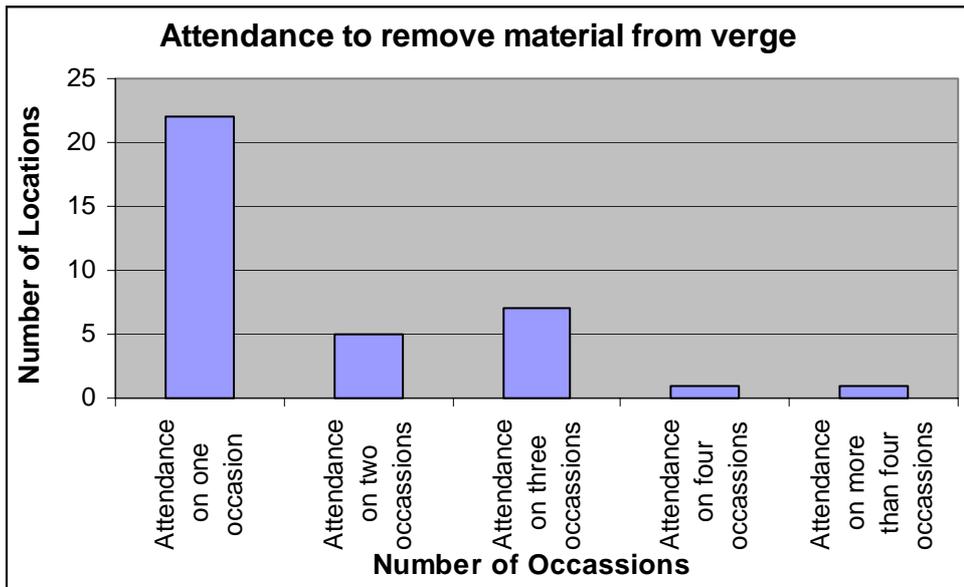
As damage extended beyond one locality, resources were distributed across the three suburbs concurrently. The action taken was matched to the extent of damage in each area and commitment of resources to other necessary Council activities and programmes. All four Council Parks & Reserves crews and two contractors' crews were working at any one time during the clean-up operations that lasted four weeks.

Co-ordination of field works comprising the Council crews and the contractor were undertaken by a Parks & Reserves Supervisor.

Council's responsibilities were discharged by Friday 7 September 2001 across all three suburbs. However, piles of material from private properties continued to appear on verges for collection by Council well beyond this date. It would appear that residents in the Roleystone area had a perception that material placed on the verge at anytime would be collected.

As so much of the material to be collected originated on private property, it over shadowed the fact that Council's work was completed by the end of the first week. It should be noted that Council's work was completed with only one intervening weekend for residents to deal with their trees.

Up until 18 September 2001, Parks & Reserves attended to various streets a total of thirty six times to remove material from the verge left by residents clearing up storm damage within their properties. This is shown pictorially in the following graph:

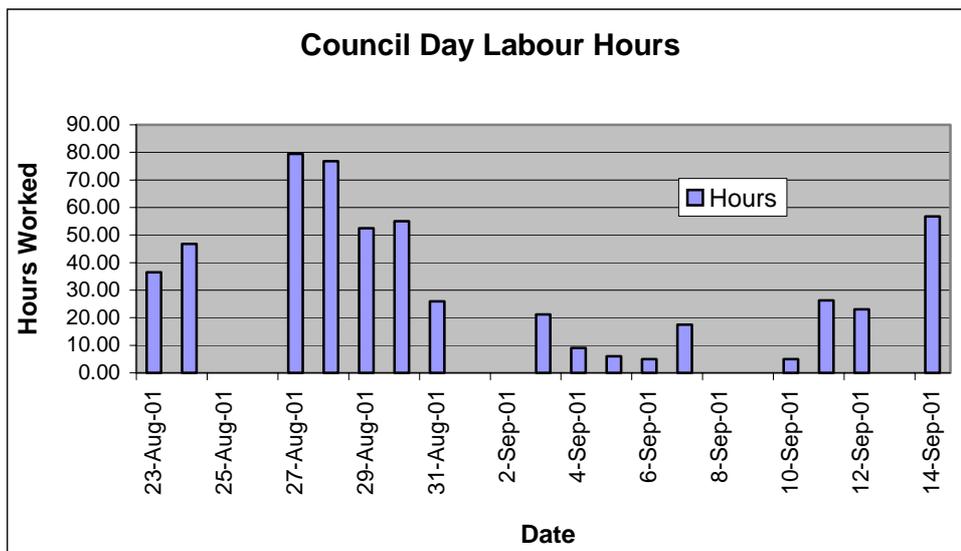


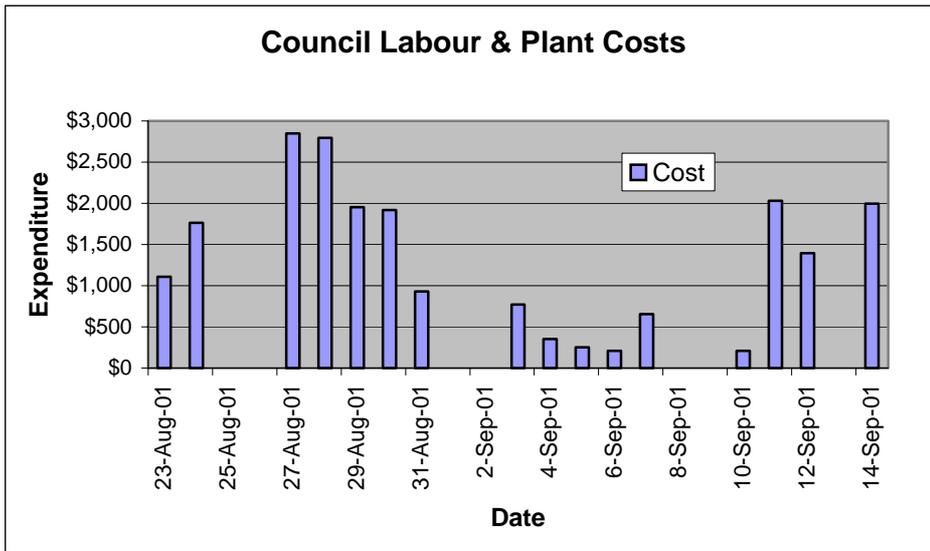
As can be seen, there are a number of locations where the crews revisited streets to remove additional material. This is not considered to be an effective method to remove material.

A green waste collection was not undertaken in any of the three areas affected by the storm. By definition, a green waste collection comprises the collection of: trimmed tree branches to a maximum length of 1.5 metres and 150mm diameter; lawn clippings; cuttings; and leaves. Tree trunks, stumps or other general waste are not collected. The amount of waste from a particular property is limited to 6 cubic metres.

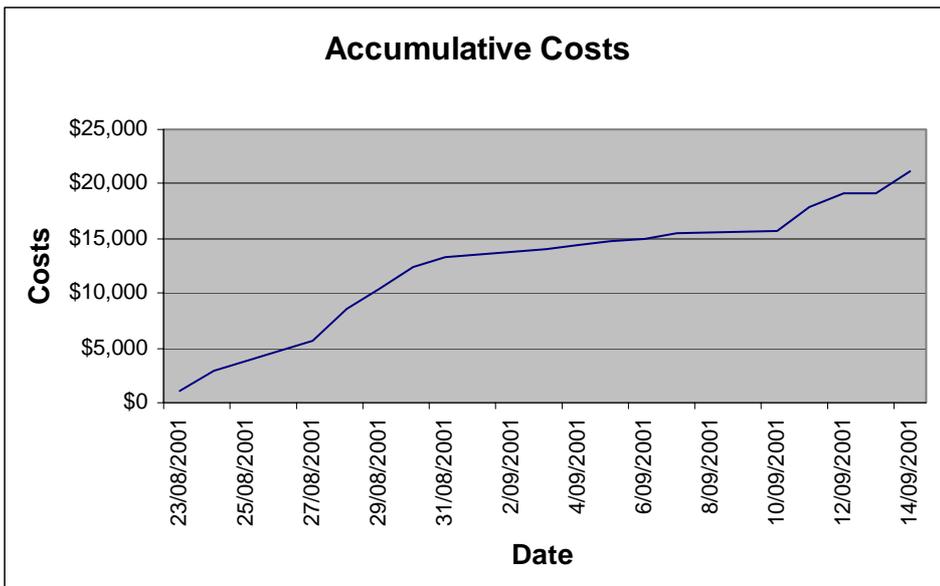
Council's street sweeper completed some initial works during the clean up. It was decided to undertake a complete sweep of the storm damage areas once the bulk of the works were completed.

A plot of the distribution of both day labour hours and cost of labour and plant are shown in the following two graphs:





The data of these two graphs when drawn as a running total of day labour hours and cost of labour and plant against time is shown are follows:



The material from some private contractors clearing private property was left on the verge for Council collection. In Roleystone, it had been anticipated that the amount of material from private property would be marginal to the amount of Council material and would therefore, not significantly impact on Council's operations. The bulk of cleanup operations were undertaken by Parks & Reserves.

However, when material continued to be left on the verges after the initial collection, Waste Services engaged green waste collectors to undertake a pick up. The timing of this clean-up, after residents had completed their internal clean-ups, completed the removal of material.

It is noted that Parks & Reserves were undertaking other works in addition to the collection of material. In the first instance, clearing and cutting works had to be undertaken. Collection is the final part of the process. Thus for collection for wide spread damage and for private property, the Waste Services verge collection method would appear the more efficient.

However, it must occur after all internal work has had a reasonable period for completion and will be dependent on availability of contractors.

A further 125 calls were received and recorded as works requests for storm damage incidents within the affected areas up until 28 August 2001.

The SES attended 98 calls resulting from the storm.

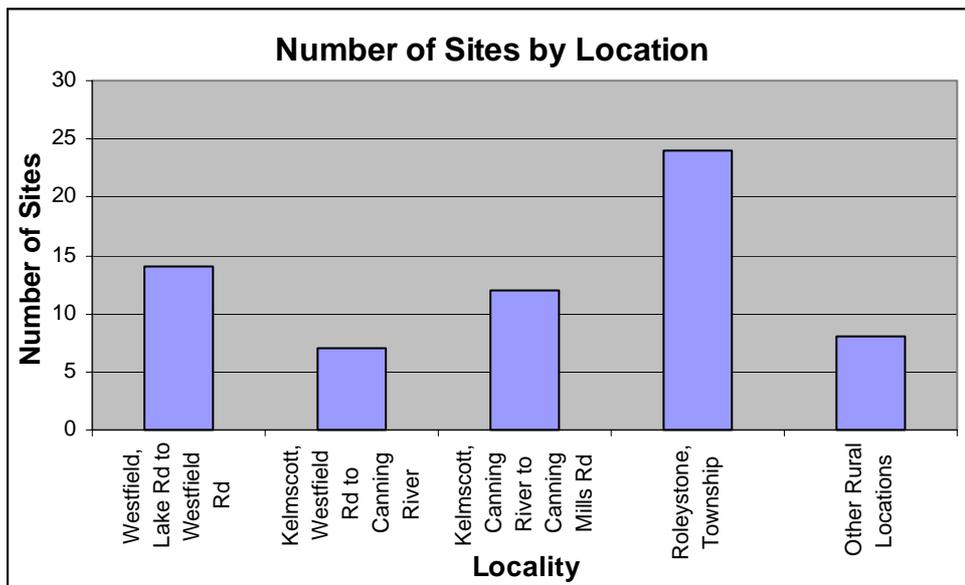
Street tree assessments continued to ensure structural capacity of street trees in the path of the storm. Any damaged or unsound trees were removed.

Some further works are still to be completed, including the reshaping of trees damaged by the storm. This will in most circumstances, necessitate the use of elevated working platforms. This is estimated at 90 hours work.

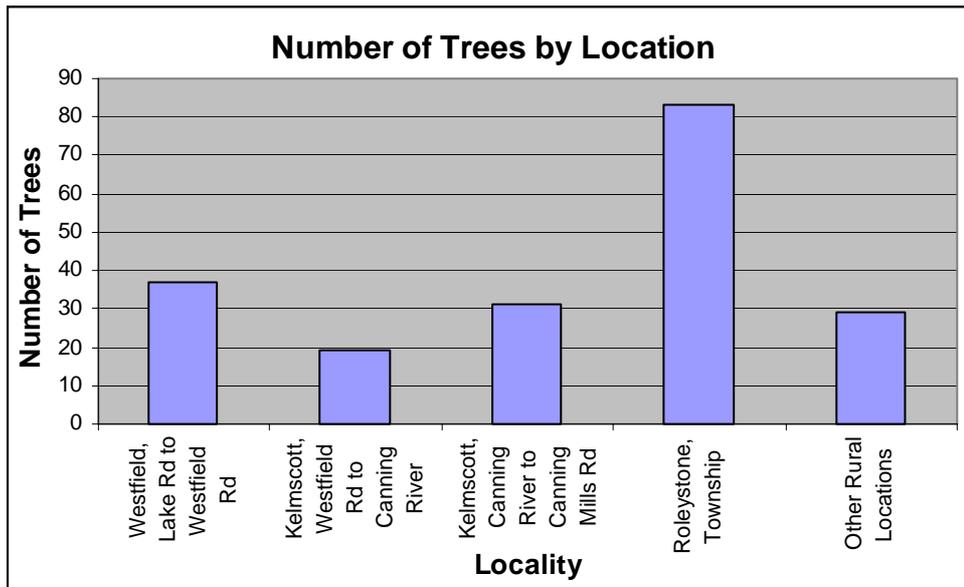
At the completion of the clean-up, there were a total of 65 public sites with a total of 199 trees at an average of 3.1 trees per site. This is shown in the following table and two graphs.

Locality	Sites	As Percent	Trees	As Percent
Westfield, Lake Rd to Westfield Rd	14	21.5%	37	18.6%
Kelmscott, Westfield Rd to Canning River	7	10.8%	19	9.5%
Kelmscott, Canning River to Canning Mills Rd	12	18.5%	31	15.6%
Roleystone, Township	24	36.9%	83	41.7%
Other Rural Locations	8	12.3%	29	14.6%
<b>Totals:</b>	<b>65</b>	<b>100.0%</b>	<b>199</b>	<b>100.0%</b>

The number of sites requiring works is spread across the five localities as follows:



A similar result was obtained when the number of trees was plotted against locality:



#### 4.2. 29 September, 2001 Storm

A total of thirty-two damage reports were received in respect of the September storm. This storm's path of destruction was across West Armadale extending from Eighth Rd to Albany Highway. Damage was along a very fine path with significant trees felled in Seventh Road, Morgan Park and Creyk Park.

A plan showing the path taken by the storm is included in Appendix C.

Storm reports began coming in at 2.30pm on Saturday afternoon. This event occurred outside normal working hours and the Manager Parks & Reserves was away for the weekend period. One Parks & Reserves Supervisor, the Council tree pruning contractor and one Parks & Reserves crew were activated on the Saturday.

Trees across roads were removed during this initial response to restore access and to improve safety.

Further work, utilising one Parks & Reserves crew was completed on the Sunday at Morgan Park to enable a soccer final to proceed. A total of twelve trees were damaged at this site.

The Executive Director Technical Services attended on Saturday evening and inspected damage on the Sunday accompanied by the Mayor.

The SES was called out to attend to several properties that incurred substantial damaged resulting from the storm.

The following Monday was a public holiday and no work was undertaken. Three crews were utilised on Tuesday with some minor works occurring on Wednesday and Thursday. Material was generally stacked on the verge for latter collection. The contractor proceeded to mulch material where possible.

Residents, utilising the weekend and the Monday public holiday completed considerable clean-up works and placed the material on the verge for collection by Council. Again, no instruction was provided to the community. However, it is clear that an expectation existed in the community that material would be removed by Council.

Civil Works provided trucks to remove large trunks and stumps on Friday. Waste Services' contractor completed a verge collection on Thursday and Friday of the first week, removing the bulk of the material. A notice advised residents that the balance of material would be collected in the forthcoming verge collection was distributed at this time.

A copy of the notice is reproduced as follows:

***“STORM DAMAGED GREEN WASTE***

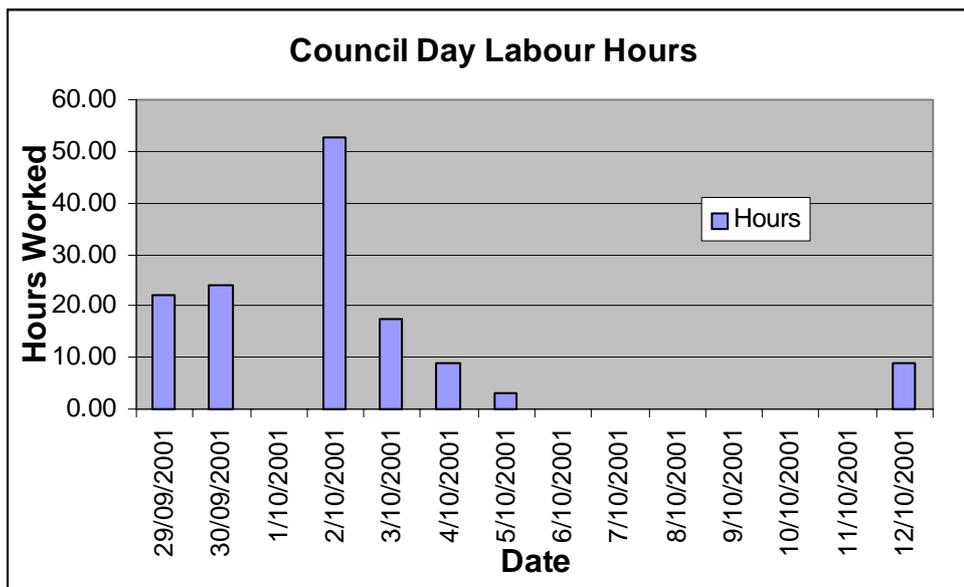
*To those affected by the recent storm, all storm damaged green waste can be placed on the verge for collection.*

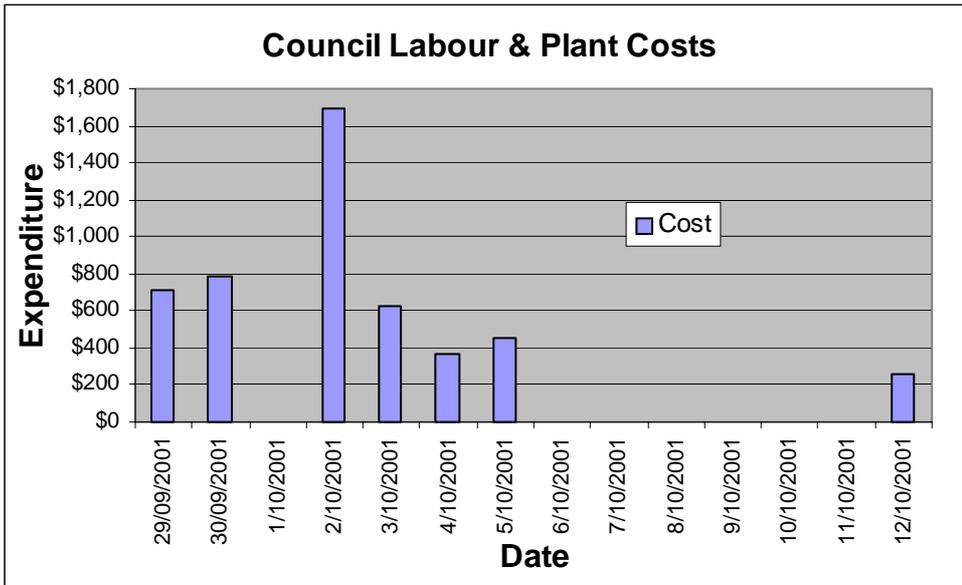
*The collection will be conducted in the same manner and at the same time as your normal green waste verge collection.*

*For any enquiries, please call Waste Services on 9399 0124.”*

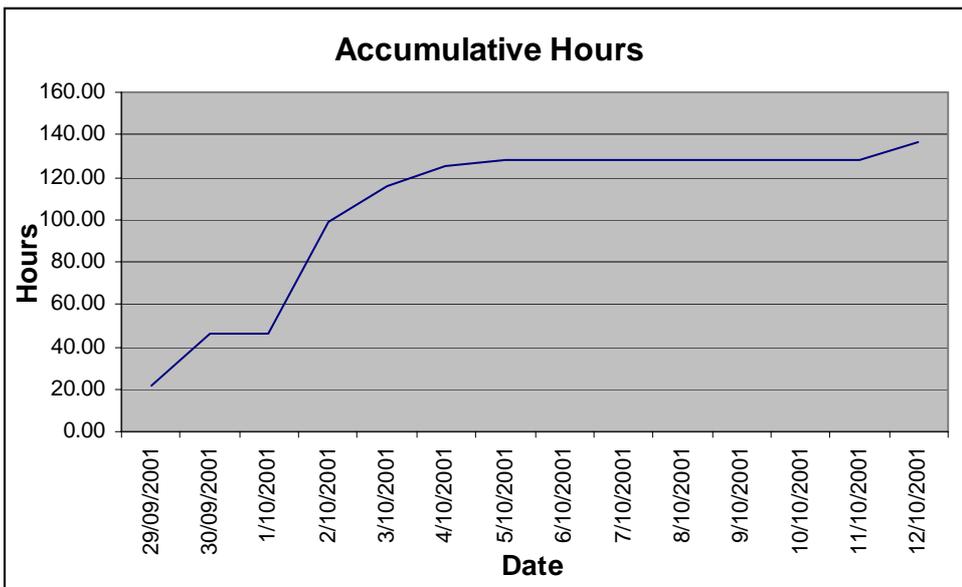
Had the verge collection not been pending, further verge collections would have been scheduled.

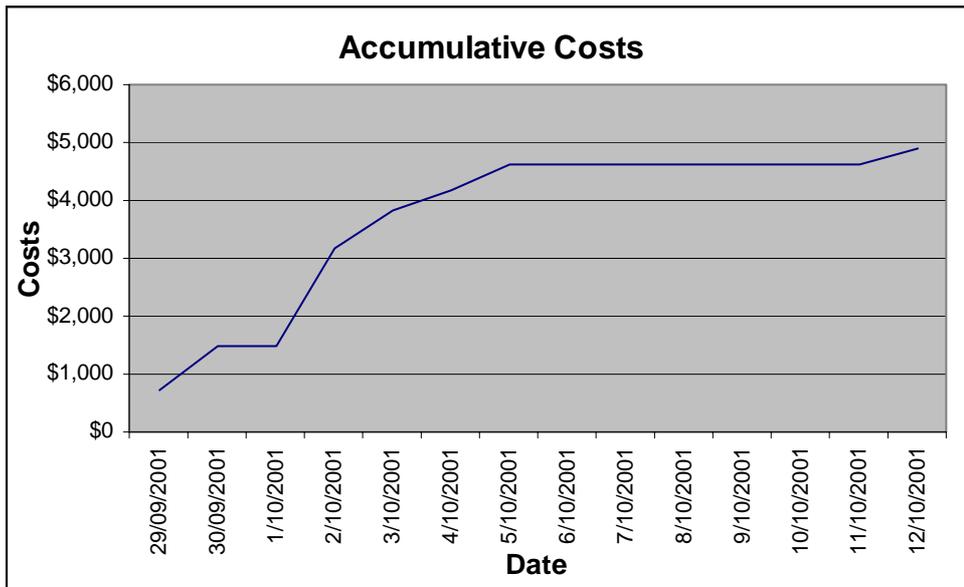
A plot of the distribution of both day labour hours and cost of labour and plant are shown in the following two graphs:





The data of these two graphs when drawn as a running total of day labour hours and cost of labour and plant against time is shown as follows:

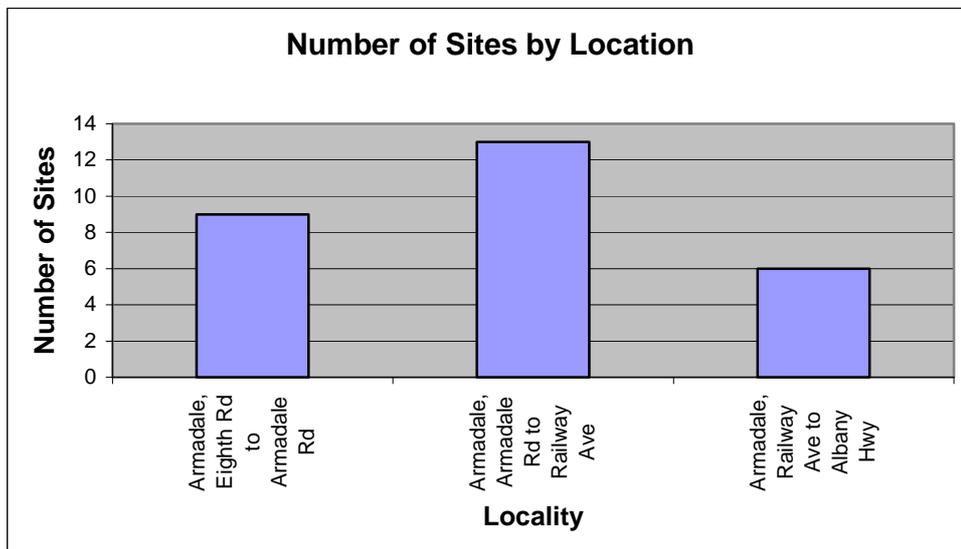




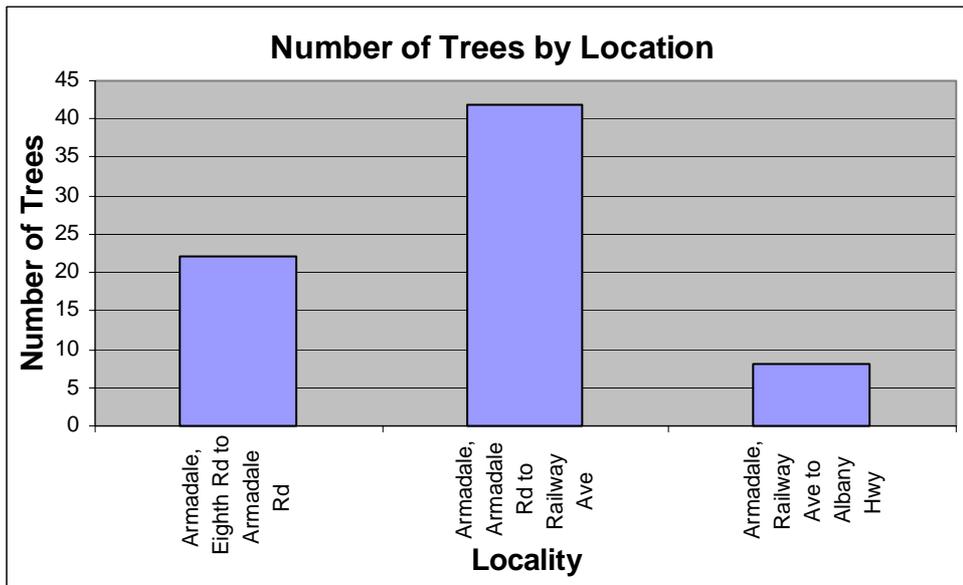
At the completion of the clean-up, there were a total of 28 public sites with a total of 72 trees at an average of 2.6 trees per site. This is shown in the following table and two graphs.

Locality	Sites	As Percent	Trees	As Percent
Armadale, Eighth Rd to Armadale Rd	9	32.1%	22	30.6%
Armadale, Armadale Rd to Railway Ave	13	46.4%	42	58.3%
Armadale, Railway Ave to Albany Hwy	6	21.4%	8	11.1%
<b>Totals:</b>	<b>28</b>	<b>100.0%</b>	<b>72</b>	<b>100.0%</b>

The number of sites requiring works is spread across the three localities as follows:



A similar result was obtained when the number of trees was plotted against locality:



## 5. Financial Matters

The storm damage clean-up cost totals \$72,650 for the August 23 storm including payments to the contractor of \$47,450. With the later storm, expenditure totalled \$22,950 and payments to the contractor of \$11,055 within this sum.

The total expenditure for the two storms is about \$95,600, as at 17 October 2001.

These amounts include an estimate of \$2,000 for Waste Services charges for the first storm and \$7,000 for the second storm. It will cost \$23 per tonne to mulch and remove the green waste delivered to the two Council disposal sites.

There is an allocation made in the Parks & Reserves' budget of \$20,000 for these events, based on the average cost for storm damage clean-ups over the past five years. A further \$5,000 is included in the Civil Works budget for minor emergency works.

Research indicates that a major event can be expected every two/three years. Major wind storms have occurred in 1994, 1996 and 1997 and major flooding occurred in 1987 and once in the early 1990s.

There is a possibility of further expenditure during the financial year on storm damage, as eight months of the financial year remain.

In terms of restoration, Council has previously applied for State Government assistance for its extra-ordinary expenditure. To date, it has been unsuccessful and has had to fund immediate clean-up and later refurbishment works from its own resources.

The sequence of possibilities available to cover the over expenditure are:

- Option 1. Recognise the significance of the event and acknowledge that total expenditure will be over expended by at least \$75,600 for the Parks & Reserves budget allocation. Complete existing works programmes as per the budget;
- Option 2. Reduce the level of service of Parks & Reserves' works by reducing maintenance costs. As a consequence of the re-deployment of several units of the

workforce for the clean-up, there will be some loss of service as other scheduled maintenance work will not be completed, e.g. some reserve mowing works. This would result in more dead grass on the ground. Crews worked one weekend to complete some of the deferred works resulting from the clean up operations. Other activities will still need to be completed;

- Option 3. Apportion the burden of the clean-up operations across the Technical Services Directorates to lessen the burden on a particular department from having to absorb the majority of the costs. Currently storm damage is included in the Parks budget, as it is anticipated that the majority of works would be the cleaning up of trees.
- Option 4. Defer specific project(s) to the value of the over expenditure across the City's entire operations. This could be a single project or several projects across several departments/ directorates. This should not be limited to Parks & Reserves' projects. The least required project across all directorates needs to be determined and held-over; and

As a result of the storms, another option may be to accumulate any unexpended funds in a reserve for the next future event to offset the effects on the budget in any year incurring such a major event(s). This is discussed in Section 6 (g).

## **6. Discussion of Issues.**

This discussion will consider the issues in the same order as outlined in Section 3 Objectives of Report and Issues Discussed.

- a) Management control and City resources, both financial and physical. Were adequate resources provided at the various phases of the operation? It is always easy to look back and say this or that could have been completed in a better manner. Parks & Reserves are to be commended on the speed with which they went about their role for both storm events. With the second event, the process occurred in a more systematic way as a result of the earlier storm.
- b) Resource Efficiency and Effectiveness. Were City resources used in an effective manner? The main issues involved were:
  - Collection of material from storm damage. Waste Services were not involved, except for the collection of green waste placed on the verge by private residents, about four weeks after the event. Most of this material collected resulted from storm damage on private property. It is acknowledged by Parks & Reserves, that the use of verge green waste contractors is more efficient than Parks & Reserves operations in terms of bulk pick up operations. Such a pick-up requires careful management as it may lead to excessive expenditure of Council funds if offered in general and requires sufficient time to be allowed for residents to take advantage. The use of free tip passes to affected residents on assessment by Waste Services may well be a more suitable measure (refer next point);
  - In the past, an inspection of premises was made to assess the number of tip passes required to clean up the storm damage. Assistance was provided, in a manner similar to the special bin collections, where it was considered to be beyond the capabilities of the resident to dispose of their material;

- Disposal of material. This occurred via Council's two green waste facilities. A temporary Council storage facility was established at Cross Park in Roleystone. Although it speeded up the initial clean-up, it also had problems with residents and other contractors undertaking works for private residents depositing material at this site. A total of 500m<sup>3</sup> of mulched material was deposited in Cross Park. The site was cleaned when the problem became evident, utilising trucks and loaders from Civil Works. Chipped material is not part of the waste stream. Also, there is a further cost of \$23 per tonne to mulch green waste delivered to the disposal sites; and
  - Relative cost of operations. Generally, the cost of removing a single significant tree is in the vicinity of \$800 to \$900. Based on the destruction of 200 trees from the August storm at a total cost of \$72,650, the clean-up operations has resulted in a cost of about \$350 per tree.
  - With the second event, the cost was slightly lower at \$320 per tree resulting from the destruction of 72 trees at a cost of \$22,950.
- c) Priority management. Was safety placed before amenity? It is clear from talking to the various parties involved that safety was the key issue in the immediate response. This consisted of two elements:
- Re-erection of powerlines, by Western Power; and
  - General safety on roads and public places throughout the City. Council's workforce and contractors completed these works.

One criticism, with the first storm, is the emphasis placed on restoring safe traffic conditions and that pedestrians would have to manage with some inconvenience in the short term. There were a few examples of material being stockpiled on footpaths by Council initially, which were cleaned up the following day. Private residents also placed significant quantities on the footpaths prior to collection;

- d) Project management. Did the response and recovery phases follow adopted procedures, are these documented and could this been completed in a better manner? The responses from the Parks & Reserves were based on undocumented yet clearly understood procedures resulting from the last major storm event several years ago. This comprised the establishment of a Command Centre at the Depot administration building manned by Manager Parks & Reserves and documenting all incoming calls using the Storm Report Forms for the first storm event.

Other issues that could be considered as part of project management include:

- Leaflet drop to residents advising of pending Council action;
- Inspection of individual properties to ascertain the level of assistance to private residents. As mentioned previously, along similar lines to the Special Bin Service provided by Waste Services;
- Generally encourage people to do as much as possible themselves and to provide Council assistance for works beyond their capabilities, such as the elderly and disabled.

Previous discussion under Section 2 City of Armadale Emergency Management Plan indicated that neither storm event activated the Plan. Thus the previously determined Parks & Reserves procedure was considered appropriate.

The process has been flow-charted and is shown in Appendix D.

Further development of the process could be undertaken in order to clarify the roles of officers and Councillors in storm damage responses and to address the other issues outlined in this report;

- e) Equity. Were resources provided equitably to each of the areas that suffered damage? It would appear that resources were directed to the three areas where significant damage was reported. This occurred on the Thursday evening with a team directed to each location and was followed up in the following weeks with crews directed to each area;

Parks & Reserves completed the majority of the clean up works for both storms. Civil Works and Waste Services provided a support role, as outlined in the above discussion.

- f) Community development. Did local residents help with the clean up operations and were changes observed in the community? Field staff and Rangers Services reported that community involvement was very evident on the Thursday evening and over several days following the first storm. Assistance was provided to Council work crews and at other locations, both public and private.

With the second event, a similar community input was experienced;

- g) Funding. Is there a need to alter the funding of these types of random incidents? This has been discussed in the prior Section 5 Financial Considerations. Two issues are clear from the recent storm clean-up:

- People expect a rapid response to clean-up and to make good the amenity of the area; and
- There may be an expectation that Council in some locations would be involved in the clean-up of private damage. This was confirmed with the second storm with the assumption that Council would be collecting material left on the verge from private property storm damage.

Were Council to agree with both of these propositions, than the current level of funding is considered inadequate.

The other financial matter to be considered is how any over expenditures are to be covered. It would appear disadvantageous to Parks & Reserves under the current system to carry the \$75,600 over expenditure, as it would be expected that their works programme be considerably curtailed.

Alternatively, a reserve could be established to retain under expenditures in any year for when an event is to occur in the future that would require funding additional to the annual allocation.

- h) Insurance. Council's policy only covers damage to property resulting from its own actions or from a storm event. The cost of storm clean up is outside the cover of it's insurance.

Private insurance policies do vary. However, cover is provided for repair of damage to the home and the removal of any tree that has contributed to the damage. However, the cover does not extend to the removal of trees where no damage to the house has resulted.

The management issues arising from the clean-up operations are considered to be the following:

- The impact of damage to private property, resulting from the first storm, was not originally scoped into the project other than as additional minor works. The Manager Parks & Reserves reported on timelines and cost to complete the Council works of verges and parks. Without the additional material from private property, the operations were completed as advised;
- Team co-ordination and cohesion was made difficult to capture due to the frequent interruptions from outside the management team. The operation was managed by Parks & Reserves to determine resources, Council and contractor, to complete the works. Civil Works offered their resources and were utilised as required to move the bulky material including stumps
- With the second event, co-ordination enabled the completion of all public works and most private works within one week of the event occurring;
- Importance of central management to ensure accurate information is delivered to the community. A notice was erected in the Roleystone area advising of a verge collection. This service was neither requested nor offered in other affected suburbs. An improvement to the service offered would be an information leaflet placed in affected residents letter boxes giving precise details of actions determined after a thorough assessment of the damages sustained and appropriate responses and timelines to carry out the clean-up phase;
- Readiness for emergency call-out. Parks & Reserves plant is kept in readiness for a storm at any time. This was evident with the second event with manpower being sourced outside regular working hours.

One problem related to obtaining additional supplies from the Stores. It was recommended that Stores be set up to enable easy access to essential items, such as lights and batteries.

## 7. Conclusion

The storm events of 23 August and 29 September 2001 did not invoke the provisions of the Local Emergency Management Plan. Although, in the case of 23 August 2001 event, the Bureau of Metrology had issued an upgraded storm warning at 11.30am, Council works crews are unable to implement any immediate action other than preparedness to response.

The immediate response in both cases, upon receipt of calls, of Council's Parks & Reserves to the storm damage would indicate the use of a clearly understood, yet undocumented procedure. It also indicates the readiness of Council to respond to such an occurrence.

Public clean up works continued over the next two weeks with works co-ordinated by Parks & Reserves for the first event and for one week for the second event. Civil Works assisted with removal of material including stumps and Waste Services with the verge collection of private storm damage and operation of disposal facilities for both events.

The extent of private property storm damage material to be collected by Council was not fully appreciated in the Roleystone area from the first storm event. It is clear that an expectation existed within the community that Council would be removing all material in a similar manner to a green waste verge collection. Management did not give this perception to the community.

A similar situation existed with the second storm event with residents putting out material for collection by Council.

A documented procedure must be developed to clarify the role of the various departments within Technical Services to the immediate response, clean up and refurbishment works. This would need to include methods of communication to the community to be used to notify of Council's actions and responsibilities. Councillors and ward members have a vital role to play in conveying advice to concerned citizens.

As part of the process of preparing this report, a flowchart was developed and which will be incorporated within the proposed procedure.

The level of funding included in the budget for the clean up of storm damage appears inadequate given the growing expectation of the community to remove storm damage material from private property. Council must determine whether it is to accept this as the future procedure in relation to removal of private storm damage or revert to the existing arrangements prior to 23 August 2001 storm.

An application for financial assistance from the State Government, to partially cover Council's expenditure resulting from the clean-up and restoration works resulting from the two storms, ought is being made.

The other financial issue relates to how the current over expenditure against this budget item is covered. It can be considered as either an over expenditure of \$75,600 or as a reduction to the works programme by the level of over expenditure incurred. With the latter, the distribution of the over expenditure across the various directorates must be duly considered.

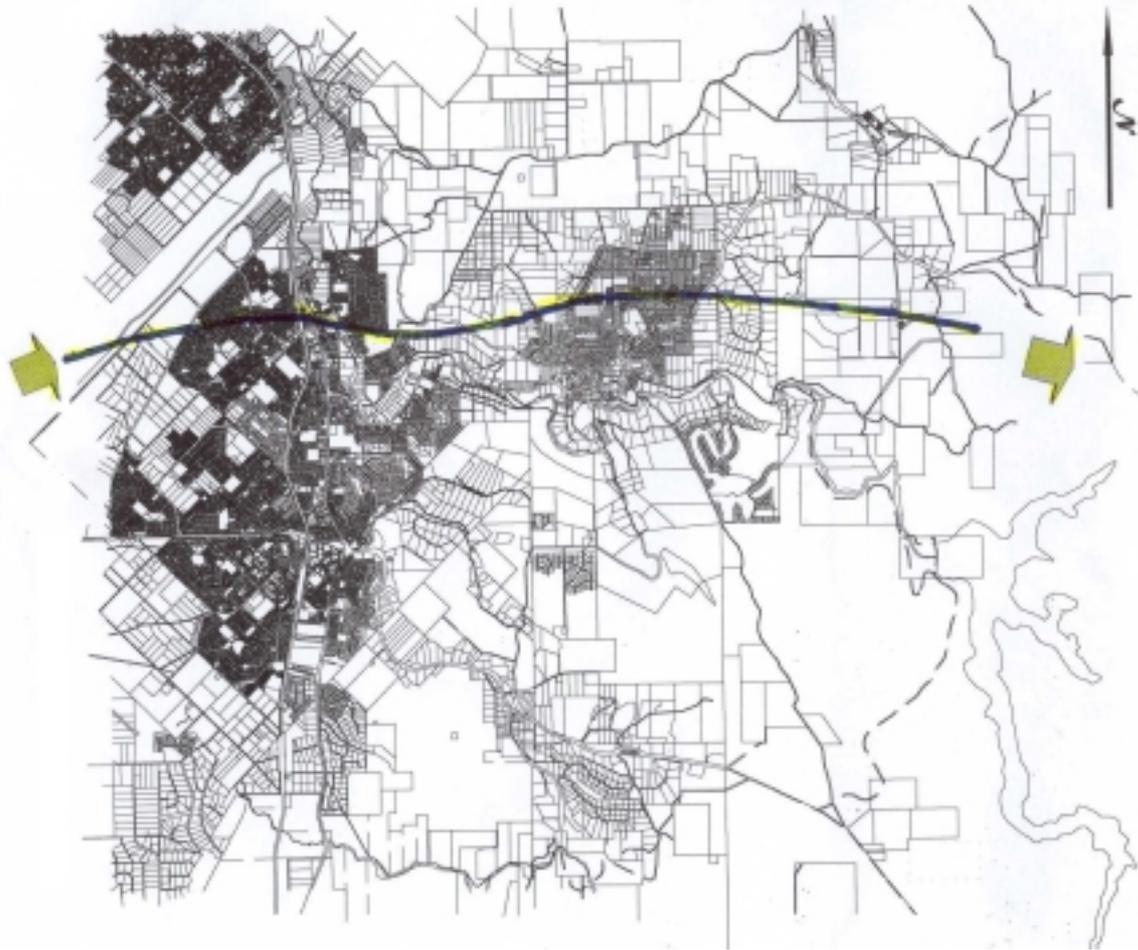
A review of the Local Emergency Management Plan is in progress. It is recommended a copy of this report be provided to assist with the completion of this review.

## 8. Recommendations

Recommendations resulting from this report into the investigation of the two recent storm events are:

1. Documentation of procedure. The process for responding, clean-up and refurbishment be better documented. To ensure it remains current, staff would require biennial refresher sessions on implementation of the procedure;
2. Facilitation of private damage clean-up. Council revert to the previous arrangement of assessing damage and provide tip passes to dispose of the material at Council's facilities. However, it may be appropriate to complete a verge collection and the decision of the appropriate course of action be part of the project management of the incident;
3. Budget levels for funding. That the current levels of funding be retained and that any over-expenditure in a given year be considered as an over expenditure. In the case of residual funds in any given year, that these funds be placed in a reserve to partially met future event costs, where it exceeds the annual allocation made;
4. Corporate budget reallocations. That over-expenditures of this magnitude be considered a corporate issue;
5. Special assistance from the State Government. Application be made for funding to assist Council with its expenditure on these two events in the sum of \$95,600; and
6. Information flow relating to storm warnings from the Bureau of Metrology. The present arrangement via the SES be extended to include notification of Manager Rangers Services of any major potential event and further distribution of advice to appropriate departments within Council by the said Manager.

APPENDIX A – SITE PLAN 23 AUGUST 2001 STORM EVENT

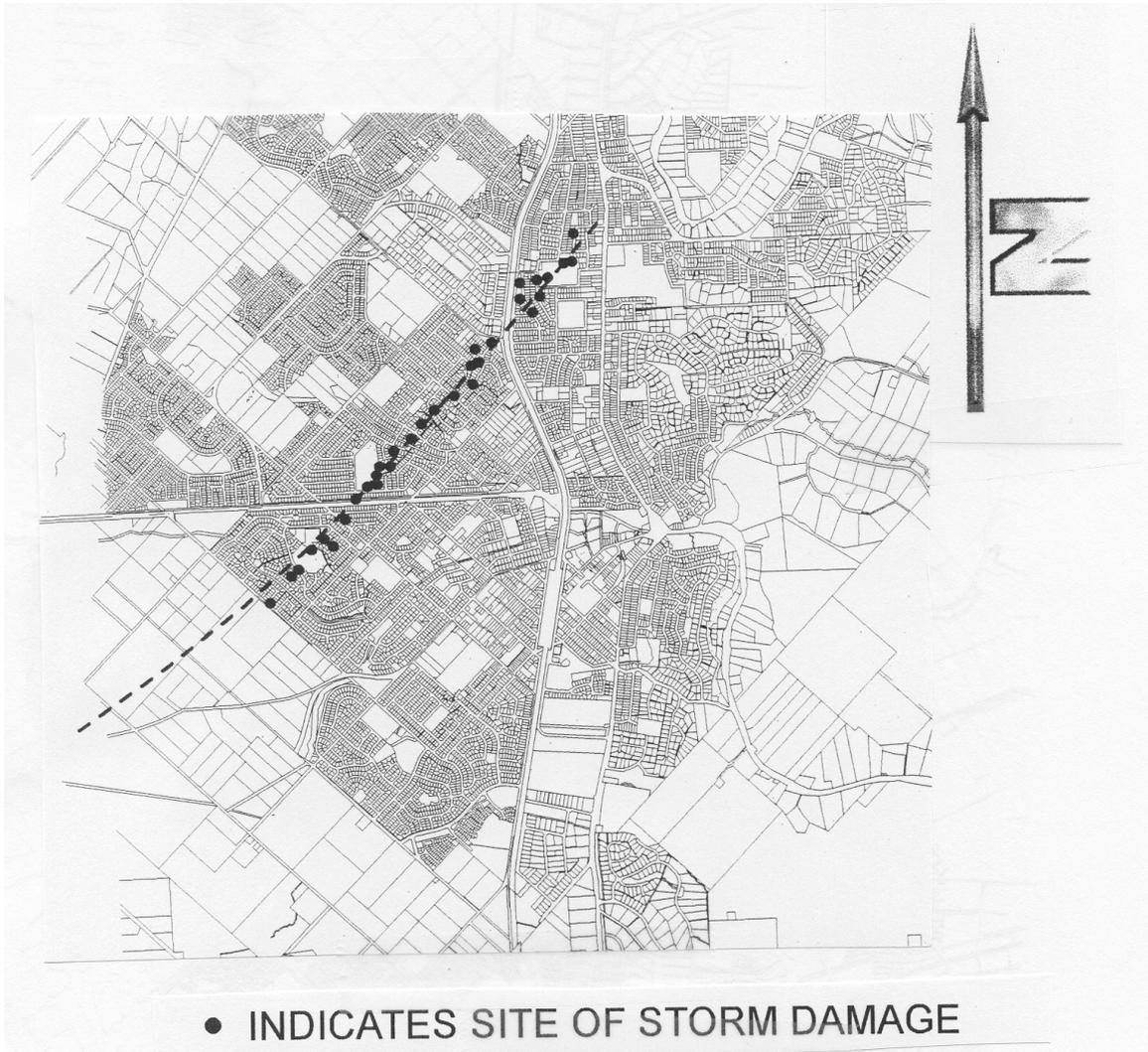


————— Indicate path of storm damage



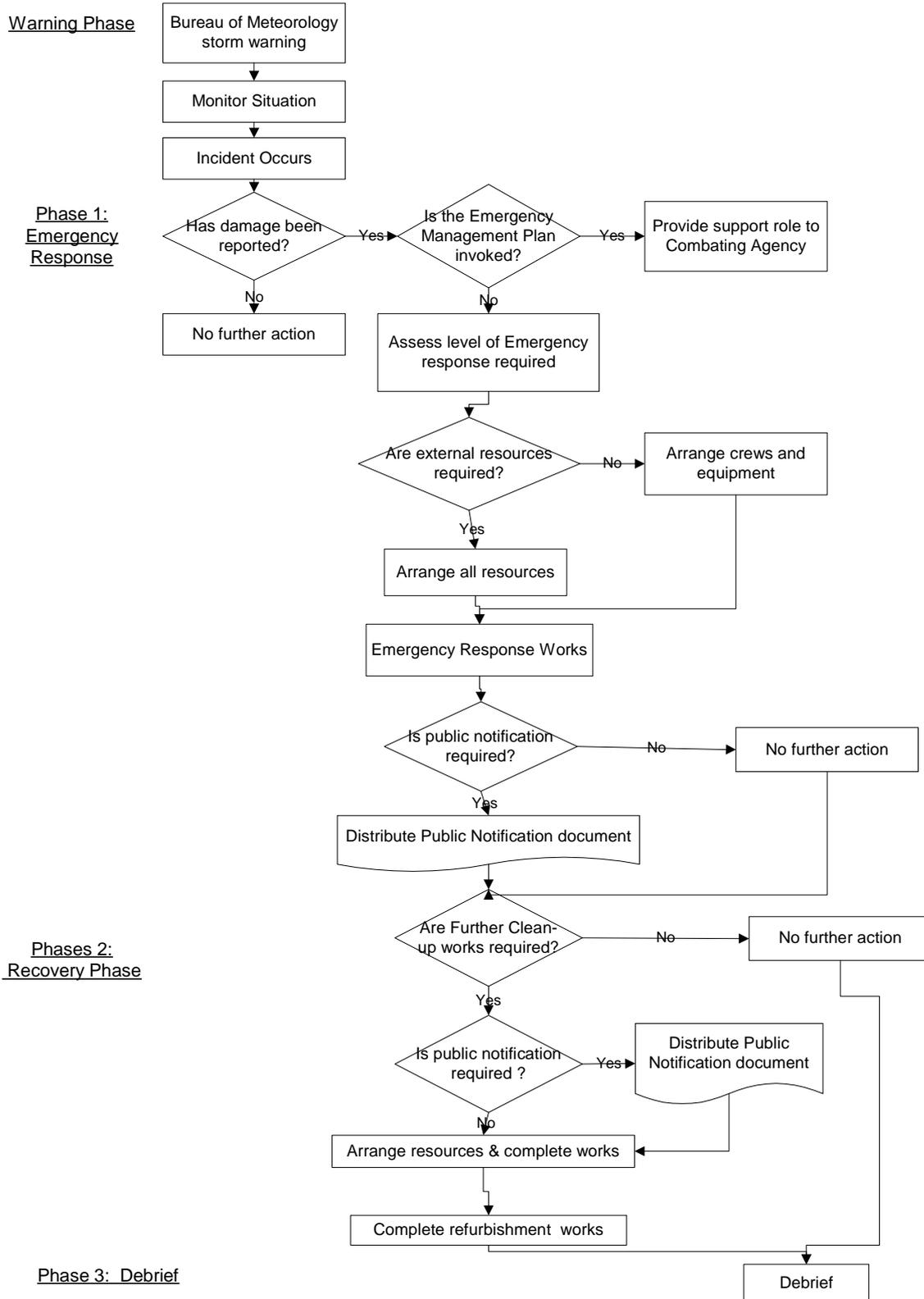


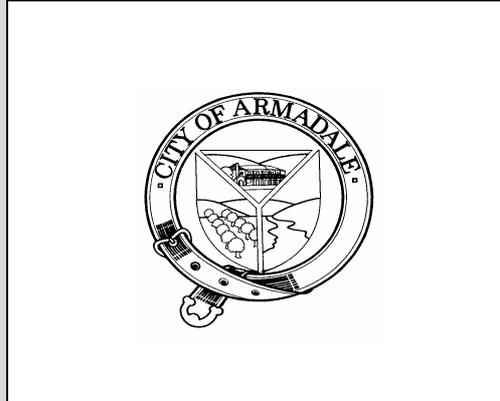
APPENDIX C – SITE PLAN 29 SEPTEMBER 2001 STORM EVENT



APPENDIX D – DAMAGE MANAGEMENT FLOWCHART

**Damage Management Flowchart**





# **CITY OF ARMADALE**

## **TECHNICAL SERVICES DIRECTORATE**

### ***STORM ACTIVATION & RESTORATION PROCEDURE***

Developed October 2001  
To be reviewed July 2003

## **STORM ACTIVATION & RESTORATION PROCEDURE**

### **PART 1 – INTRODUCTION**

#### **1.1 Introduction**

The procedure is a document formalising the various departments' involvement in the response to and restoration work following any major storm activity.

If a storm activity invokes the Local Emergency Management Plan (LEMP), then the LEMP Plan will take precedent over the Storm Activation and Restoration Procedure.

#### **1.2 Purpose**

The purpose of this procedure is to outline the process for managing storm events from initial response to completion of the restoration works.

#### **1.3 Definitions**

Definitions relevant to this procedure are as follows:

<b><u>Management</u></b>	The Executive Director Technical Services of the City of Armadale or authorised representative.
<b><u>LEMP Plan</u></b>	The City of Armadale Local Emergency Management Plan.
<b><u>Prevention</u></b>	Measures taken to minimise the possibility of an event from occurring. Impossible with this type of activity as an act of God.
<b><u>Preparedness</u></b>	Adequate resources and training of personnel to respond when a storm occurs.
<b><u>Response</u></b>	Actual engagement upon notification of the storm.
<b><u>Recovery</u></b>	Activities undertaken once the initial response phase has been completed.
<b><u>SES</u></b>	State Emergency Service.
<b><u>COA</u></b>	City of Armadale
<b><u>BOM</u></b>	Bureau of Meteorology

#### **1.4 Documentation**

Documentation relevant to this procedure is as follows:

- 1.4.1 Storm Report Forms (2 sheets) (Annexure A)
- 1.4.2 Flow chart of Procedure (Annexure B).

## **PART 2 – INITIAL RESPONSE**

### **2.1 Storm Phase (Stage 1)**

- 2.1.1 The Bureau of Metrology issues warnings of possible storm activity. The SES subscribes to this service. Details received by SES State Headquarters are distributed to local SES units.
- 2.1.2 The local SES personnel are to contact the Manager Ranger Services. If the weather conditions are forecast to have wind speeds in excess of 90km/hr then the Managers of Parks, Civil Works and Waste are to be advised.
- 2.1.3 Relevant Managers are to ensure:
- Plant and equipment is in readiness for use;
  - Manpower is available to respond including preparedness for overtime/callouts if after hours; and
  - Other resources are within contact range.

### **2.2 Emergency Response Phase (Stage 2)**

- 2.2.1 The Local Emergency Management Plan is invoked, when the following events occur:
- Severe storms, which are considered to be cyclonic storms, occurring during the months November to April; and
  - *WA Police Services are designated as the Emergency Co-ordinator.*
- 2.2.2 Where the Local Emergency Management Plan is NOT invoked, the Storm Activation and Restoration Procedure will be utilised.
- 2.2.3 The COA Depot Administration Building is designated the Control Centre for the initial response works. The Manager Parks, or his/her designated officer, shall man the Centre. All Council communications are to pass through the Control Centre Officer.
- 2.2.4 All incoming calls are to be recorded on the standard Council Storm Damage Report Form.
- Copies of the Storm Damage Report and the Storm Works Report forms are contained in Appendix A.
- 2.2.5 Information from calls received is to be passed to the crews in the field via two-way radio, in co-ordination with the SES. (The local SES headquarters are housed in a building adjacent to the COA Depot Administration Building.)
- 2.2.6 Initial response activities are to focus on public safety. This is to be achieved by closing roads containing hazards and the removal of such hazards from roads and paths.
- 2.2.7 Where powerlines have been brought down, Western Power will be responsible for the removal of such hazards. No Council works are to be undertaken in the vicinity of fallen power lines until Western Power approval is obtained.

- 2.2.8 Where storm damage extends beyond one locality, resources shall be distributed across the various localities based on the extent of storm damage, as determined from reports received.

### **PART 3 – RECOVERY & FINALISATION PHASE**

#### **3.1 Clean-up Operations (Stage 3)**

- 3.1.1 Work shall continue until all debris resulting from the storm activity has been cleaned-up. Management shall nominate an officer to co-ordinate these activities.
- 3.1.2 Generally the following will be the adopted process:
- a) Parks & Reserves personnel and/or authorised contractors will undertake cutting and stacking of material on the verge. Small quantities will be removed by either the contractor or Council's Parks and Reserves personnel;
  - b) Removal of stumps and large trunks will be undertaken by Civil Works;
  - c) Road sweeping works will be completed by Civil Works;
  - d) Mulching of material deposited at Council's landfill sites will be completed by the Waste Services contractor; and
  - e) In the case of large quantities of private green waste material, Waste Services will undertake a special green waste collection.
- 3.1.3 Where there is only minimal quantities of private green waste, an inspection by management, of affected properties will be made and tip passes issued to enable proper disposal of the material through Council's landfill sites.
- 3.1.4 Where a large quantity of material is expected, landfill operations may be opened for extended hours and in some instances, fees may be waived.
- 3.1.5 Where storm damage extends beyond one locality, resources shall be distributed across the various localities based on the extent of storm damage as ascertained from field inspections by Management.

#### **3.2 Refurbishment Works (Stage 4)**

- 3.2.1 Once the clean-up operations are completed, the final phase is to commence. This may take several years to complete based on the extent of damage and the level of funding provided in Council's budget to complete the refurbishment works.
- 3.2.2 Any damaged or unsound trees that cannot be corrected through remedial works are to be removed. This is to be completed as soon as practicable following the storm event.
- 3.2.3 Any other outstanding works, such as the reshaping of partially damaged trees shall be completed as soon as practicable.
- 3.2.4 Major refurbishment works are to be documented and costed for further consideration by Council. Works are to be added to future budgets based on Council's ability to include such works.

#### **3.3 De-briefing (Stage 5)**

- 3.3.1 At the conclusion of every severe storm event, de-briefing sessions will be held with all parties involved in the response and clean-up operations.

- 3.3.2 Any improvements resulting from the conduct of the operation and endorsed by the debriefing has to be incorporated within this procedure.
- 3.3.3 A flowchart outlining the procedure is contained in Appendix B.





# ANNEXURE B – FLOW CHART OF PROCEDURE

