

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, 26 JULY 2004 , AT 7.15 PM.

A meal will be served at 6.45pm.

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

DISCLAIMER

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

DEPUTATION

QUESTION TIME

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Technical Services Committee Meeting held on 28 June 2004, be confirmed.

**MOVED Cr
SECONDED Cr**

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 14

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

- ... **Outstanding Matters**
 - Report on Outstanding Matters –Technical Services Committee T-1
- ... **Minutes from Occasional Advisory Committees**
 - Bushcare and Advisory Committee – May 2004 T-2
 - Armadale Settlers Common – May 2004 T-9
 - Armadale Settlers Common – June 2004 T-14
 - Bungedore Park - June 2004 T-20
 - Armadale Gosnells Landcare Group - April 2004 T-25
 - Armadale Gosnells Landcare Group - May 2004 T-34
- ... **General**
 - Main Roads Trial of 2.6m Wide Refrigerated Vehicles..... T-47
- ... **Quarterly Reports**
 - Waste Services T-48
 - Parks and Reserves..... T-50
 - Technical Services Administration T-59
- ... **Articles**
 - Minter Ellison Local Government Update T-60
 - National Safety Council of Australia T-62

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.

I N D E X

TECHNICAL SERVICES COMMITTEE

26 JULY 2004

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UNDERGROUND POWER PRESENTATION

The Manager Engineering and Design will provide the Committee with an overview of the State Underground Power funding programme.

MANAGEMENT OF CALTROP (TRIBULUS TERRESTRIS)

WARD	All
FILE REF	CON/1
DATE	20 July 2004
REF	CRG
RESPONSIBLE MANAGER	EDTS

In Brief:

- The weed Caltrop is a nuisance to recreational activities in the City of Armadale, and poses a threat to animals and humans.
- The Bushcare and Environmental Advisory Committee have recommended to Council that a management plan for the control of Caltrop be developed (04/03).
- A review of current procedures for the management of Caltrop is summarised, and additional actions proposed.
- The documented procedure for the management of caltrop and the implementation of additional actions is believed to adequately manage the weed in the City.
- **Recommend**
Council note the existing and proposed addition to the City's plan for the management of Caltrop, and advise the Bushcare and Environmental Advisory Committee that the procedure is expected to adequately manage Caltrop.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Physical Infrastructure.

Improve our natural environment and bushland.

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

Nil.

Consultation

Manager Parks

Bushcare and Environmental Advisory Committee

BACKGROUND

The weed *Tribulus Terrestris* (also known as Caltrop) has been identified in the City of Armadale. Whilst Caltrop is not a declared plant (Department of Agriculture), it has serious social and recreational implications. Caltrop is a summer growing weed, with the ability to

remain dormant in soils for up to 5 years and germinate after summer rains. Infestations after summer rains can produce hundreds of spiny burrs.

Caltrop is primarily a nuisance to recreation, as it occurs in disturbed areas such as roadsides, paths and townsites. Caltrop forms burrs in clusters of five, each with four or more long sharp spines. These burrs pose as a hazard to recreation, puncturing bike tyres, and are hazardous to humans and animals with the ability to puncture skin.

The management of Caltrop by the City of Armadale is based on the works request process. However, management of the weed in this respect is complicated by its biology in that the weed is often reported after it has set seed, which is too late for proper treatment. The City of Armadale's Parks Department manages reports of infestations from community groups and the general public, and attempts to pre-empt outbreaks through the checking of a Caltrop database, treating areas identified previously. A map prepared by a community group has also been used by the Parks Department in order to target identified infestations prior to annual seed set by the weed.

At it's April 2003 meeting, the Bushcare and Environmental Advisory Committee resolved that "BEAC write to council to develop, with urgency, a management plan for the eradication of Caltrop" (BEAC minutes (0403). The Manager of Parks subsequently met with the Committee, to explain the existing process of controlling Caltrop. However, BEAC still considered there is a need for a formal management plan for Caltrop.

The current procedure, which has not previously been documented, is as follows:

- Caltrop reported through the Works Request Process
- Location of Caltrop entered into electronic database
- Caltrop investigated by Officers
- Database that records the distribution of reported Caltrop populations utilised to identify and prioritise areas for the control of Caltrop
- Caltrop controlled

Annually, areas are revisited to monitor success, and determine future control needs. These areas are also inspected following fire. This information is fed back into the management database.

DETAILS OF PROPOSAL

In addition to the procedure to manage Caltrop as described above, it is intended to undertake the following.

1. Educate Parks Staff to recognise Caltrop, and request that infestations are reported and updated in the database. This will be achieved through the circulation of a memo to all parks staff, and members of the civil works crew.
2. Encourage community groups to report Caltrop to Parks Department (through the works request process), and identify areas for control. This will be achieved through the distribution of Caltrop information sheets to areas identified by the Bushcare and Environmental Advisory Committee as important control areas. These brochures will also be displayed at the Front Counter of the Administration Centre, and at local libraries.

COMMENT

The existing procedure for the management of Caltrop provides a mechanism for the identification, treatment and monitoring of old and new infestations of the weed. The proposed additions to this procedure include the education of Parks and Gardens and Civil Works Staff so that they are aware of the weed and able to report infestations back to the Parks Department for inclusion of the infestation on their database. It also establishes a method by which Caltrop information brochures are distributed to areas where the Bushcare and Environmental Advisory Committee believes there is merit in doing so.

Additions to the procedure for the management of Caltrop will have no budget implications, however is expected to increase the Parks Department's ability to respond to Caltrop infestations through the increased awareness of the weed by City of Armadale Civil Works and Parks Department staff, and increased Community awareness through the distribution of pamphlets on the weed.

CONCLUSION

Whilst the Bushcare and Environmental Advisory Committee has recommended a management plan for the eradication of Caltrop, it is believed that the existing process and proposed additions to the process for the management of Caltrop adequately plans for the management of this weed.

RECOMMEND

Council note the existing and proposed addition to the City's plan for the management of Caltrop, and advise the Bushcare and Environmental Advisory Committee that the procedure is expected to adequately manage Caltrop.

MOVED Cr

MOTION CARRIED/LOST

**VACANCY FOR WALGA MEMBER – MUNICIPAL WASTE ADVISORY COUNCIL
2004-2005**

WARD ALL
FILE REF GOV/51
DATE 13 July 2004
REF LEK
RESPONSIBLE MTS
MANAGER

In Brief:

- Request from WALGA for nomination of member for the Municipal Waste Advisory Council 2004-2005.

- **Recommend**

That Council nominate Cr _____ for the position of WALGA Member on the Municipal Waste Advisory Council 2004-2005.

Or

If there is no nomination at the Ordinary Meeting of Council on the 2nd August 2004 then the recommendation be as follows.

That no nomination be made.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Communication

Develop stronger communication links with Government and other groups.

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

Nil.

Consultation

Nil.

A circular letter has been received from the Western Australian Local Government Association (WALGA) inviting Council to submit a nomination for appointment of a WALGA Member – for the Municipal Waste Advisory Council 2004-2005.

SELECTION CRITERIA	<ul style="list-style-type: none"> ▪ Must be a current Serving Officer ▪ What is your relevant experience as a Serving Officer? Please provide examples. ▪ What are your experiences, skills attributes or qualifications to support the nomination in relation to solid waste management issues? Please provide examples. ▪ Are you available to undertake the responsibility? ▪ Please outline your demonstrated interest in the position. ▪ What is your capacity to represent the interest of Local Government and the Association?
TERM	August 2004 – August 2005
COMMENCES	20 th August 2004
REASON FOR VACANCY	All Local Government Positions on the Municipal Waste Advisory Council have been split as a result of constitutional changes flowing from a move to a single association for Local Government.
NAME OF PRESENT MEMBER	N/A
MEETINGS: Location Day/Time Duration Meeting Fee	<p>Local Government House</p> <p>Council Meeting:- bi-monthly 3rd Wednesday at 4.00pm Technical Meeting:- Monthly 2nd Monday at 12 noon</p> <p>2 hours each meeting</p> <p>Nil</p>
BACKGROUND INFORMATION	<p>The mission statement of the Municipal Advisory Council is: <i>“To facilitate, encourage and promote economically sound, environmentally safe, socially acceptable and efficient waste management practices for Western Australia, endorsed and supported by Local Government”</i>.</p> <p>The Key strategies pursued by the Municipal Waste Advisory Council to this end are:</p> <ul style="list-style-type: none"> ▪ Maintain the Municipal Waste Advisory Council as a credible, active and effective peak body in the area of waste management; ▪ Facilitate and encourage cooperative linkages between Local, State and Federal Governments, Regional Councils, Industry and the Community; ▪ Promote economically sound, environmentally safe and socially acceptable waste management and minimization strategies; ▪ Represent Local Government’s view on waste management issue; and ▪ Coordinate and initiate research on waste management issues.

**COMMITTEE
MEMBERSHIP**

The Council is made up as follows:

- One elected member and serving officer from each of the six (6) financial Regional Council Members.
- Six elected members from Local Government (four from the metropolitan area and two from the non-metropolitan areas).
- Six serving officers from Local Government (four from the metropolitan area and two from the non-metropolitan areas)
- Three representatives from the Western Australia Local Government Association State Council.

RECOMMEND

Recommend that Council nominate Cr _____ for the position of WALGA Member on the Municipal Waste Advisory Council 2004-2005.

Or

If there is no nomination at the Ordinary Meeting of Council on 2nd August 2004 then the recommendation be as follows:-

That no nomination be made.

*MOVED Cr
MOTION CARRIED/LOST*

TENDER No. 28/04- SUPPLY OF BULK VERGE COLLECTION SERVICES

WARD All
FILE REF TEN/ 28/04
DATE 22 July 2004
REF BS
RESPONSIBLE MTS
MANAGER

In Brief:

- Tender No. 28/04 was recently called for Supply of Bulk Verge Collection Services
- 2 tenders were received by the specified closing time.
- The tender from Goldsure Enterprises Pty Ltd has been assessed as being the most advantageous to Council.
- **Recommend**
That with Tender No. 28/04, Tender for Provision of Bulk Verge Collection Services, Council accept the tender of Goldsure Enterprises Pty Ltd for the period 4th August 2004 to 30th June 2007 in accordance with their submitted tender, Council's contract documentation and budget allocation, for the following tender prices:
 - a) For each greenwaste collection \$96.00 (\$105.60 inc GST)/tonne with a minimum viable tonnage of 750 tonnes;
 - b) For each junk collection up to \$99.00 (\$108.80 inc GST)/tonne with a minimum viable tonnage of 450 tonnes;
 - c) For the delivery of leaflets for each collection \$3000 (\$3300 inc GST);
 - d) For the supply of a trailing vehicle \$270 (\$297 inc GST).

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 indicated that the following regulations apply:

Local Government (Function and General) Regulations 1996 s3.57 (11)(2)(f).

Council Policy/Local Law Implications

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

Policy ENG5 – Tendering and Purchasing

Budget/Financial Implications

Total current budget allocation	\$329,000
Contract price (Estimated for tonnage received)	\$328,800

Consultation

Nil

BACKGROUND

Council has collected bulk verge greenwaste and junk for the past five years. Apart from last years delays, the service has been very popular with the residents and it has enabled many who have not been able to take advantage of the tip passes to clean up around their properties. There are many enquiries about future collections.

The contract for the previous year is nearing completion and requires renewal.

The South East Metropolitan Regional Council considered the possibility of calling a joint tender for verge collections on behalf of its member Councils. Two one year contracts were let by Armadale to reduce the length of commitment and allow for the coordination of the joint tender. During the last 18 months, however the City of Gosnells was forced to establish its own collection crew, as there was no suitable contractor available at a reasonable price. With only South Perth and Armadale now requiring contractors, it was decided to call for separate tenders.

One year contracts and minimum investments in new plant of \$600,000 for the verge collection operations are incompatible. Longer term contracts are required for contractors to invest in reasonable plant and equipment. Tenders were therefore called for the collection of verge rubbish for a term of three years.

EXISTING CONTRACT INFORMATION

Table 1 – Existing Contract Information

Current/Former Contractor	WA Recycling Services
Contract Type	Schedule of rates
Contract Duration	1 year
Commencement Date	18th August 2003
Expiry Date	30th June 2004
Extension Permitted	No
Rise And Fall Included	No
Total Cost of Verge Collection	\$342,000 *
Rise And Fall Clause Included	No

*Cost for total tonnage collected which exceeded estimates by approx. 1000 tonnes.

NEW CONTRACT INFORMATION

Table 2 – New Contract Information

Contract Type	Schedule of rates
Contract Duration	3 year
Commencement Date	18 th August 2004
Expiry Date	30 th June 2007
Extension Permitted	No
Rise And Fall Included	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	15%
2.	Experience of Tenderer in supplying similar goods or completing similar projects	15%
3.	Understanding of requirement	10%
5.	Price	60%
	TOTAL	100%

TENDERS RECEIVED

Two tenders were received by the specified closing time. A third was submitted 10 minutes after. It was noted and returned to the tenderer unopened.

Only one of the two tenders received conformed to the specifications. An alternative tender was submitted by the other. Details of tenders received are as follows:

Table 4 - Tenders Received

Tenderer	Tender Prices(inc GST)
Goldsure Enterprises Pty Ltd	\$328,800
Steann Pty Ltd	Alternative tender submitted

The tender specifications required a schedule of rates to be submitted with a minimum viable tonnage for each collection. The tender assessment was based on the tonnages likely to be collected this year.

Tendered rates show an increase of approximately 25% from 2003/04 and 22% from 2002/03. In both periods it appears that the contractors were just breaking even. It must also

be considered that the tendered price in this case is for a period of three years without rise and fall adjustments.

TENDER EVALUATION

Steann Pty Ltd did not submit a conforming tender. Under these circumstances their alternative tender cannot be considered. Goldsure is therefore the only tender that can be legitimately considered.

Goldsure's price compares well with Steann's alternative lump sum price. On the estimated tonnages for the following year Goldsure is 4% more expensive than Steann. However based on last years estimated tonnages Goldsure is cheaper.

The principal of Goldsure, Robert Hulsman, was the operating partner of CWD, Council's successful contractor for four years. Goldsure is exclusively owned by the Hulsman family and specializes in earthmoving. The verge collection and earthmoving operations have now been consolidated under the one company, Goldsure Enterprises Pty Ltd. Goldsure has been operating in parallel with CWD since August 1998.

The collection plant and equipment were inspected and found to be suitable for the job. The firm employs their own mechanics to service their vehicles. Two additional trucks are being purchased in order to deal with the additional work and in the event of plant failure or excessive tonnages, they have suitable backup from other contractors.

CONCLUSION

It is thus recommended that the tender be awarded to Goldsure Enterprises Pty Ltd for the verge collections. Their submission has satisfied the selection criteria.

RECOMMEND

That with Tender No. 28/04, Tender for Provision of Bulk Verge Collection Services, Council accept the tender of Goldsure Enterprises Pty Ltd for the period 4th August 2004 to 30th June 2007 in accordance with their submitted tender, Council's contract documentation and budget allocation, for the following tender prices:

- a) **For each greenwaste collection \$96.00 (\$105.60 inc GST)/tonne with a minimum viable tonnage of 750 tonnes;**
- b) **For each junk collection \$99.00 (\$108.80 inc GST)/tonne with a minimum viable tonnage of 450 tonnes;**
- c) **For the delivery of leaflets for each collection \$3000 (\$3300 inc GST);**
- d) **For the supply of a trailing vehicle \$270 (\$297 inc GST).**

MOVED Cr
MOTION CARRIED/LOST

TENDER No. 29/04: SHREDDING OF GREENWASTE AT COUNCIL LANDFILL SITES

WARD All
FILE REF TEN/ 29/04
DATE 22 July 2004
REF BS
RESPONSIBLE MTS
MANAGER

In Brief:

- Tender No. 29/04 was recently called for Shredding of Greenwaste at Council Landfill Sites
- 4 tenders were received by the specified closing time.
- The tender from Shayler Pty Ltd trading as Grass Growers has been assessed as being the most advantageous to Council.
- **Recommend**
That with Tender No. 29/04, Tender for Shredding of Greenwaste at Council Landfill sites, Council accept the tender of Shaler Pty Ltd trading as Grass Growers, for the period 9th August 2004 to 8th August 2007 in accordance with their submitted tender, Council's contract documentation and budget allocation.

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

Local Government Act and Tender Regulations.

Council Policy/Local Law Implications

Policy No. 2.1.54: Tendering and Purchasing Policy.

Budget/Financial Implications

Total current budget allocation	\$179,000
Estimated value of contract over year	\$159,000 (includes \$67,000 for mulch removal)

Consultation

Nil

BACKGROUND

Greenwaste collected at the Armadale Landfill and Recycling Facility and the Roleystone Greenwaste Site is mulched for use in horticulture, site rehabilitation and compost manufacture. More recently household timber waste and packing cases have been mulched for use as a fuel or fiber board manufacture.

In 2003-04 12,000 cubic metres of mulched greenwaste and 800 cubic metres of waste timber was removed from the waste stream.

The contract for the previous year is now complete and requires renewal.

The calling of tenders for the last two years was timed to accommodate the formation of the regional council and the possibility of calling a joint tender. During this period City of Gosnells was forced to make alternative arrangements for its verge greenwaste as it was unable dispose of the mulch processed at its Kelvin Road Site. They are now taking the verge greenwaste to the RRRC at Canningvale and Resource Recyclers in Maddington. It is unlikely that they will be able to process their own greenwaste until reliable end users for the mulch can be found.

City of South Perth continues to process a small portion of greenwaste at its transfer station with the majority of the greenwaste remaining the responsibility of the verge collection contractor for disposal.

At present it costs both South Perth and Gosnells approximately \$5/m³ to dispose of the Mulch. Armadale is fortunate in having the storage space for the greenwaste and mulch, plus end users for the mulch, saving Council \$65,000 over the last 12 months.

Calling a joint tender for the mulching of greenwaste through the regional council will not be possible until a reliable market for mulch is established. This is likely to take several years.

Tenders were therefore called for the Shredding of Greenwaste with options for a term of one or three years.

PREVIOUS CONTRACT INFORMATION

Table 1 Previous Contract Information

Former Contractor	Shaler Pty Ltd trading as Grass Growers
Contract Type	Schedule of rates
Contract Duration	16 months
Commencement Date	8 th October 2002
Expiry Date	7 th February 2004
Extension Permitted	No
Estimated Contract value per year	\$168,700
Rise And Fall Clause Included	No

NEW CONTRACT INFORMATION

Table 2 New Contract Information

Contract Type	Schedule of rates
Contract Duration	16 months
Commencement Date	9 th August 2004
Expiry Date	9 th August 2007
Extension Permitted	No
Rise And Fall Included	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	15%
2.	Experience of Tenderer in supplying similar goods or completing similar projects	15%
3.	Understanding of requirement	10%
5.	Price	60%
	TOTAL	100%

TENDERS RECEIVED

Four tenders were received with only two offering prices for a three year term. Details of tenders received are as follows:

Table 4 Tenders Received

ITEM	UNIT RATES (m ³ mulch)							
	Grass Growers		Soiland		ATA		Chipmunks	
CONTRACT TERM (YEARS)	1	3	1	3	1	3	1	3
shredding of greenwaste 50mm screen					\$8.58			
shredding of greenwaste 75mm screen	\$8.80	\$7.70	\$10.89				\$9.00	\$10.00
shredding of greenwaste 100mm screen	\$7.70	\$7.15	\$10.34				\$9.00	\$10.00
shredding of packing case 100mm screen	\$7.70	\$7.15	\$22.00		\$8.58		\$9.00	\$10.00
shredding of nailed timber 100mm screen	\$7.70	\$7.15	\$22.00		\$8.58		\$9.00	\$10.00
removal of greenwaste from site	\$5.50	\$5.50	\$6.60		\$5.23			
downsizing	\$143	\$132	\$154		\$165			

The tenders were evaluated against volumes processed in 2003-4

Table 5 Tenders Received

	Grass Growers	Soiland	ATA	Chipmunks
TOTAL for contract using tonnes collected over 2003-4 for shredding and leaving on site				
Mulch passing 50mm screen 1 year term			\$110,776	
Mulch passing 50mm screen 3 year term				
Mulch passing 75mm screen 1 year term	\$112,772	\$149,133		\$116,199
Mulch passing 75mm screen 3 year term	\$98,992			\$129,110
Mulch passing 100mm screen 1 year term	\$99,415	\$142,455		\$116,199
Mulch passing 100mm screen 3 year term	\$92,314			\$129,110

TENDER RANKINGS

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

Table 6 Tender Ranking

Tenderer	Ranking
Shayler Pty Ltd t/a Grass Growers	1
ATA Construction Pty Ltd	3
Soiland Pty Ltd	2
Chipmunks Recycling Service	4

TENDER EVALUATION

The four tenderers are all experienced and recommended by their referees. Apart from price there was very little to separate them. Grass Growers have been mulching the greenwaste at Roleystone and Brookdale for the last two years and have provided the best mulching service of all Council's previous contractors.

CONCLUSION

It is therefore recommended that the tender be awarded to Shaler Pty Ltd trading as Grass Growers for a three year term. Their submission has satisfied the selection criteria and they are ranked number one in the tender evaluation.

RECOMMEND

That with Tender No. 29/04, Tender for Shredding of Greenwaste at Council Landfill sites, Council accept the tender of Shaler Pty Ltd trading as Grass Growers, for the period 9th August 2004 to 8th August 2007 in accordance with their submitted tender, Council's contract documentation and budget allocation.

MOVED Cr
MOTION CARRIED/LOST

FORRESTDALE TOWNSHIP GRAFFITI

The matter of graffiti in the Forrestdale township was referred to the Technical Services Committee by Cr Cominelli.

RECOMMEND

MOVED Cr
MOTION CARRIED

LATE ITEMS

COUNCILLORS' ITEMS

MEETING CLOSED _____PM