

# CITY OF ARMADALE

## AGENDA

OF THE TECHNICAL SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 3 DECEMBER 2018 AT 7.00PM.

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

**PRESENT:**

**APOLOGIES:**

**OBSERVERS:**

**IN ATTENDANCE:**

**PUBLIC:**

*“For details of Councillor Membership on this Committee, please refer to the City’s website  
– [www.armadale.wa.gov.au/your\\_council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”*

## **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.

## **DECLARATION OF MEMBERS' INTERESTS**

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## **QUESTION TIME**

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*Public Question Time is allocated for the asking of and responding to questions raised by members of the public.*

*Minimum time to be provided – 15 minutes (unless not required).*

*Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>.*

*It is also available in the public gallery.*

*The public's cooperation in this regard will be appreciated.*

## **DEPUTATION**

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## **CONFIRMATION OF MINUTES**

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### **RECOMMEND**

**Minutes of the Technical Services Committee Meeting held on 5 November 2018 be confirmed.**

## **ITEMS REFERRED FROM INFORMATION BULLETIN**

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- **Outstanding Matters and Information Items**

Various Items.

- **Monthly Departmental Reports**

Technical Services Works Program.

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

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## TECHNICAL SERVICES COMMITTEE

3 DECEMBER 2018

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**1.1 - COUNCIL POLICY REVIEW: ENG 9 - MANAGING PHYTOPHTHORA DIEBACK**

WARD : ALL  
FILE No. : M/682/18  
DATE : 23 October 2018  
REF : LR/DH  
RESPONSIBLE : Executive Director  
MANAGER : Technical Services

**In Brief:**

- At the Ordinary Council Meeting of 4 March 2003, Council formally adopted the City's Policy Manual and endorsed the associated Management Procedures for developing, amending and reviewing policies.
- Council recently considered a referral item on Policy ENG 9 - Managing Phytophthora Dieback and resolved that the policy would be reviewed and presented for Council's consideration.
- The Policy and its associated Management Practice has since been reviewed and this report recommends that the policy continue to apply without amendment, and that Council note that a change has been made to the Management Practice which will better reflect community sentiment around the need to conserve and manage dieback impacts to some of the City's smaller bushland reserves.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

2.1 The natural environment is valued and conserved

2.1.1 Preserve and improve natural areas

2.1.1.2 Deliver habitat/fauna sanctuary projects in natural areas

### **Legislative Implications**

Assessment of legislation indicates that the following applies:

- *Local Government Act 1995*

### **Council Policy/Local Law Implications**

Assessment of legislation indicates that the following is applicable:

- ENG 9 – Managing Phytophthora Dieback

### **Budget/Financial Implications**

The adoption of the recommendation contained within this report has no direct financial implication. The 2019/20 dieback treatment program has been amended to reflect the changes to the Management Practice and the costs associated within the amendment can be accommodated within the City's Budget and proposed Long Term Financial Plan expenditure.

### **Consultation**

- Inter Directorate.
- MANEX.

## **BACKGROUND**

At its meeting of 8 October 2018, Council considered a referral item on the City's Dieback Treatment Policy (ENG 9) and resolved that a report presenting policy ENG 9 – *Managing Phytophthora Dieback* would be submitted to a future Technical Services Committee meeting for Council's consideration (T85/10/8 refers).

The referral item requested that consideration be given to making amendments to ENG 9 to more explicitly address the treatment of dieback within the City's bushland reserves including those that sit within the Forrestfield Complex.

As part of the comments initially provided in support of the referral item, it was proposed that consideration be given to including the following **additional** wording in the Policy:

***“Policy***

*Council seeks to protect native vegetation within the Local Government area by minimising the risk of introducing and spreading the pathogen in accordance with current Management Practices. Council’s small but highly valued Forrestfield Complex bushlands will also have all adult trees treated with phosphite every three to five years and where funding permits, phosphite treatment programs will be implemented on a three to five year basis in the remaining City bushland reserves.”*

An amendment to the Management Practice was also proposed, with the following **additional** wording suggested:

*“3.5.5 A phosphite treatment program will be implemented on a three to five year basis in all City of Armadale “Forrestfield Complex” bushlands – Bob Blackburn, Creyk, Kendal Court, Eva and Bill Moore, Cammillo, Fletcher, John Dunn and Depot Bushlands - where all adult Jarrah and Banksia trees will all be treated with date of last treatment noted on Intramaps for internal and community reference. Where funding permits, a phosphite treatment program will be implemented on a three to five year basis in the remaining City bushland reserves.”*

**DETAILS OF PROPOSAL**

The City regularly consults with technical experts from Murdoch University and private practice regarding the treatment of dieback across City reserves. The City is one of the leading local governments in Western Australia for actively treating dieback and allocates substantial resources to manage this significant threat to our bushland. This equates to approximately \$80,000 per annum.

In accordance with this expert advice and best practice, the City’s focus has been to treat the dieback front (the boundary area between infected and non-infected vegetation). Although phosphite does not cure dieback, the treatment triggers tree defences to battle the infection.

This reduces dieback spread and seeks to provide a barrier of protection for the uninfected areas. For larger reserves in particular, this approach is the most effective and efficient use of resources to manage and control dieback.

However, for smaller reserves, particularly those that are already infected, treatment of the dieback front is not necessarily possible. While phosphite will not cure dieback in these cases, it may help to reduce the severity of the infection and extend the life of infected trees and other native vegetation.

Given the importance of these reserves, treating the vegetation more comprehensively is warranted and better reflects the value the community and the City place on the natural bushland in these reserves. Therefore, significant trees will be treated.

Policy ENG 9 has been reviewed in the context of the referral item and to assess its ongoing relevance; and it is not considered that any changes are required. However to ensure the above mentioned approach is adopted, an amendment to the Management Practice for Policy *ENG 9 – Managing Phytophthora Dieback* has been made.

The change to the Management Practice is detailed in Attachment 1.1.1 and is summarised below for Councillors information.

**Current wording:**

“3.5.5 *Where funding permits, a phosphite treatment program will be implemented on a three to five year basis.*”

**Proposed amendment:**

“3.5.5 *A phosphite treatment program will be implemented on a three to five year basis to manage the potential spread of dieback in the City’s bushland reserves. Treatment will focus on controlling the spread of dieback from infested to un-infested areas, and will also include already infested significant trees and bushland in all urban “Forrestfield Complex” reserves. Significant verge trees will also be treated as part of routine maintenance processes.*”

A significant tree would generally be considered to be a mature specimen that is susceptible to dieback infection. As a general guide, this may include trees that are greater than 300mm in diameter at breast height (DBH) for Wandoo, 400mm DBH for Banksia, and 500mm DBH for Jarrah and other larger tree species.

**CONCLUSION**

A review of Policy *ENG 9 – Managing Phytophthora Dieback* and its associated Management Practice has recently been completed. The Policy is considered to have ongoing relevance and it is not recommended that it be amended at this time. However, a change has been made to the associated Management Practice which will better reflect community sentiment around the need to conserve and manage dieback impacts to some of the City’s smaller bushland reserves.

**RECOMMEND**

**That Council:**

1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm the continued application and operation of the following current Council Policy without amendment as attached to this report for a further three (3) years or such earlier date as Council may determine from time to time.
  - **ENG 9 – Managing Phytophthora Dieback**
2. Note the amendment to the associated Management Practice as attached.

**ATTACHMENTS**

- 1.1.1. [↓](#) Eng 9 - Managing Phytophthora - tracked changes to Management Practice

***1.2 - USE OF RECREATIONAL TRAILS IN BUNGENDORE PARK***

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WARD : HILLS  
FILE No. : M/686/18  
DATE : 23 October 2018  
REF : KB  
RESPONSIBLE : Executive Director  
MANAGER : Technical Services

**In Brief:**

- This report presents usage data of the Bungendore Bridle Trail collected from several months of video surveillance.
- It was found that, except where the bridle trail interacts with dieback free areas, low horse use confined to the bridle trail presents low risk to the environmental values associated with the park.
- This report recommends that the bridle trail remains open subject to conditions detailed within the report.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

2.1 The natural environment is valued and conserved

2.1.2 Manage the interface between natural areas and the built environment

2.1.2.1 Promote the role the City's natural environment plays in quality of life

**Legislative 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:

- Local Government Property Local Law 1995 - Part 2, Division 2
- Local Government Property Local Law 1995 - Part 3

### **Budget/Financial Implications**

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

### **Consultation**

- Inter Directorate

## **BACKGROUND**

Bungendore Park (the Park) is a 498 hectare bushland reserve on the Darling Scarp managed by the City for recreation and conservation purposes.

The Park comprises significant environmental, Aboriginal heritage and social value. Of relevance to this report in particular, is the network of trails within the Park used for various recreational activities and for fire access (refer to Attachment 1.2.1).

In 1997 the City developed a management plan to inform Council of the above values within the Park.

In 2007, the City and the Bungendore Park Environmental Group (formerly the Bungendore Park Management Committee) undertook a review of the management plan and prepared a revised document titled the *Bungendore Park Strategic Directions Document (2009)*.

In 2018 the *Bungendore Park Recreation Plan and Signage Strategy* was developed to consider current and potential user groups, safety and environmental values of the Park and to make recommendations regarding opportunities and experiences for recreation in the Park.

The strategic directions document and the Recreation Plan and Signage Strategy primarily inform the management of the Park. During 2017 and 2018 the City commenced implementation of a number of recommendations contained within each document, namely the design of new walk trail signage, disease and dieback management, feral animal management, etc.

### **Bungendore Park – Bridle Trail**

In response to support from the local community during the development of the 1997 Management Plan to use the Park for horse riding activities, a bridle trail was designated.

Other actions proposed within the 1997 Management Plan relevant to horse use included:

- establish a 1200mm high post and rail fence on the Park side of the bridle trail and accompanying signage to clearly identify areas in which horses are/are not permitted
- monitor the track to determine any threats that horse use may pose to the Park
- request that equestrian users feed their horses on a seed free diet 24 hours prior to entering the Park
- phase out horse riding if considered detrimental to the conservation of the Park
- establish a code of conduct for horse riders along designated bridle trails

The map illustrates the location of the bridle trail within the Park. The bridle trail traverses the north-eastern boundary of the Park and was originally designated on account of it being away from environmentally sensitive areas and connecting rural subdivisions of surrounding areas.

The 2007 Strategic Directions document confirmed the installation of signage and cavelletis. The document highlighted how recently undertaken dieback mapping indicated the bridle trail transected both dieback affected and unaffected areas (refer to Attachment 1.2.1).

The document suggested that community members on horseback could access the Park only if they did not require a float, though generally horse riding within the Park was discouraged. Further studies were required to determine the levels of horse use within the Park and to ensure that equestrian users were remaining in areas designated for horses.

Recent management activities undertaken within the Park, combined with external enquiries relating to horse riding in natural areas has brought to the fore the future intended use of the Bungendore Park Bridle Trail. As a result the City's Environmental Services team has reviewed the intent of the Management Plan and subsequent Strategic Directions document and reference to the possible 'phasing out' of bridle trail use detrimental to environmental conservation.

## COMMENT

Scientific research has shown that horses have a relatively high potential for causing environmental damage. Horses also have a potential to spread weeds due to pastures and dry stock feeds containing large numbers of weed seeds that retain high levels of viability in horse manure. Horses can potentially contribute to the spread of Phytophthora dieback, erode tracks, graze on native plant species and compact soil. Research shows that negative environmental impacts are most prevalent where horses access disturbed, damp sites; particularly when riding off track.

The Department of Biodiversity Conservation and Attractions, in line with their online guidance material, recommend that horse riding activities should only be permitted where impacts are considered manageable and where consent has been given. Where impacts reach unacceptable levels and no other practical management options are available areas may be temporarily or permanently closed. In addition, horse riding should be avoided in sensitive environments, threatened species habitat and/or where there are heritage values present.

As a means of managing dieback spread from horse movement (as well as bikes and wheelchairs) a prototype dieback hygiene station is known to exist. Initial manufacturing costs in the order of \$15,000 would need to be doubled to address multi directional trail use.

## ANALYSIS

From March to May 2018 and then again from June to September 2018 the City used strategically placed video surveillance to monitor the level and nature of horse use within the Park (refer to Attachment 1.2.1). The total number of horses using the Park and number of horse 'visits' were determined from surveillance footage. Mounted Police visitation (three visits) during the monitoring period was excluded from data analyses.

On ten separate occasions horses were captured using the bridle trail. In each instance the horse was captured walking within the confines of the bridle trail. Based on the physical appearance of the horse and rider it was determined that during the surveillance period, four horses utilised the bridle trail.

It is recognised that where the bridle trail traverses a small patch of dieback free bushland (Vector 1) to the north, the risk of infection from horse movement is the highest. That is, the introduction of dieback by horses (or other vehicles/footwear) moving from surrounding dieback infected areas into dieback free areas. Dieback spread is commonly addressed through chemical treatment and/or the implementation of good hygiene practice.

Chemical treatment was undertaken in Bungendore Park during 2018/19 though not where Vector 1 abuts the bridle trail. No hygiene stations exist along the bridle trail. As a result of the implementation of the Bungendore Recreational Strategy one dieback sign will be installed adjacent to the northern entry of the bridle trail (anticipated January 2019). The aforementioned level of dieback management has informed the recommendations provided.

## **DETAILS OF PROPOSAL**

It is proposed that the bridle trail remains open subject to the following conditions:

- the bridle trail is only accessed by those able to access the Park without a horse float
- a permit system is introduced whereby approval is sought from the City by horse riders to use the bridle trail over a fixed period of time
- all horse riders adhere to a code of conduct to be developed by the City upon endorsement of this proposal
- use of the bridle trail is monitored intermittently and data collected will inform future revisions of the Bungendore Park Strategic Directions document and ongoing use of the bridle trail
- the City investigates the installation of two horse appropriate dieback hygiene stations or alternatively closes the northern portion of the bridle trail where it traverses dieback free bushland
- the City continues to monitor dieback infection within the vicinity of the bridle trail

This approach is proposed on the basis of low recorded visitation and the presence of an already established bridle trail within the Park. Providing horse use is limited to the bridle trail, risk of any resultant environmental impact is considered to be low. The proposed introduction of a horse riding code of conduct and permit system is consistent with the approach adopted by various other local governments throughout Australia.

## **OPTIONS**

In considering the future use of the Bungendore Park Bridle Trail, Council has the following options:

1. Close the trail effective immediately.
2. Leave the trail open for public use as per current arrangements ie. open access with no permit requirements.
3. Leave the trail open subject to the following conditions:
  - the bridle trail is only accessed by those able to access the Park without a horse float
  - a permit system is introduced whereby approval is sought from the City by horse riders to use the bridle trail over a fixed period of time
  - all horse riders adhere to a code of conduct to be developed by the City upon endorsement of this proposal
  - use of the bridle trail is monitored intermittently and data collected will inform future revisions of the Bungendore Park Strategic Directions document and ongoing use of the bridle trail
  - the City installs two horse appropriate dieback hygiene stations
  - the City continues to monitor dieback infection within the vicinity of the bridle trail

Option 3 is recommended.

## CONCLUSION

Bungendore Park comprises significant environmental, Aboriginal heritage and social value. The park incorporates a bridle trail along its north-eastern boundary. Recently undertaken dieback mapping indicated the bridle trail transects both dieback affected and unaffected areas thus emphasising the need to consider the frequency and nature of bridle trail use as a means of mitigating any environmental impacts resulting from horse use. Video surveillance over several months showed low horse visitation limited to the established bridle trail. Where the bridle trail traverses a small patch of dieback free bushland, the risk of infection from horse movement is the greatest. It is recommended that as means of satisfying both environmental and recreational values the bridle trail remains available for use subject to the conditions detailed in the recommendation.

## RECOMMEND

**That Council endorse that the Bungendore Park Bridle Trail remains open subject to the following conditions:**

- **the bridle trail is only accessed by those able to access the Park without a horse float**
- **a permit system is introduced whereby approval is sought from the City by horse riders to use the bridle trail over a fixed period of time**
- **all horse riders adhere to a code of conduct to be developed by the City upon endorsement of this proposal**
- **use of the bridle trail is monitored intermittently and data collected will inform future revisions of the Bungendore Park Strategic Directions document and ongoing use of the bridle trail**
- **the City installs two horse appropriate dieback hygiene stations**
- **the City continues to monitor dieback infection within the vicinity of the bridle trail**

## ATTACHMENTS

1.2.1. [↓](#) Bungendore Park Bridle Trail

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***2.1 - COSTS ASSOCIATED WITH VANDALISM AND THEFT WITHIN THE CITY'S PARKS AND STREETSCAPES***

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WARD : ALL  
FILE No. : M/685/18  
DATE : 23 October 2018  
REF : CW/DH/PL  
RESPONSIBLE : Executive Director  
MANAGER : Technical Services

**In Brief:**

- The City has been experiencing a sustained and considerable amount of vandalism and theft within the City's parks and streetscapes over a lengthy period of time.
- During the period July 2013 to November 2018, the cost of vandalism and theft within the City's parks and streetscapes was approximately \$80,000 per annum.
- This report recommends that Council give consideration to allocating funds for the rectification of damages resulting from incidents of vandalism and theft within the City's parks and streetscapes.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

2.2 Attractive and Functional Public Places

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

2.3 Well Managed Infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

### **Legislative 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**

The adoption of the recommendation contained within this report has no direct financial implication. However, it is recommended that consideration be given to including an amount in the 2019/20 budget deliberations to address the costs associated with vandalism and theft activities within the City's parks and streetscapes.

### **Consultation**

- Intra Directorate.

## **BACKGROUND**

At the Ordinary Council Meeting of 8 October 2018, the following Councillor Item was referred to Technical Services for action (T86/10/18 refers):

*"...that a report be presented to Council on the costs associated with vandalism and theft occurring within the City's parks, suggesting that provision for the rectification of vandalism in the City's parks be included in Council's 2019/20 budget deliberations."*

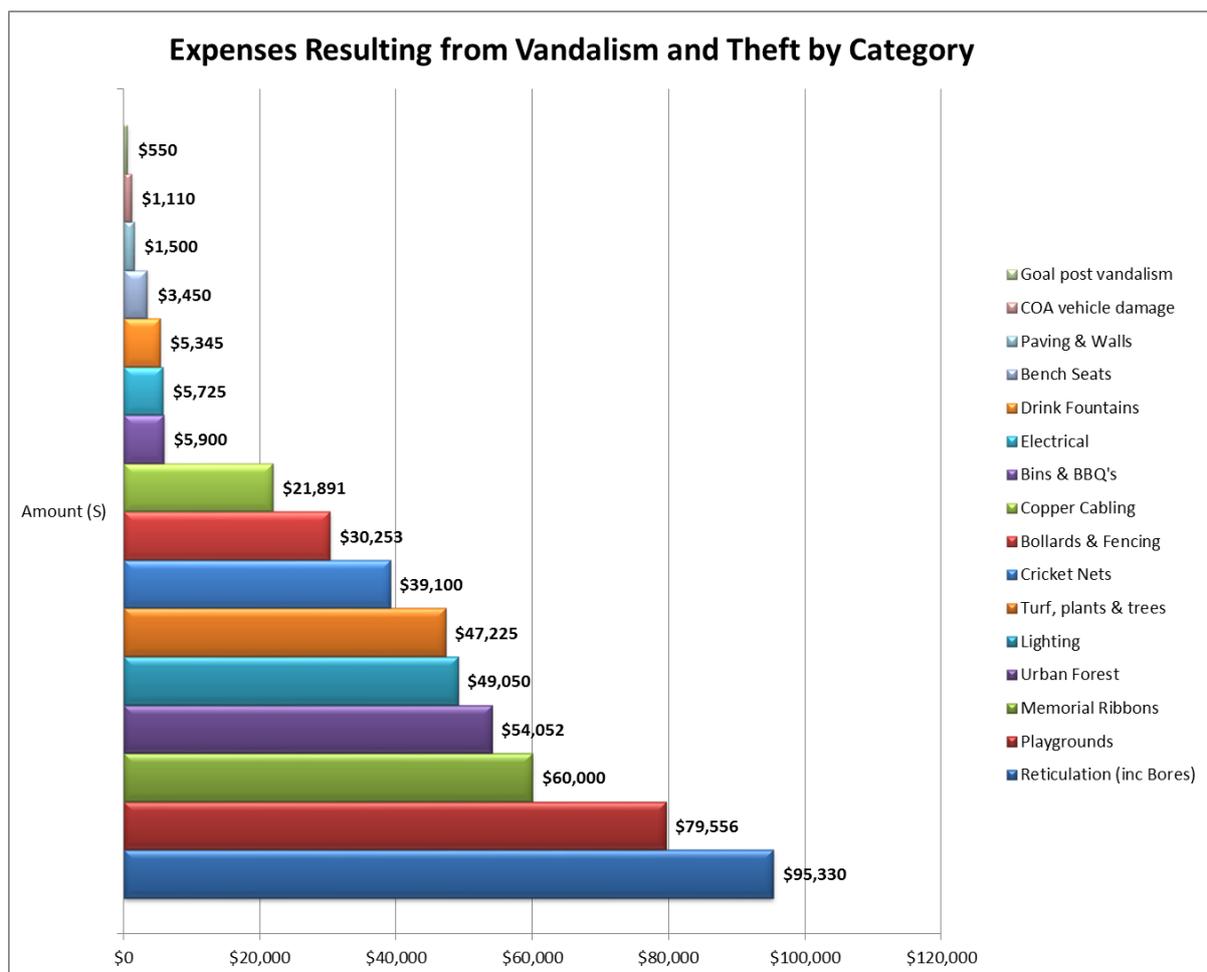
This report details the recorded cost implications of vandalism and theft within the City's parks and streetscapes from July 2013 to November 2018 and serves to provide Council with further details regarding the costs incurred as a result of these activities, to assist in informing Council's budget deliberations.

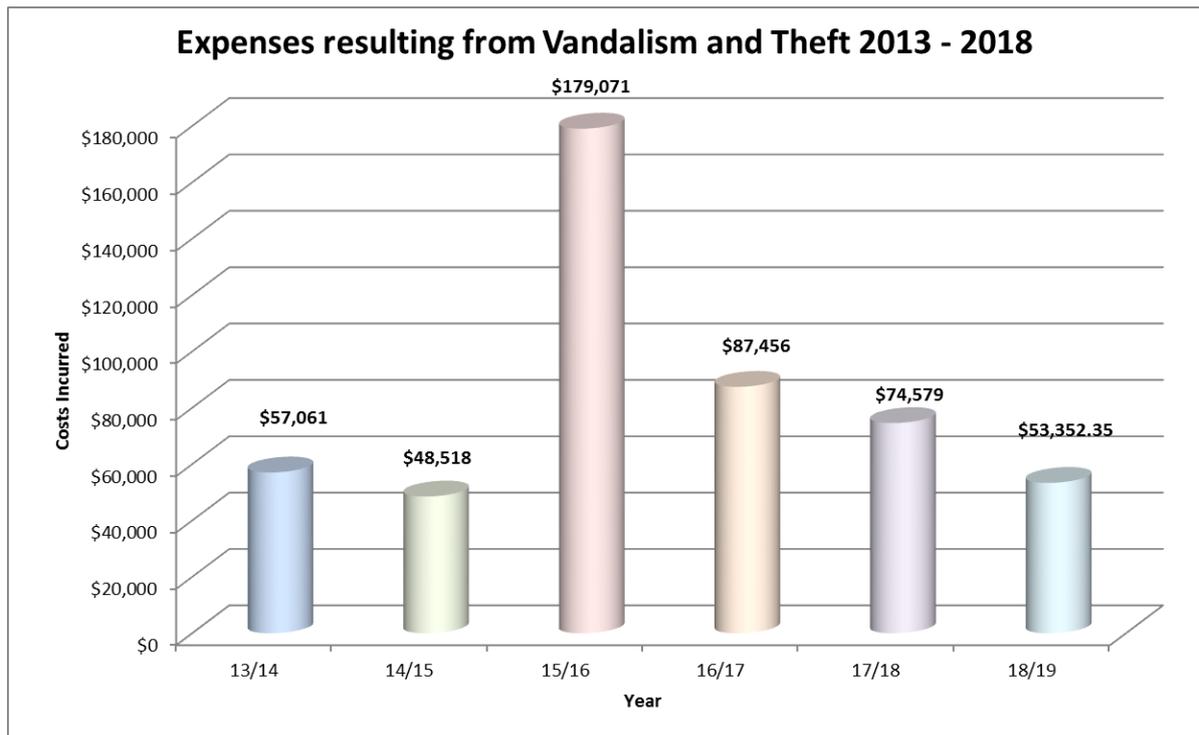
**COMMENT**

Vandalism and theft has been occurring within the City’s parks and streetscapes over the last five years to an average amount of approximately \$80,000 per annum. The cost of repairs resulting from these activities has been funded from the City’s Parks budget, which has often resulted in cost overruns in certain expenditure categories within the Parks operating budgets. This in turn could, in extreme cases, result in a reduced level of service to the community, with a significant delay in stolen or vandalized equipment being replaced.

Over the last five years the City submitted 14 claims to the City’s insurers as a result of damage to the City’s assets within parks and streetscapes. Of these claims, 12 have been settled and two are still outstanding. The insurance settlement amount for all claims amounted to \$54,546, which is approximately \$10,000 per annum, leaving the average net deficit of \$80,000 per annum.

The following two graphs summarise the actual costs associated with the replacement of items due to vandalism or theft, grouped by subject area and then by year, totaling \$500,037 from July 2013 to November 2018.





It should be noted that the significantly higher costs incurred during 2015/16 were in large part due to the vandalism of the Memorial Park ribbons. The replacement cost involved some amendments to the existing design, with related expenses incurred for contracting a new artist.

As can be seen from the graphs provided, incidents of vandalism and theft continue to occur throughout the City's parks and streetscapes. Although every effort is made to deter these activities, unfortunately it is not possible to entirely eliminate these behaviors. Including an amount in the City's annual budget to address the costs resulting from these incidents will ensure these rectification works are appropriately funded.

## CONCLUSION

The costs incurred by the City from July 2013 to November 2018 to replace items within the City's parks and streetscapes which are damaged or removed as a result of vandalism or theft, are detailed in this report and amount to a cost of approximately \$80,000 per annum once settlement amounts from insurance claims is taken into account.

Including an amount in the City's annual budget to address the costs associated with damaged or removed items being replaced, will ensure that these works are appropriately funded. It is recommended that Council give consideration to allocating funds for the rectification of damages resulting from incidents of vandalism and theft within the City's parks and streetscapes during its 2019/20 budget deliberations.

## **OPTIONS**

Two options can be considered to address this matter:

### **Option 1**

Considering that the annual average cost of vandalism and theft is approximately \$80,000 per annum and represents less than 1% of the Parks operating budget, that this be accepted as a 'cost of doing business' and that this be deemed an acceptable level of expenditure for this purpose.

### **Option 2**

That this expenditure is considered to be unacceptable in that the community is negatively impacted through a loss of service, or a reduction in the level of service and that additional funding be provided in the Parks budget and Long Term Financial Plan for this purpose, to an amount of \$80,00 per annum.

Option 2 is recommended.

## **RECOMMEND**

**That Council give consideration to allocating funds for the rectification of damages resulting from incidents of vandalism and theft within the City's parks and streetscapes during its 2019/20 budget and LTFP deliberations.**

## **ATTACHMENTS**

There are no attachments for this report.

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***3.1 - TENDER 31/18 - MIGRANT PARK LANDSCAPING STAGE 2***

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WARD : RIVER  
FILE No. :  
DATE : 11 October 2017  
REF : JA/DH/AO  
RESPONSIBLE Executive Director  
MANAGER Technical Services

**In Brief:**

- Tender 31/18 was recently advertised for Migrant Park Landscaping Stage 2.
- Three (3) tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that Council accept the tender from Phase3 Landscape Construction Pty Ltd.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

2.2 Attractive and Functional Public Places

- 2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities.
- 2.2.2 Protect and enhance the character of the City's spaces and places.

2.3 Well Managed Infrastructure

- 2.3.2 Ensure maintenance activities address required levels of service.
  - 2.3.2.2 Ensure balance is maintained between Levels of Service and affordability.

### **Legislative Implications**

Assessment of legislation indicates that the following apply:

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

### **Council Policy/Local Law Implications**

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

- Council Policy ADM 19 – Procurement of Goods and Services

### **Budget/Financial Implications**

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

### **Consultation**

- Intra Directorate.
- Kelmscott Migrant Camps History Group.

## **BACKGROUND**

Tender 31/18 for Migrant Park Landscaping Stage 2 was advertised in the 13 October 2018 edition of the West Australian newspaper, on the City's website and in a notice which was displayed on the Administration Centre, Armadale and Kelmscott Libraries' public notice boards.

The City requires a suitably qualified and experienced contractor to provide the installation of new landscaping, pathways and a feature arbour at Migrant Park in Kelmscott. The proposed works include the provision of all materials, labour, traffic management, equipment and cartage for the completion of the landscape construction works comprising:

- site works
- pathways
- park furniture and feature arbour
- retaining walls
- car parking
- a twelve (12) month consolidation period

City officers have liaised with the Migrant Park History Group and the Stage 2 concept design includes a feature arbour replicating Nissen huts, pathways, native landscaping and additional roadside car parking (Attachment 3.1.2 refers).

## **DETAILS OF PROPOSAL**

Council approval is sought to award the tender for Migrant Park Landscaping Stage 2 for a period of sixteen (16) months commencing 14 January 2019.

## **COMMENT**

### **Analysis**

Tender 31/18 for Migrant Park Landscaping Stage 2 closed at 2.00pm on 30 October 2018.

Tenders were received from:

	<b>Tenderer's Name</b>
1.	Environmental Industries Pty Ltd
2.	Horizon West Landscape Constructions
3.	Phase3 Landscape Construction Pty Ltd

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

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

### **Relevant Experience (10% weighting)**

This criterion required tenderers to describe their experience in completing/supplying similar requirements. Tenderers were required to provide:

- details of similar contracted works
- scope of the tenderer's involvement including details of outcomes and issues
- reference sheet and references

Phase3 Landscape Construction Pty Ltd provided the most informative tender which demonstrated the company's extensive past experience in landscape works of relevant scale and nature.

### **Key Personnel Skills and Experience (30% weighting)**

This criterion required tenderers to provide information of proposed personnel to be allocated to this project, such as:

- key administrative and operational personnel and their role in the performance of the contract
- qualifications and curriculum vitae, with particular emphasis noting past experience and horticultural qualifications

Horizon West Landscape Constructions and Phase3 Landscaping Construction Pty Ltd provided the clearest details regarding their project teams, demonstrating a depth of operational experience, horticultural qualifications and required knowledge.

### **Tenderers Resources (20 % weighting)**

This criterion required tenderers to demonstrate their ability to supply and sustain the necessary:

- plant, equipment and materials
- contingency measures or back up of resources including personnel
- resources commitment schedule (current and future contracts)
- availability to commence works
- list of proposed subcontractors

Phase3 Landscaping Construction Pty Ltd provided the most comprehensive list of plant, equipment and contingency measures and demonstrated availability to undertake the scope of works within contract terms.

### Demonstrated Understanding (10 % weighting)

This criterion required tenderers to detail the process they intend to use to achieve the requirements of the specification including:

- a project schedule of works
- demonstrated understanding of the scope of work, including a clear understanding of the historical significance of the site

Phase3 Landscaping Construction Pty Ltd provided a thorough description of their construction methodology, a draft construction schedule of works and demonstrated a clear appreciation of the site's historical features and constraints.

### Pricing (30 % weighting)

This criterion required tenderers to submit prices for the works as outlined in the tender specification. The tendered prices were structured as a Lump Sum. The weighted cost method was used in the evaluation of the tender.

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

Tenderer	Relevant Experience	Key Personnel	Resources	Demonstrated Understanding	Price	Total	Ranking
	10%	30%	20%	10%	30%		
Environmental Industries Pty Ltd	4.67	10.00	11.00	3.50	30.00	<b>59.17</b>	<b>3</b>
Horizon West Landscape Constructions	4.67	19.00	11.33	4.83	23.14	<b>62.97</b>	<b>2</b>
Phase3 Landscape Construction Pty Ltd	6.17	19.50	12.33	6.50	27.58	<b>72.08</b>	<b>1</b>

Based on the panel's evaluation, using a combination of the above qualitative criteria, the tender from Phase3 Landscaping Construction Pty Ltd represents the most advantageous tender.

## CONCLUSION

Tenders for Migrant Park Landscaping Stage 2 were recently invited with three (3) tenders received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender from Phase3 Landscaping Construction Pty Ltd represented the most advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to Phase3 Landscaping Construction Pty Ltd for a period of sixteen (16) months .

***NB: The Confidential Attachment to this report detailing the recommended tenderer's price/consideration will be made public when Council has accepted the successful tender.***

## RECOMMEND

**That Council, in regard to Tender 31/18 - Migrant Park Landscaping Stage 2:**

**Accept the tender from Phase3 Landscape Construction Pty Ltd for a period of sixteen (16) months commencing 14 January 2019 in accordance with:**

- **The tenderer's submitted Lump Sum consideration as presented in Confidential Attachment 3.1.1**
- **Council's contract documentation, Budget and Long Term Financial Plan estimates.**

## ATTACHMENTS

3.1.1. Confidential Attachment - Price Schedule - Tender 31/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale*

3.1.2. [↓](#) Migrant Park Concept Design Stage2 V2

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***3.2 - TENDER 35/18 - PROVISION OF BULK VERGE COLLECTION SERVICES***

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WARD : ALL  
FILE No. :  
DATE : 9 November 2018  
REF : BC/JL  
RESPONSIBLE Executive Director  
MANAGER Technical Services

**In Brief:**

- Tender 35/18 was recently advertised for Bulk Verge Collection Services.
- Five (5) tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that Council accept the tender from West Tip Waste Control Pty Ltd.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

2.4 Best Practice Waste Management

2.4.1 Apply effective waste collection methodologies

2.4.2 Maximise recycling opportunities

4.2 An innovative and progressive organisation

4.2.2 Implement business plans and practices that improve service delivery

4.2.2.3 Investigate organisational resources having regard to community needs and expectations

4.3 Financial Sustainability

4.3.3 Seek efficiencies that will reduce service delivery costs

### **Legislative Implications**

Assessment of legislation indicates that the following apply:

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

### **Council Policy/Local Law Implications**

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

- Council Policy ADM 19 – Procurement of Goods and Services

### **Budget/Financial Implications**

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

### **Consultation**

- Intra Directorate.

## **BACKGROUND**

Tender 35/18 for Bulk Verge Collection Services was advertised in the 6 October 2018 edition of the West Australian newspaper, on the City's website and in a notice which was displayed on the Administration Centre, Armadale and Kelmscott Libraries' public notice boards.

The contract includes one (1) annual junk collection and two (2) annual greenwaste collections within the boundaries of the City of Armadale. Junk collections allow residents to dispose of bulky items including whitegoods, metals and general household junk. The greenwaste collections allow residents to dispose of leaves, branches and other plant matter.

## DETAILS OF PROPOSAL

Council approval is sought to award Tender 35/18 for Bulk Verge Collection Services for a period of three (3) years commencing 1 January 2019 with an option to be extended for a further two (2) periods of twelve (12) months up to 31 December 2023.

## COMMENT

### Analysis

Tender 35/18 for Bulk Verge Collection Services closed at 2.00pm on 23 October 2018.

Tenders were received from:

	<b>Tenderer's Name</b>
1.	All Earth Pty Ltd T/A All Earth Waste Collection Services
2.	Cleanaway Pty Ltd
3.	Western Maze Pty Ltd T/A WA Recycling Service
4.	West Tip Waste Control Pty Ltd
5.	TC Waste (WA) Pty Ltd T/A D & M Waste Management

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

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

### **Relevant Experience (20% weighting)**

This criterion required tenderers to provide details at least three examples of similar contracts, including:

- the contracted works including each service requirement
- issues that arose during the contract and how these were managed
- how works scheduling and maintenance was achieved
- contact information of a referee for each project

West Tip Waste Control Pty Ltd best addressed this criterion by providing comprehensive details for a number of current contracts. They demonstrated that they have good reporting processes and that they are able to achieve the required completion times.

### **Tenderers Resources (20 % weighting)**

This criterion required tenderers to provide information regarding resources to be allocated to this project such as:

- Designated plant, equipment and materials including:
  - age
  - make
  - model
  - maintenance schedule
- Commitment schedule demonstrating availability to perform the first collection in late January 2019 through to April 2019.

Cleanaway Pty Ltd best addressed this criterion by providing detailed information regarding their significant fleet, including backup vehicles. Cleanaway were also able to provide a well thought out schedule for the contract period. Their current commitments would however result in a split to one of the planned greenwaste collections.

### **Methodology (30% weighting)**

This criterion required tenderers to provide details of the process they intend to use to achieve the requirements of the specification including:

- programming of services
- draft works schedule
- risk, OHS and environmental considerations

West Tip Waste Control Pty Ltd best met this criterion by providing a well thought out and detailed tender response outlining their programming of services and draft works schedule. West Tip Waste Control Pty Ltd holds quality management certification and has a comprehensive OHS system.

### **Pricing (30 % weighting)**

This criterion required tenderers to submit prices for the services outlined in the tender specification. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for each tender. The weighted cost method was used in the evaluation of the tenders.

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

Tenderer	Relevant Experience	Resources	Methodology	Price	Total	Ranking
	20%	20%	30%	30%		
TC Waste (WA) Pty Ltd T/A D & M Waste Management	11.00	11.50	15.00	20.68	<b>58.18</b>	<b>4</b>
West Tip Waste Control Pty Ltd	12.50	11.00	21.00	24.70	<b>69.20</b>	<b>1</b>
Western Maze Pty Ltd T/A WA Recycling Service	8.50	9.00	12.75	30.00	<b>60.25</b>	<b>3</b>
Cleanaway Pty Ltd	12.00	13.00	18.75	24.17	<b>67.92</b>	<b>2</b>
All Earth Pty Ltd T/A All Earth Waste Collection Services	5.00	4.50	6.75	28.77	<b>45.02</b>	<b>5</b>

Based on the panel's evaluation, using a combination of the above qualitative criteria, the tender from West Tip Waste Control Pty Ltd represents the most advantageous tender to the City.

## CONCLUSION

Tenders for Bulk Verge Collection Services were recently invited with five (5) tenders received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender from West Tip Waste Control Pty Ltd represented the most advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to West Tip Waste Control Pty Ltd for a period of three (3) years.

***NB: The Confidential Attachment to this report detailing the recommended tenderer's price/consideration will be made public when Council has accepted the successful tender.***

## **RECOMMEND**

**That Council, in regard to Tender 35/18 - Bulk Verge Collection Services:**

- 1. Accept the tender from West Tip Waste Control Pty Ltd for a period of three (3) years commencing 1 January 2019 in accordance with:**
  - The tenderer's submitted Schedule of Rates as presented in Confidential Attachment 3.2.1**
  - Council's contract documentation, Budget and Long Term Financial Plan estimates**
  
- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of twelve (12) months up to 31 December 2023, subject to satisfactory performance by the contractor and price adjustments, as specified in the Request for Tender Special Conditions of Contract Clause 4.1.**

## **ATTACHMENTS**

- 3.2.1. Confidential Attachment - Schedule of Rates - Tender 35/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale*

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**3.3 - PANEL OF PRE-QUALIFIED SUPPLIERS PPS/3/18 - ASPHALT MAINTENANCE SERVICES**

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WARD : ALL  
FILE No. :  
DATE : 09 November 2018  
REF : SA  
RESPONSIBLE Executive Director  
MANAGER Technical Services

**In Brief:**

- A Request for Applications to Join a Panel of Pre-Qualified Suppliers was recently advertised for PPS/3/18 - Asphalt Maintenance Services.
- Three (3) applications were received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that Council accept the applications from SuperCivil Pty Ltd and D&T Asphalt Pty Ltd.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

2.3 Well Managed Infrastructure

2.3.1 Apply best practice design and construction methodologies for the provision of infrastructure

2.3.1.1 Implement a best practice project management approach to the planning and delivery of infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

### **Legislative Implications**

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Part 4 Division 3 *Local Government (Functions and General) Regulations 1996* – Panels of pre-qualified suppliers

### **Council Policy/Local Law Implications**

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

- Council Policy ADM 19 – Procurement of Goods and Services

### **Budget/Financial Implications**

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful applicants recommended in this report.

### **Consultation**

- Intra Directorate.

## **BACKGROUND**

Panel of Pre-Qualified Suppliers PPS/3/18 for Asphalt Maintenance Services was advertised in the 20 October 2018 edition of the West Australian newspaper, on the City's Website and in a notice which was displayed on the Administration Centre, Armadale and Kelmscott Libraries' public notice boards.

The scope of works includes mainly the repairs of failed road pavement and asphalt footpath sections, widening of small sections of pavement, repair and relay of crossovers and repair of sections of pavement in car parks within the City's boundaries. The works shall include surface preparation, supply of materials, production, hauling, placing and compaction of asphalt as directed by the City.

## DETAILS OF PROPOSAL

A panel of two (2) suppliers was originally proposed with the successful applicants being required to carry out asphalt maintenance and repair works throughout the City for a period of twelve (12) months commencing 1 January 2019 and expiring 31 December 2019.

## COMMENT

### Analysis

The panel closed at 2.00pm on 6 November 2018. Applications were received from:

	<b>Applicant's Name</b>
1.	D&T Asphalt Pty Ltd
2.	SuperCivil Pty Ltd
3.	J&M Asphalt Pty Ltd

No applications were received after the close of deadline. All applications were assessed against compliance criteria and all were conforming.

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

### **Relevant Experience (30% weighting)**

This criterion required applicants to describe experiences in completing/supplying similar contracts. Applicants were asked to provide a contract brief for at least three examples of similar maintenance contracts, including:

- details of the works
- details of issues that arose during the contract and how these were managed
- how works scheduling and maintenance was achieved
- how safety was maintained
- contact details of a referee for each project

SuperCivil Pty Ltd and D&T Asphalt Pty Ltd best addressed this criterion. D&T Asphalt Pty Ltd provided information as requested, had good written references and demonstrated contractual experience with the City of Armadale and the City of Swan.

SuperCivil Pty Ltd has experience working with Main Roads Western Australia and have their own asphalt plant to produce and supply asphalt mixes during winter months. References were received from Main Roads Western Australia, DM Roads and the City of Kalgoorlie with positive feedback for SuperCivil Pty Ltd.

### **Key Personnel Skills and Resources (20% weighting)**

This criterion required applicants to provide information of resources to be allocated to this project, such as:

- details of designated plant, equipment and materials
- qualification and curriculum vitae noting experience and role of key operational personnel in similar contracts
- demonstrated capacity to supply requirements

SuperCivil Pty Ltd and D&T Asphalt Pty Ltd best addressed this criterion. D&T Asphalt Pty Ltd are well resourced and provided details of a small committed team suited to the size and requirements of the contract. They also provided comprehensive training certificates and qualifications for all staff.

SuperCivil Pty Ltd have experienced and qualified personnel and are a well-resourced supplier.

### **Methodology (20 % weighting)**

This criterion required applicants to detail the process they intend to use to achieve the requirements including:

- response timeframes
- programming of services
- risk, OHS and environmental considerations

SuperCivil Pty Ltd and D&T Asphalt Pty Ltd best addressed this criterion. Both applicants provided fast response timeframes and efficient programming of services with risk, OHS and environmental considerations demonstrated.

### **Pricing (30 % weighting)**

This criterion required applicants to submit prices for the services as outlined in the specification. The prices were structured as a Schedule of Rates table. The evaluation panel compared the pricing in each application. The weighted cost method was used in the evaluation of the applications.

It should be noted that the contract includes a rise and fall clause (Clause 4.3) in respect to the cost of bitumen, with adjustments for the cost of bitumen being allowed for each \$20 per tonne increment in the price, subject to the supplier providing the required supporting documentation. Similarly, the supplier is also required to pass on to the City any price reductions due to a fall in the price of bitumen.

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

Applicant	Relevant Experience	Key Personnel and Resources	Methodology	Price	Total	Ranking
	30%	20%	20%	30%		
D&T Asphalt Pty Ltd	24.00	16.00	16.67	21.10	<b>77.77</b>	<b>2</b>
SuperCivil Pty Ltd	23.00	15.00	14.67	29.35	<b>82.02</b>	<b>1</b>
J & M Asphalt Pty Ltd	10.00	9.33	9.33	15.54	<b>44.20</b>	<b>3</b>

Based on the evaluation panel's assessment, the applications from SuperCivil Pty Ltd and D&T Asphalt Pty Ltd are the most advantageous for the City. It is therefore recommended these applicants be selected as the City's preferred suppliers for asphalt maintenance services.

## CONCLUSION

Applications to join a Panel of Pre-Qualified Suppliers for Asphalt Maintenance Services were recently invited with three (3) applications received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the applications submitted by SuperCivil Pty Ltd and D&T Asphalt Pty Ltd represented the most advantageous applications to the City.

The evaluation panel therefore recommends that the applications from SuperCivil Pty Ltd and D&T Asphalt Pty Ltd be added to the panel and selected as the City's preferred suppliers for for a period of twelve (12) months.

The works shall be awarded within the panel on a price supply basis, contract to contract and in strict adherence with Council Policy ADM19 - Procurement of Goods and Services.

***NB: The Confidential Attachment to this report detailing the recommended applicants' price/consideration will be made public when Council has accepted the successful applications.***

## **RECOMMEND**

**That Council, in regard to Panel of Pre-Qualified Suppliers PPS/3/18 - Asphalt Maintenance Services:**

- 1. Accepts the applications from SuperCivil Pty Ltd and D&T Asphalt Pty Ltd for a period of twelve (12) months commencing 1 January 2019, in accordance with:**
  - The applicants' submitted Schedules of Rates as presented in Confidential Attachment 3.3.1**
  - Council contract documentation, Budget and Long Term Financial Plan estimates.**
- 2. Authorise the Chief Executive Officer, subject to satisfactory performance by the contractors, to grant price adjustments for the cost of bitumen as specified in Clause 4.3 of the Request for Application to Join a Panel of Pre-Qualified Suppliers documentation.**

## **ATTACHMENTS**

- 3.3.1. Confidential Attachment - Schedule of Rates - PPS 3/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale***

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**3.4 - PANEL OF PRE-QUALIFIED SUPPLIERS PPS/4/18 - PROVISION OF PARKS  
MINOR MAINTENANCE SERVICES**

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WARD : ALL  
FILE No. :  
DATE : 11 October 2017  
REF : CW  
RESPONSIBLE Executive Director  
MANAGER Technical Services

**In Brief:**

- A Request for Applications to Join a Panel of Pre-Qualified Suppliers was recently advertised for PPS/4/18 - Parks Minor Maintenance Services.
- Nine (9) applications were received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that Council accept the applications from Mother Earth Gardening and Landscaping and Horizon West Landscape & Irrigation.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

2.2 Attractive and Functional Public Places

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

2.3 Well Managed Infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

### **Legislative Implications**

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Part 4 Division 3 *Local Government (Functions and General) Regulations 1996* – Panels of pre-qualified suppliers

### **Council Policy/Local Law Implications**

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

- Council Policy ADM 19 – Procurement of Goods and Services

### **Budget/Financial Implications**

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful applicants recommended in this report.

### **Consultation**

- Intra Directorate.

## **BACKGROUND**

Panel of Pre-Qualified Suppliers PPS/4/18 for Parks Minor Maintenance Services was advertised in the 6 October 2018 edition of the West Australian newspaper, the City's website and in a notice which was displayed on the Administration Centre, Armadale, and Kelmescott Libraries' public notice boards.

The City requires an experienced and resourced landscape maintenance contractor to provide parks minor maintenance services including:

- general gardening
- planting
- garden bed preparation
- mulching
- minor furniture maintenance
- herbicide/pesticide application
- minor graffiti removal
- minor turf maintenance brush cutting
- litter collection
- rectification of vandalism/damage

## DETAILS OF PROPOSAL

Council approval is sought to appoint applicants to the Panel of Pre-Qualified Suppliers for a period of twelve (12) months commencing 14 January 2019 with an option to be extended for a further two (2) periods of twelve (12) months up to 13 January 2022.

## COMMENT

### Analysis

The panel closed at 2.00pm on 23 October 2018. Applications were received from:

	<b>Applicant's Name</b>
1.	Environmental Industries Pty Ltd
2.	Horizon West Landscape & Irrigation Pty Ltd
3.	Prestige Property Maintenance Pty Ltd
4.	ELM (WA) Pty Ltd
5.	Sustainable Outdoors Pty Ltd
6.	Mother Earth Gardening and Landscaping
7.	UGC Holdings Pty Ltd
8.	Jasmin Carpentry and Maintenance
9.	Sanpoint Pty Ltd T/A LD Total

One (1) application was received after the close of deadline and in accordance with Regulation 18 (1) of the *Local Government (Functions and General) Regulations 1996* was rejected.

No non-conforming applications were received.

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

### **Relevant Experience of Key Personnel (50%)**

This criterion required applicants to describe their experience in completing similar works. Applicants were requested to provide information of specific operational personnel to be allocated to this contract including:

- relevant experience in similar roles or scopes within local government parks maintenance
- knowledge of maintenance requirements for local government parks and reserves
- qualification and curriculum vitae noting experience and role of key operational personnel in similar contracts
- Resources Commitment Schedule demonstrating availability (current and future contracts)
- contingency measures or back up of resources, including personnel

Mother Earth Gardening and Landscaping provided comprehensive examples of similar works and staff with relevant experience to provide the required services.

### **Occupational Health and Safety Requirements (10%)**

This criterion required applicants to provide details on how they will meet the occupational health and safety requirements as set out in the specification.

Applicants were requested to provide details of:

- safe work methods/procedures
- job safety analysis (JSA)
- licence and registration
- personal protection equipment (PPE)

Mother Earth Gardening and Landscaping, ELM (WA) Pty Ltd and Sustainable Outdoors Pty Ltd scored highest in this criterion providing comprehensive details addressing Occupational Health and Safety requirements.

### **Response Timeframes (10%)**

This criterion was specifically seeking to identify each applicant's method for delivering the contract in relation to meeting the response timeframes.

Mother Earth Gardening and Landscaping exceeded the minimum requirements and scored highest in this criterion.

### **Price (30%)**

This criterion required applicants to submit prices for the works as outlined in the panel specification. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for each applicant. The weighted cost method was used in the evaluation of the applications. Applications were ranked according to the qualitative criteria and then the evaluation panel assessed the price component to determine the application that is most advantageous to the City.

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

Applicant	Relevant Experience and Key Personnel	Occupational Health and Safety Requirements	Response Timeframes	Price	Total	Ranking
	50%	10%	10%	30%		
Environmental Industries Pty Ltd	27.50	5.50	4.50	15.76	<b>53.26</b>	<b>7</b>
Horizon West Landscape & Irrigation Pty Ltd	29.17	5.50	5.83	17.67	<b>58.17</b>	<b>2</b>
Prestige Property Maintenance Pty Ltd	28.33	5.33	5.50	18.51	<b>57.67</b>	<b>3</b>
ELM (WA) Pty Ltd	25.83	5.67	5.17	17.49	<b>54.16</b>	<b>6</b>
Sustainable Outdoors Pty Ltd	27.50	5.67	5.83	15.70	<b>54.70</b>	<b>5</b>
Mother Earth Gardening and Landscaping	38.33	5.83	7.00	29.67	<b>80.83</b>	<b>1</b>
UGC Holdings Pty Ltd	19.17	2.33	3.00	17.70	<b>42.20</b>	<b>9</b>
Jasmin Carpentry and Maintenance	13.33	4.50	5.50	21.44	<b>44.77</b>	<b>8</b>
Sanpoint Pty Ltd T/A LD Total	29.17	5.17	5.50	15.35	<b>55.19</b>	<b>4</b>

Based on the evaluation panel's assessment, the applications from Mother Earth Gardening and Landscaping and Horizon West Landscape & Irrigation Pty Ltd represent the most advantageous applications.

## CONCLUSION

Applications to join a Panel of Pre-Qualified Suppliers for Parks Minor Maintenance Services were recently invited with nine (9) applications received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the applications received from Mother Earth Gardening and Landscaping and Horizon West Landscape & Irrigation Pty Ltd represented the most advantageous applications to the City.

The evaluation panel therefore recommends that Mother Earth Gardening and Landscaping and Horizon West Landscape & Irrigation Pty Ltd be added to the panel and selected as the City's preferred suppliers for the Provision of Parks Minor Maintenance Services for a period of twelve (12) months.

***NB: The Confidential Attachment to this report detailing the recommended applicants' price/consideration will be made public when Council has accepted the successful applications.***

## **RECOMMEND**

**That Council in relation to Panel of Pre-Qualified Suppliers PPS/4/18 - Parks Minor Maintenance Services:**

- 1. Accept the applications from Mother Earth Gardening and Landscaping and Horizon West Landscape & Irrigation Pty Ltd for a period of twelve (12) months commencing 14 January 2019 in accordance with:**
  - The applicants' submitted Schedules of Rates as presented in Confidential Attachment 3.4.1**
  - Council's contract documentation, Budget and Long Term Financial Plan estimates.**
- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of twelve (12) months up to 13 January 2022, subject to satisfactory performance by the applicants and price adjustments as specified in Clause 4.1 of the Request for Applications to Join a Panel of Pre-Qualified Suppliers documentation.**

## **ATTACHMENTS**

- 3.4.1. Confidential Attachment - Schedule of Rates - PPS 4/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale***

***COUNCILLORS' ITEMS***

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*To be submitted.*

***EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT***

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Nil.

**MEETING DECLARED CLOSED AT \_\_\_\_\_**

<b>TECHNICAL SERVICES COMMITTEE</b>		
<b>SUMMARY OF ATTACHMENTS</b>		
<b>3 DECEMBER 2018</b>		
<b>ATT NO.</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>1.1 COUNCIL POLICY REVIEW: ENG 9 - MANAGING PHYTOPHTHORA DIEBACK</b>		
1.1.1	Eng 9 - Managing Phytophthora - tracked changes to Management Practice	45
<b>1.2 USE OF RECREATIONAL TRAILS IN BUNGENDORE PARK</b>		
1.2.1	Bungendore Park Bridle Trail	50
<b>3.1 TENDER 31/18 - MIGRANT PARK LANDSCAPING STAGE 2</b>		
3.1.2	Migrant Park Concept Design Stage2 V2	51



**POLICY – ENG 9 – Managing Phytophthora Dieback**

**Related Management Practice**

Yes

**Relevant Delegation**

N/A

**Rationale**

The City’s vision is for a place combining city living with a beautiful bushland setting, with the associated aim of enhancing the qualities and benefits of our natural and built environment.

Dieback is known to be a significant threat to bushland in the City of Armadale. Dieback affects not only Jarrah trees but an array of native vegetation, ecosystems and their dependent fauna and flora assemblages.

The threat of dieback is cross tenure, both in bushland found in City of Armadale reserves, Crown lands and private property. Dieback is also a threat to a number of industries such as the avocado and cut wildflower industries.

The dieback pathogen *Phytophthora cinnamomi* is spread by soil and water movement. Any activities which involve the spread of soil have the potential to spread dieback.

Whilst the symptoms of dieback are treatable with the fungicide Phosphite, there is no cure.

**Policy**

Council seeks to protect native vegetation within the Local Government area by minimising the risk of introducing and spreading the pathogen in accordance with current Management Practices

Related Local Law	Local Government Property Local Law	
Related Policies	ENG 14	
Related Budget Schedule	N/A	
Last Reviewed	12 March 2018	
Next Review Date	March 2021	
Authority Council Meeting of:	4 March 2003 (C6/2/03) 7 September 2007 (T53/7/07) 10 April 2012 (T27/4/12) 12 March 2018 (T16/3/18)	7 June 2005 (T49/05/05) 23 March 2009 (D23/3/09) 11 May 2015 (T33/5/15)



MANAGEMENT PRACTICE – ENG 9 - Managing Phytophthora Dieback

**Relevant Delegation**  
N/A

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## 1. Introduction

This policy applies to City of Armadale staff and contractors planning to undertake, or undertaking works with the potential to move soil in or adjacent to areas of bushland.

Practice identified below is consistent with current best practice as defined in Part 5 of the “Managing Phytophthora Guidelines for Local Government” manual prepared by the Dieback Working Group (2000).

## 2. Definitions

**Phytophthora Dieback:** The plant disease caused by the pathogen *Phytophthora cinnamomi*.

**High PC Risk Site:** An area containing or adjacent to, remnant native vegetation that is not degraded, or that has vegetation which was planted for revegetation purposes.

Note: High PC Risk Sites include:

Areas where there is vegetation that is not degraded on the verge.

Areas where there is no vegetation on the verge but remnant native vegetation that is not degraded occurs in a neighbouring property which is not zoned residential under Town Planning Scheme 4.

**Disease area:** an area within a High PC Risk Site known to contain Phytophthora Dieback.

**Clean area:** an area within a High PC Risk Site known to be Phytophthora Dieback free or with unknown Phytophthora Dieback status.

**Bushland Reserves:** Land vested in, owned, or managed by the City of Armadale which contains Bushland in ‘good’ or better condition.

## 3. Policy Implementation

The policy will be achieved through the implementation of the following practices and through the provision of staff training and regular review of new information concerning Phytophthora Dieback.

### 3.1. Support of community volunteers

- 3.1.1. Reasonable requests for information about Phytophthora Dieback from community conservation groups and other groups or individuals concerned with protecting the natural environment will be met. Requests for information should be forwarded to the City of Armadale Environmental Officer.
- 3.1.2. Appropriate materials for Phytophthora Dieback management (as determined by the Executive Director Technical Services) will be provided to community conservation groups when:
  - a) The material is to be used on land owned or vested in the City
  - b) The community conservation group can demonstrate that adequate training has been or will be provided to ensure safe and effective use of equipment and materials; and
  - c) Adequate funds are available.

### **3.2. Identification of High Risk PC Sites**

- 3.2.1. The Civil Works five year works program shall be forwarded annually to the City of Armadale Environmental Officer to identify High PC Risk Sites to which this policy may apply.
- 3.2.2. The City of Armadale Engineering Department and Environmental Department shall then work in consultation to arrange Phytophthora Dieback status of vegetation on the verge of a High Risk PC Sites to be mapped by a qualified interpreter. Funding for dieback interpretation shall be sourced from the project budget.
- 3.2.3. Mapping received as an outcome of 3.2.2 will be placed on Intramaps where appropriate as coordinated by the City of Armadale Environmental Officer in coordination with GIS officers.

### **3.3. Planning and design of road construction, road reconstruction, drainage works and paths in High PC Risk Sites**

- 3.3.1. Work programs shall be planned and designed as a collective unit (determined from the five year work program) to occur in dry weather conditions where practicable.
- 3.3.2. Designs shall include a site plan which clearly identifies the following areas (where applicable)
  - Diseased and Clean areas (from mapping undertaken in CL3.2.2 and made available on Intramaps);
  - areas of native vegetation;
  - the construction zone;
  - areas in which can be utilised for stockpiles;
  - vehicle parking areas;
  - clean down stations.
- 3.3.3. Stockpile, vehicle parking, and clean down areas are to be located on a sealed or hard stand surfaces. Stockpile, vehicle parking, and clean down areas are not be located on native vegetation or located upslope of a Clean area.
- 3.3.4. Road drainage will not be directed into Clean areas.
- 3.3.5. Where road drainage travels from Disease areas into Clean areas, alternatives to open drainage (such as piping) shall be considered to minimise the risk of spore transfer.

### **3.4. Road, path and drainage construction/ maintenance in High Risk PC Sites**

- 3.4.1. Works shall be undertaken during dry soil conditions where practicable.
- 3.4.2. Civil Works supervisors shall identify any Disease areas shown on-site using flagging tape and/or appropriate signs on the verge and brief field staff about the demarcated areas and the location of stockpile, vehicle parking, and clean down areas as identified on the site plan.
- 3.4.3. Construction activities must stay within the construction zone as shown on the site plan and must not enter bushland.
- 3.4.4. All vehicles and footwear are to be free of mud and soil before arriving at High PC Risk Site. Vehicles are to be parked only in areas identified as parking areas on the site plan.
- 3.4.5. Where the movement of soil is possible on plant or equipment, the sequence of construction shall generally be from Clean areas too Disease areas in order to minimise the need for on-site clean down.

- 3.4.6. Vehicles that enter Disease areas identified on the site plan must be cleaned down at the location designated on the site plan prior to working on or within unsealed surfaces. Clumps of soil on shoes must be brushed off before leaving Disease areas. Clean down should be undertaken consistent with section 3.7 of this management practice.
  - 3.4.7. Once leaving a Disease area, vehicles may return to the depot for cleaning provided they do not leave sealed roads.
  - 3.4.8. Grading works are to minimise soil transfer where practicable.
  - 3.4.9. Only scheme or sterilised water is to be utilised.
  - 3.4.10. Unless gravel can be sourced from a certified dieback free source, limestone shall be used for construction activities in Clean areas shown on the site plan.
  - 3.4.11. Materials such as gravel, sand and soil derived on-site from a Clean area shall be stockpiled and re-used during construction in preference introducing other materials. If in excess, these materials may be used at other location in the City.
  - 3.4.12. Materials such as gravel, sand and soil derived on-site from a Disease area shall not be re-used at other locations in the City and shall be disposed of at one of the Cities landfill facilities.
- 3.5. Guidelines for the management of Phytophthora Dieback in City of Armadale Bushland Reserves**
- 3.5.1. Dieback status of vegetation shall be considered as part of management plan preparation.
  - 3.5.2. New dieback mapping will be forwarded to GIS Officers to be made available on the Intramaps system.
  - 3.5.3. All contractors undertaking works in Armadale Bushland Reserves shall be provided a copy of dieback mapping and ENG 9 Managing Phytophthora Dieback and its associated Management Practice. It is the responsibility of the Officer engaging the contractor to provide this information.
  - 3.5.4. Works involving the movement of soil shall be undertaken in dry soil conditions where practicable.
  - 3.5.5. ~~Where funding permits, a phosphite treatment program will be implemented on a three to five year basis. A phosphite treatment program will be implemented on a three to five year basis to manage the potential spread of dieback in the City's bushland reserves. Treatment will focus on controlling the spread of dieback from infested significant tree and bushland in all urban "Forrestfield Complex" reserves. Significant verge tree will also be treated as part of the routine maintenance processes.~~
  - 3.5.6. Where practicable works will begin in Clean areas and finish in Disease areas to minimise transfer on vehicles, footwear, materials or equipment.
  - 3.5.7. Where reasonable, tracks shall not be designed to cross dieback fronts.
  - 3.5.8. Materials shall not be introduced unless the Phytophthora Dieback status of the area and the materials is known and this activity poses minimal risk.
  - 3.5.9. Where practical and where funding permits, paths will be sealed to minimise the likelihood of Phytophthora Dieback spread.
  - 3.5.10. Where practical, Phytophthora Dieback fronts will be delineated on-site
  - 3.5.11. Where practical, mowing, slashing or the use of herbicide will be used as a firebreak maintenance procedure in preference to grading or ploughing.
  - 3.5.12. Tools, equipment or plant will be clean prior to entering a bushland area.

**3.6. Guidelines for the management of Phytophthora Dieback during fire suppression activities**

- 3.6.1. The City of Armadale Environmental Officer will annually forward dieback mapping to the Fire and Emergency Services Authority, Roleystone Volunteer Fire Brigade and Bedfordale Volunteer Fire Brigade.

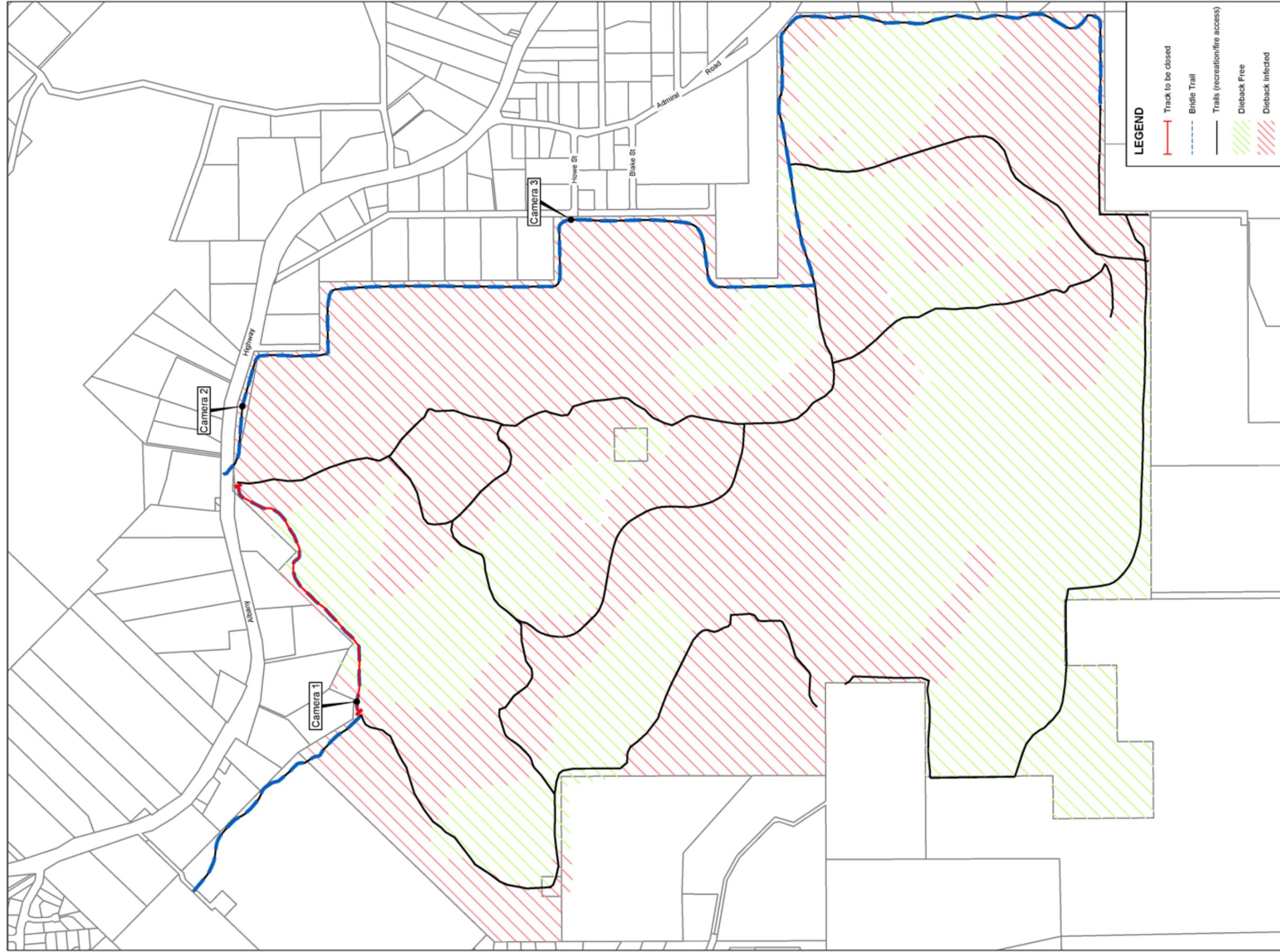
**3.7. Guidelines for landscaping**

- 3.7.1. Plants shall be sourced from a nursery accredited by the Nursery & Garden Industry Western Australia (NAISA).

**3.8. Guidelines for Clean Down at High Risk PC Sites**

- 3.8.1. Machinery, vehicles and equipment shall arrive on-site free of soil or mud.
- 3.8.2. Cleaning on-site shall be undertaken on a hard stand surface or in an area where water will not wash soil into the High Risk PC site.
- 3.8.3. The cleaning of machinery, vehicles or equipment shall be undertaken using dry methods such as brushing with a brush/ broom or blowing with compressed air. Cleaning with water should only be undertaken on-site when other means are not appropriate.

Last Reviewed	
Authority	

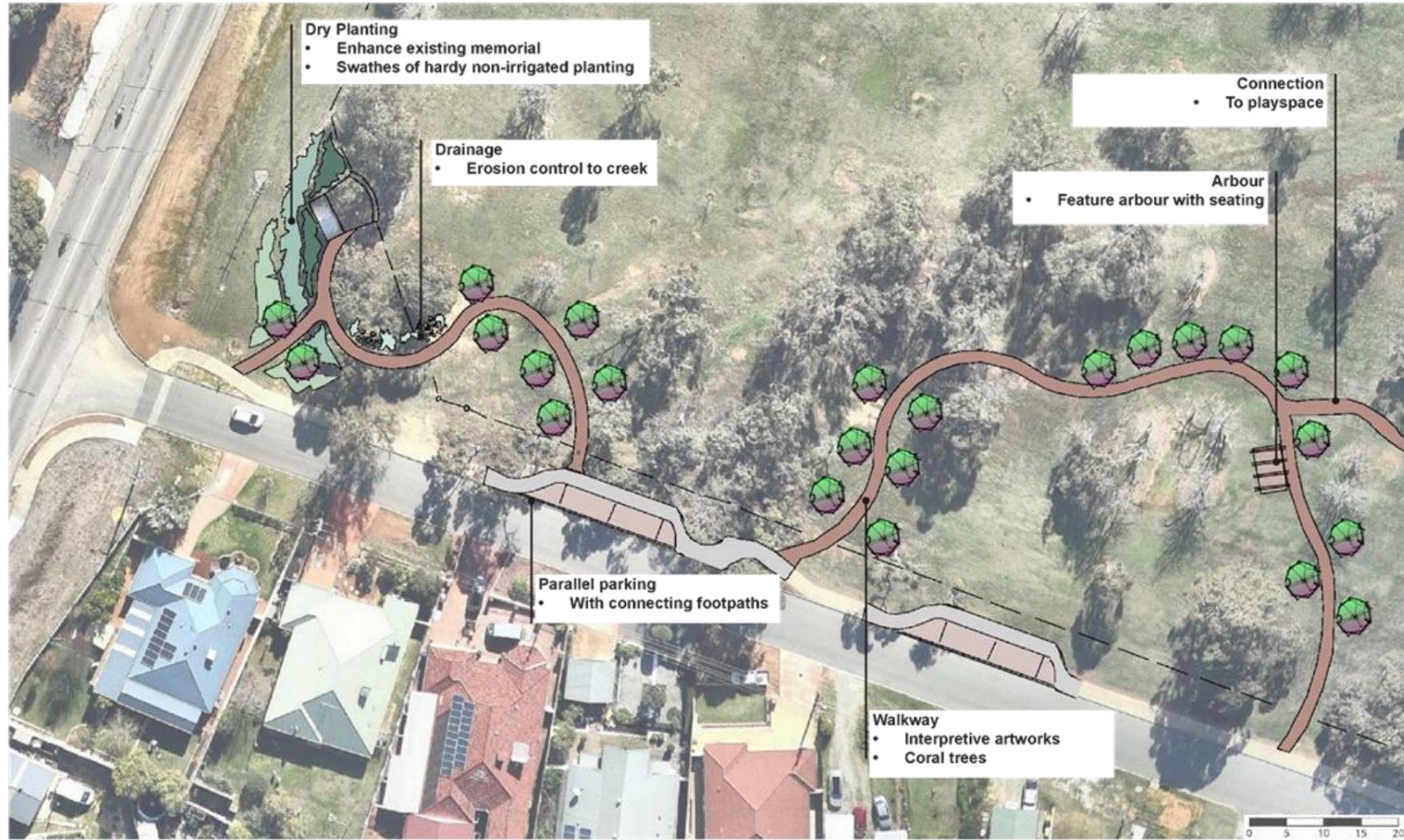


Bungendore Bridle Trail

SCALE 1 : 10000

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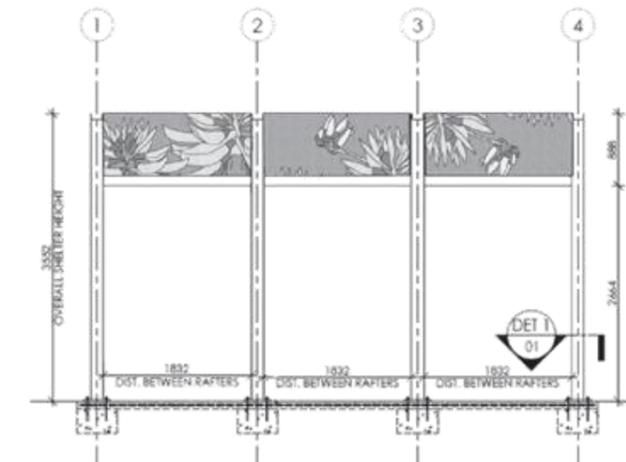




Dry planting to enhance existing memorial



Feature arbour with information sign and seating



Feature arbour with flame tree detail

## MIGRANT PARK STAGE 2

The aim is to provide an interpretive walkway that takes visitors on a journey through some of the visible historical features of the site. The pathway links the existing memorial with proposed carparking and up to the proposed Stage 1 play space, via a rest area with a feature arbour and seating

PROJECT: MIGRANT PARK UPGRADE  
DRAWING: Stage 2 - Concept Design  
DATE: August 2018  
DRAWN: JAM