

CITY OF ARMADALE

AGENDA

OF THE **TECHNICAL SERVICES COMMITTEE** TO BE HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **WEDNESDAY, 7 MARCH 2018 AT 7.00PM.**

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

PRESENT:

APOLOGIES: Cr K Busby (Leave of Absence)

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

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

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

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

CONFIRMATION OF MINUTES

RECOMMEND

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

ITEMS REFERRED FROM INFORMATION BULLETIN

- **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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7 MARCH 2018

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1.1 - COUNCIL POLICY REVIEW: ENG 12 - RESUMPTIONS

WARD : ALL

FILE No. : M/101/18

DATE : 15 February 2018

REF : MH/JJ

RESPONSIBLE : Executive Manager
MANAGER Technical Services

In Brief:

- At its Ordinary Meeting of 4 March 2003, Council formally adopted the Policy Manual and endorsed the associated Management Procedures for developing, amending and reviewing policies.
- A review of Policy ENG 12 – Resumptions was recently undertaken.
- It is recommended that the Policy ENG 12 – Resumptions as reviewed, continues to apply and operate until March 2021.

Recommend:

That Council pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm the continued application and operation of Policy ENG 12 – Resumptions 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.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

3.1 Economic Growth

- 3.1.1 Promote Armadale and its potential business opportunities to facilitate targeted economic development

4.1 Visionary Civic leadership and sound governance

- 4.1.2 Make decisions that are sound, transparent and strategic

- 4.1.2.1 Implement policies and associated delegations to improve transparency of decisions

Legislative Implications

Assessment of legislation indicates that the following applies:

- *Local Government Act 1995*

Council Policy/Local Law Implications

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

- Policy Manual

Budget/Financial Implications

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

Consultation

- Intra Directorate.

BACKGROUND

At its Ordinary Meeting of 4 March 2003, Council formally adopted the Policy Manual and endorsed the associated Management Procedures for developing, amending and reviewing policies.

Part 3 of the Procedures states:

“A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies reviewed each year.”

DETAILS OF PROPOSAL

As per the Procedure for Developing, Amending and Reviewing Policies, ENG 12 - Resumptions is due for review and is presented in the attachment to this report for Council's consideration.

COMMENT

Policy ENG 12 – Resumptions has been reviewed, and Officers have confirmed that the relevancy of the policy is still current and that no alterations are required.

CONCLUSION

A review of the current ENG 12 – Resumptions Policy has recently been completed. It is recommended that the policy continues to apply and operate until March 2021 or such earlier date as Council may determine.

RECOMMEND

That Council pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm the continued application and operation of Policy ENG 12 – Resumptions 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.

ATTACHMENTS

1.1.1. [↓](#) Policy ENG 12 - Resumptions

2.1 - COUNCIL POLICY REVIEW: ENG 9 - MANAGING PHYTOPHTHORA DIEBACK

WARD : ALL

FILE No. : M/73/18

DATE : 8 February 2018

REF : NB/AO

RESPONSIBLE : Executive Manager
MANAGER Technical Services

In Brief:

- At its Ordinary Meeting of 4 March 2003, Council formally adopted the Policy Manual and endorsed the associated Management Procedures for developing, amending and reviewing policies.
- A review of Policy ENG 9 – Managing Phytrophthora Dieback and its associated Management Practice was recently undertaken.
- It is recommended that the Policy ENG 9 – Managing Phytrophthora Dieback and its associated Management Practice, continue to apply and operate until March 2021.

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 Phytrophthora Dieback
2. Note the attached associated Management Practice.

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

4.1 Visionary Civic leadership and sound governance

4.1.2 Make decisions that are sound, transparent and strategic

4.1.2.1 Implement policies and associated delegations to improve transparency of decisions

Legislative Implications

Assessment of legislation indicates that the following applies:

- *Local Government Act 1995*

Council Policy/Local Law Implications

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

- Policy Manual

Budget/Financial Implications

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

Consultation

- Intra Directorate.

BACKGROUND

At its Ordinary Meeting of 4 March 2003, Council formally adopted the Policy Manual and endorsed the associated Management Procedures for developing, amending and reviewing policies.

Part 3 of the Procedures states:

“A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies reviewed each year.”

DETAILS OF PROPOSAL

As per the Procedure for Developing, Amending and Reviewing Policies, ENG 9 - Managing Phytophthora Dieback is due for review and is attached to this report for Council's consideration. The associated Management Practice has also been attached for Councillors' information.

COMMENT

Policy ENG 9 - Managing Phytophthora Dieback has been reviewed, and Officers have confirmed that the relevancy of the policy is still current and that no alterations are required.

CONCLUSION

A review of the current ENG 9 - Managing Phytophthora Dieback Policy and its associated Management Practice has recently been completed. It is recommended that the policy continues to apply and operate until March 2021 or such earlier date as Council may determine.

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 attached associated Management Practice.

ATTACHMENTS

- 2.1.1. [Policy - ENG 9 - Managing Phytophthora Dieback](#)
- 2.1.2. [Management Practice - ENG 9 - Managing Phytophthora Dieback](#)

3.1 - TENDER 36/17 - SUPPLY OF IRRIGATION PARTS

WARD : ALL

FILE No. : M/107/18

DATE : 16 February 2018

REF : CW /GM

RESPONSIBLE : Executive Manager
MANAGER Technical Services

In Brief:

- Tender 36/17 was recently advertised for the Supply of Irrigation Parts.
- Two (2) tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.

Recommend:

That Council, in regard to Tender 36/17 for the Supply of Irrigation Parts:

1. Accept the tender from Total Eden Pty Ltd for a period of two (2) years commencing 1 April 2018 and expiring 31 March 2020 in accordance with:
 - the submitted Schedule of Rates as presented in Confidential Attachment 3.1.1
 - Council's contract documentation, 2017/18 Budget and Long Term Financial Plan estimates
2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of twenty four (24) months up to 31 March 2024 subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender Special Conditions of Contract Clause 4.1.

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

4.3 Financial Sustainability

- 4.3.3 Seek efficiencies that will reduce service delivery costs
 - 4.3.3.3 Investigate ways that assets service levels can be matched to long term funding capability

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 or Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2017/18 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

BACKGROUND

Tender 36/17 calls for the supply and delivery of irrigation parts, which will be used to replenish the City's stock on hand requirements, enabling the City to efficiently carry out repairs and minor installation works to irrigation systems managed by the City.

The tender was advertised in the Saturday, 28 October 2017 edition of the West Australian newspaper, on the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

DETAILS OF PROPOSAL

Council approval is sought to award tender 36/17 for the Supply of Irrigation Parts for a period of twenty four (24) months from 1 April 2018 to 31 March 2020, with an option for the tender to be extended for a further two (2) periods of twenty four (24) months up to 31 March 2024 subject to satisfactory performance, and mutual agreement by both the City and the Tenderer.

COMMENT

Analysis

Tender 36/17 Supply of Irrigation Parts closed at 2.00 pm on Tuesday, 14 November 2017.

Tenders were received from:

	Tenderer's OR Respondent's Name
1.	Fens & Company Pty Ltd T/A WA Reticulation Supplies
2.	Total Eden Pty Ltd

All tenders were assessed against compliance criteria and all were conforming.

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

Relevant Experience (20%)

This criterion required tenderers to describe their experience in completing similar works, including details of outcomes and demonstrating the ability to deliver on time and within budget.

Both of the tenders met the criteria with Total Eden Pty Ltd scoring highest in this criterion.

The tender from Total Eden Pty Ltd detailed good examples of parts and quantifiable amounts previously supplied to various companies; successfully demonstrating that they are able to provide the quality and amount of materials required by the City.

Tenderer's Resources (30%)

This criterion required tenderers to provide a comprehensive list of available stock, delivery vehicle details and any contingency measures or back up of resources including personnel.

Both of the tenders met the criteria with Total Eden Pty Ltd scoring highest in this criterion.

Total Eden Pty Ltd provided a comprehensive list of stock, delivery vehicles and contingency measures.

Fens & Company Pty Ltd T/A WA Reticulation Supplies did not provide sufficient detail relating to their contingency measures.

Demonstrated Understanding (10%)

This criterion was specifically looking to identify each tenderer's methodology for delivering the contract.

Both of the tenders met the criteria with Total Eden Pty Ltd scoring highest in this criterion.

Total Eden Pty Ltd provided a more detailed methodology than Fens & Company Pty Ltd T/A WA Reticulation Supplies, including information on delivery and response time frames and their process for providing the goods and services.

Price (40%)

This criterion required tenderers to submit prices for the products required in the tender specifications. The prices received from both companies were very competitive.

The prices submitted were structured as a Schedule of Rates table. The evaluation panel compared the tendered price for each item in the product list to determine the tender that is most advantageous to the City.

The ranking of the compliant tenders as determined by the evaluation panel is as follows:

Tenderer	Relevant Experience	Resources	Demonstrated Understanding	Price	Total	Ranking
	20%	30%	10%	40%		
Fens & Company Pty Ltd T/A WA Reticulation Supplies	11.00	16.50	4.83	24.00	56.33	2
Total Eden Pty Ltd	14.00	21.00	6.50	24.00	65.50	1

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

CONCLUSION

Tenders for the Supply of Irrigation Parts were recently invited with two (2) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Total Eden Pty Ltd represents the most advantageous tender to the City.

The evaluation panel therefore recommends that Tender 36/17 Supply of Irrigation Parts be awarded to Total Eden Pty Ltd for a period of twenty four (24) months with the option to be extended for a further two (2) periods of twenty four (24) months subject to satisfactory performance, and mutual agreement by both the City and the Tenderer.

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 36/17 for the Supply of Irrigation Parts:

- 1. Accept the tender from Total Eden Pty Ltd for a period of twenty four (24) months commencing 1 April 2018 and expiring 31 March 2020 in accordance with:**
 - the submitted Schedule of Rates as presented in Confidential Attachment 3.1.1**
 - Council's contract documentation, 2017/18 Budget and Long Term Financial Plan estimates**
- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of twenty four (24) months up to 31 March 2024, 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

- 3.1.1. Confidential Attachment - Schedule of Rates - Tender 36 17 - *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***

3.2 - TENDER 1/18 - MINNAWARRA LAKE LANDSCAPING

WARD : MINNAWARRA

FILE No. : M/108/18

DATE : 19 February 2018

REF : AO/JA

RESPONSIBLE : Executive Manager
MANAGER Technical Services

In Brief:

- Tender 1/18 was recently advertised for Minnowarra Lake Landscaping.
- Four (4) tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.

Recommend:

That Council, in regard to Tender 1/18 Minnowarra Lake Landscaping, accept the tender from Sanpoint Pty Ltd T/A LD Total for a period of seven (7) months commencing 1 April 2018 and expiring 31 October 2018 in accordance with:

- the Lump Sum consideration as presented in Confidential Attachment 3.2.1
- Council's contract documentation, 2017/18 Budget and Long Term Financial Plan estimates

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 or Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2017/18 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

BACKGROUND

Minnawarra Park is the City's centrepiece park, located on Armadale Road. The Park provides residents and visitors to the City with a highly valued and patronised area of public open space. The park is utilised for numerous significant social functions throughout the year.

The Park, which includes Minnawarra Lake, is currently undergoing a number of upgrades, with the overall objective being to enhance the existing character of the park with improvements to the lake water body, lake edge, garden beds and connecting pathways.

Council awarded the tender for the Dredging of the Lake to Apex Eco Management International Pty Ltd at its 13 November 2017 meeting.

Tender 1/18 for Minnawarra Lake Landscaping was advertised in the 24 January 2018 edition of the West Australian newspaper, on the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The works included in the scope of the tender include the provision of all materials, labour, traffic management, equipment and cartage for the construction, consolidation and completion of the landscaping works, comprising of:

- Demolition
- Site preparation and grading
- Irrigation
- Jute matting
- Rockwork
- Pathways
- Mowing kerbs
- Decking
- Feature arbour
- Fencing
- Park furniture
- Floating wetlands
- Soil treatment
- Planting
- Mulch
- Consolidation

DETAILS OF PROPOSAL

Council approval is sought to award the tender for Minnawarra Lake Landscaping for a period of seven (7) months commencing 1 April 2018 and expiring 31 October 2018.

COMMENT

Analysis

Tender 1/18 for Minnowarra Lake Landscaping closed at 2.00 pm on 9 February 2018.

Tenders were received from:

	Tenderer's OR Respondent's Name
1.	Environmental Industries Pty Ltd
2.	The Millennium Trust T/A Le Grove Landscaping
3.	Sanpoint Pty Ltd T/A LD Total
4.	Albra Investments Pty Ltd T/A Horizon West Landscape Constructions

All tenders were assessed against compliance criteria and all were conforming.

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

Relevant Experience (20% weighting)

This criterion required tenderers to describe their experience in completing/supplying similar requirements, including noting:

- Details of similar contracted works
- The scope of the tenderer's involvement including details of outcomes
- A project reference sheet

All tenderers addressed this criterion, with Environmental Industries Pty Ltd, The Millennium Trust T/A Le Grove Landscaping and Sanpoint Pty Ltd T/A LD Total providing the most informative tenders which established each firm's experience in past landscape works of relevant scale and nature.

Key Personnel (15% weighting)

This criterion required tenderers to provide information describing the operational personnel to be allocated to this project, including:

- Their role in the performance of the contract
- Their qualifications and curriculum vitae

Sanpoint Pty Ltd T/A LD Total and The Millennium Trust T/A Le Grove Landscaping provided the clearest list of project team personnel, demonstrating depth of experience, qualifications and knowledge.

Tenderer's Resources (10% weighting)

This criterion required tenderers to demonstrate their ability to supply and sustain the necessary resources, including noting:

- A comprehensive list of equipment, plant and vehicles
- Any contingency measures or back-up resources including personnel
- Resources commitment schedule indicating availability

Albra Investments Pty Ltd T/A Horizon West Landscape Constructions and Sanpoint Pty Ltd T/A LD Total best addressed this criterion providing comprehensive lists of plant, equipment and contingency measures most suitable for the scope of works. Both tenderers successfully demonstrated their availability to undertake the works within the specified timeframe.

Demonstrated Understanding (20% weighting)

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

The Millennium Trust T/A Le Grove Landscaping and Sanpoint Pty Ltd T/A LD Total each provided a thorough description of their construction methodology which was reflected in their draft construction schedule of works. In both cases, the methodology reflected an appreciation of the site's features and constraints.

Pricing (35% weighting)

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

The ranking of the compliant tenders as determined by the evaluation panel is as follows:

Tenderer	Relevant Experience	Key Personnel	Resources	Methodology	Price	Total	Ranking
	20%	15%	10%	20%	35%		
Environmental Industries Pty Ltd	13.33	8.00	4.83	10.67	27.04	63.87	3
The Millennium Trust T/A Le Grove Landscaping	12.67	8.50	6.00	11.33	25.66	64.16	2
Sanpoint Pty Ltd T/A LD Total	12.67	9.50	6.17	11.67	35.00	75.01	1
Albra Investments Pty Ltd T/A Horizon West Landscape Constructions	11.33	8.00	6.17	9.00	28.64	63.14	4

Based on the panel's evaluation using a combination of the above qualitative criteria, the tender from Sanpoint Pty Ltd T/A LD Total represents the most advantageous tender to the City.

CONCLUSION

Tenders for Minnowarra Lake Landscaping were recently invited with four (4) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Sanpoint Pty Ltd T/A LD Total represented the most advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to Sanpoint Pty Ltd T/A LD Total for a period of seven (7) months commencing 1 April 2018 and expiring 31 October 2018.

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 1/18 for Minnowarra Lake Landscaping, accept the tender from Sanpoint Pty Ltd T/A LD Total for a period of seven (7) months commencing 1 April 2018 and expiring 31 October 2018 in accordance with:

- **the Tenderer's submitted Lump Sum consideration as presented at Confidential Attachment 3.2.1**
- **Council's contract documentation, 2017/18 Budget and Long Term Financial Plan estimates**

ATTACHMENTS

- 3.2.1. Confidential Attachment - Price Schedule - Tender 1 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*

**3.3 - TENDER 2/18 - BALANNUP LIVING STREAM STAGE 2 LANDSCAPE
SOFTWARES**

WARD : RANFORD

FILE No. : M/109/18

DATE : 19 February 2018

REF : AO/JA

RESPONSIBLE : Executive Manager
MANAGER Technical Services

In Brief:

- Tender 2/18 was recently advertised for Balannup Living Stream Stage 2 Landscape Softworks.
- Eight (8) tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.

Recommend:

That Council, in regard to Tender 2/18 Balannup Living Stream Stage 2 Landscape Softworks, accept the tender from Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services for an initial construction period of five (5) months commencing 1 April 2018 and expiring 31 August 2018 followed by a twenty four (24) month consolidation period commencing 1 September 2018 and expiring 31 August 2020 in accordance with:

- the Lump Sum consideration as presented in Confidential Attachment 3.3.1
- Council's contract documentation, 2017/18 Budget and Long Term Financial Plan estimates

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 or Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2017/18 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

BACKGROUND

Tender 2/18 for Balannup Living Stream Stage 2 Landscape Softworks was advertised in the 17 January 2018 edition of the West Australian newspaper, on the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The Tender is a part of the greater Balannup living stream project funded through the Development Contribution Plan, which aims to:

- Relocate the existing drain and create a living stream that plays an important role in stormwater management, providing conveyance and an opportunity for water quality improvement for stormwater runoff from the upstream catchment.
- Retain remnant native vegetation and revegetate areas with similar characteristics to nearby remnant vegetation.
- Provide aesthetic, recreational and conservation values in the urban environment.

The proposed works include the provision of all materials, labour, traffic management, equipment and cartage for the completion of the landscape softworks, construction and consolidation comprising of:

- Grading
- Weed eradication
- Jute matting
- Rockwork
- Soil treatment
- Planting
- Mulch
- Watering
- Consolidation

DETAILS OF PROPOSAL

Council approval is sought to award Tender 2/18 for Balannup Living Stream Stage 2 Landscape Softworks for an initial construction period of five (5) months commencing 1 April 2018 and expiring 31 August 2018 followed by a twenty four (24) month consolidation period commencing 1 September 2018 and expiring 31 August 2020.

COMMENT

Analysis

Tender 2/18 for Balannup Living Stream Stage 2 Landscape Softworks closed at 2.00 pm on 9 February 2018. Tenders were received from:

	Tenderer's OR Respondent's Name
1.	Frogmat Landscape Construction
2.	The Millennium Trust T/A Le Grove Landscaping
3.	ELM Irrigation Pty Ltd T/A ELM Construction WA
4.	Sanpoint Pty Ltd T/A LD Total
5.	Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services
6.	Phase 3 Landscape Construction Pty Ltd
7.	Albra Investments Pty Ltd T/A Horizon West Landscape Constructions
8.	Environmental Industries Pty Ltd

All tenders were assessed against compliance criteria and all were conforming.

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

Relevant Experience (20% weighting)

This criterion required tenderers to describe their experience in completing/supplying similar requirements, including providing:

- Details of similar contracted works
- The scope of the tenderer's involvement including details of outcomes
- A project reference sheet

Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services, The Millennium Trust T/A Le Grove Landscaping, Sanpoint Pty Ltd T/A LD Total and Elm Irrigation Pty Ltd T/A Elm Construction WA provided the most informative tenders that established each firm's experience in past landscape works of relevant scale and nature.

Key Personnel (15% weighting)

This criterion required tenderers to provide information describing the operational personnel to be allocated to this project, including:

- Their role in the performance of the contract
- Their qualifications and curriculum vitae

Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services and Sanpoint Pty Ltd T/A LD Total provided the clearest list of project team personnel, demonstrating depth of experience, qualifications and knowledge.

Tenderers Resources (15% weighting)

This criterion required tenderers to demonstrate their ability to supply and sustain the necessary resources, including detailing:

- A comprehensive list of equipment, plant and vehicles
- Contingency measures or back-up resources including personnel
- A resources commitment schedule indicating availability

Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services and Albra Investments Pty Ltd T/A Horizon West Landscape Constructions provided the most comprehensive list of plant, equipment and contingency measures most suitable for the scope of works. Both tenderers provided evidence of their resources commitment schedule detailing their availability to undertake the works within the contract terms.

Demonstrated Understanding (15% weighting)

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

- A demonstrated understanding of the scope of work
- A description of the processes involved for the project delivery
- A proposed indicative project schedule and resource allocation
- Supply details and provide an outline of proposed methodology

Environmental Industries Pty Ltd, Sanpoint Pty Ltd T/A LD Total and Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services each provided a thorough description of their construction methodology which was reflected in their draft construction schedule of works. In each case, the methodology reflected an appreciation of the site's features and constraints.

Pricing (35% weighting)

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

The ranking of the compliant tenders as determined by the evaluation panel is as follows:

Tenderer	Relevant Experience	Key Personnel	Resources	Methodology	Price	Total	Ranking
	20%	15%	15%	15%	35%		
Frogmat Landscape Construction	7.33	5.00	5.25	4.25	16.37	38.20	8
The Millennium Trust T/A Le Grove Landscaping	11.00	8.00	8.25	9.25	11.51	48.01	6
ELM Irrigation Pty Ltd T/A ELM Construction WA	11.00	7.75	6.75	6.50	35.00	67.00	2
Sanpoint Pty Ltd T/A LD Total	12.33	9.00	9.00	10.00	17.70	58.03	3
Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services	14.00	10.50	10.25	11.50	22.63	68.88	1
Phase 3 Landscape Construction Pty Ltd	8.67	7.00	8.00	8.50	21.38	53.55	4
Albra Investments Pty Ltd T/A Horizon West Landscape Constructions	9.33	7.50	9.50	6.75	19.85	52.93	5
Environmental Industries Pty Ltd	10.67	7.00	8.25	10.00	5.64	41.56	7

Based on the panel's evaluation, using a combination of the above qualitative criteria, the tender from Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services represents the most advantageous tender to the City.

CONCLUSION

Tenders for Balannup Living Stream Stage 2 Landscape Softworks were recently invited with eight (8) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services represented the most advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services for an initial construction period of five (5) months commencing 1 April 2018 and expiring 31 August 2018 followed by a twenty four (24) month consolidation period commencing 1 September 2018 and expiring 31 August 2020.

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 2/18 for Balannup Living Stream Stage 2 Landscape Softworks, accept the tender from Natural Area Holdings Pty Ltd T/A Natural Area Consulting Management Services for an initial construction period of five (5) months commencing 1 April 2018 and expiring 31 August 2018 followed by a twenty four (24) month consolidation period commencing 1 September 2018 and expiring 31 August 2020 in accordance with:

- **the Tenderer's submitted Lump Sum consideration as presented at Confidential Attachment 3.3.1**
- **Council's contract documentation, 2017/18 Budget and Long Term Financial Plan estimates**

ATTACHMENTS

- 3.3.1. Confidential Attachment - Price Schedule - Tender 2 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*

4.1 - TRACKLESS TRAMS IN ARMADALE CBD (REFERRAL ITEM)

At the Council meeting held on 12 February 2018, Cr G Nixon referred the following matter to the Technical Services Committee.

That the matter of Trackless Trams through the City of Armadale be referred to the Technical Services Committee.

Comment from Cr G Nixon

That the City investigates the feasibility of using Trackless Trams to link Armadale to the wider areas currently not serviced by an East/West rail, eg. Murdoch University and Fiona Stanley Hospital.

An East/West link from Armadale that is accessible, integrated and reliable to convey passengers to the hospital, university and places of employment is needed for our residents.

Trackless trams although not currently used in Australia, are used in a number of European cities, including Barcelona, Geneva and Luxembourg.

An advantage of the trackless tram system is that it can be implemented relatively quickly. It would also be cheaper than light rail and able to either share the road space or run on a relatively narrow strip in the middle of the existing road.

The possibility of the trams being manufactured in Forrestdale Business Park could also be investigated.

Officer Comment

The matter will be investigated and a report will be prepared for a future Technical Services Committee meeting.

RECOMMEND

To be considered.

ATTACHMENTS

There are no attachments for this report.

4.2 CHAMPION CENTRE AND SEVILLE GROVE LIBRARY REDEVELOPMENT (REFERRAL ITEM)

At the Council meeting held on 12 February 2018, Cr C Wielinga referred the following matter to the Technical Services Committee.

That the matter of a Council report on the final design and cost breakdown of the Champion Centre and Seville Grove Library Redevelopment be referred to the Technical Services Committee.

Comment from Cr C Wielinga

The redevelopment of the Champion Centre and Seville Grove Library is a large multi-million dollar project for the City of Armadale. According to the City's Engagement Framework (draft), projects with an increasing level of impact are those that typically would be expected to be reviewed and endorsed by Council.

Since it is such an important redevelopment, it is important for Councillors to review the redevelopment designs and budget breakdown.

The October 2017 design as seen in the February 2018 Council report was replaced by new designs in a February 2018 Council memo. Although there was no change in the Champion Centre design, the Library design was significantly changed.

The architects brief included requirements to "reduce potential area" of the Library and include "Leasable spaces that provide revenue from external service providers".

Although it is prudent to include the leasable/revenue spaces for external users within the Library, perhaps having the main Library space in one consolidated area with the leasable spaces at the southern end could be a better design.

It is hoped Council will receive further information and options to consider on this multi-million dollar redevelopment project.

Officer Comment

Following initial consideration at the Technical Services Committee Meeting of 05 February 2018 of the proposed expenditure of A14 Structure Plan Cash in Lieu monies to fund the landscaping elements of the project, a Councillor briefing session with the project architect was held on the 12th of February; part of which included discussions regarding the layout of the Seville Grove Library. The City is taking into account the feedback provided at the briefing in conjunction with the existing advice and design layout. A further update will be provided to Councillors accordingly.

The suggested officer recommendation is therefore as follows:

“That Council note that the City is taking into account the feedback provided at the briefing in conjunction with the existing advice and design layout. A further update will be provided to Councillors accordingly.”

RECOMMEND

To be considered.

ATTACHMENTS

There are no attachments for this report

4.3 - LANDFILL LEVY CHARGES (REFERRAL ITEM)

At the Council meeting held on 12 February 2018, Cr J Munn referred the following matter to the Technical Services Committee.

That the matter of Landfill Levy Charges for Hopkinson Road Landfill be referred to the Technical Services Committee.

Comment from Cr J Munn

Previously there was some concern of depths of capping in the tip and how this will affect the escalating land levy fees. I would like to know if the problem had been resolved or ameliorated.

There was also a problem of the definition of waste and whether re-used material was waste or recycled, the idea being that the levy would be considerably more if the matters of the depth of capping and recycled materials was not resolved.

Officer Comment

The *Waste Avoidance and Resource Recovery Levy Regulations 2008* make provision for a number of materials to be accepted into landfill, which, under certain conditions, may be exempt from the Landfill Levy.

The City recently made a submission to the Department of Water and Environment Regulation (DWER) regarding the City's exemption applications for the acceptance of clay, clean fill (sand) and brick rubble with a view to ensuring that the City's landfill levy exemptions are accurately reflected in line with these regulations. This submission is currently being assessed by DWER and the City is awaiting a response. An update will be provided to Councillors when the outcome has been made available to the City.

Regarding the depth of the final capping, the City is currently in the early stages of compiling a Closure Management Plan, part of which will map out the design of the final cap. Once completed, this plan will be submitted to DWER for their consideration and approval.

Given the above information, the following officer recommendation is suggested for consideration:

"That Council note the City has made a submission to DWER with respect to the City's Landfill Levy Exemption Applications and is awaiting a response in this regard, with an update to be provided to Councillors once further information is available."

RECOMMEND

To be considered.

ATTACHMENTS

There are no attachments for this report.

COUNCILLORS' ITEMS

To be submitted.

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil.

MEETING DECLARED CLOSED AT _____

TECHNICAL SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
7 MARCH 2018		
ATT NO.	SUBJECT	PAGE
1.1 COUNCIL POLICY REVIEW: ENG 12 - RESUMPTIONS		
1.1.1	Policy ENG 12 - Resumptions	35
2.1 COUNCIL POLICY REVIEW: ENG 9 - MANAGING PHYTOPHTHORA DIEBACK		
2.1.1	Policy - ENG 9 - Managing Phytophthora Dieback	36
2.1.2	Management Practice - ENG 9 - Managing Phytophthora Dieback	37



POLICY – ENG 12 – Resumptions

Related Management Practice

No

Relevant Delegation

N/A

Rationale

To provide an effective administrative process for the timely acquisition of land for approved Council projects.

Policy

Where land is required to be resumed for approved Council projects, officers may negotiate acquisition up to its taxation valuation without reference to Council.

Related Local Law	N/A	
Related Policies	N/A	
Related Budget Schedule	Various Schedules	
Last Reviewed	11 May 2015	
Next Review Date	March 2018	
Authority Council Meeting of:	4 March 2003 (C6/2/03) 9 March 2009 (T18/3/09) 11 May 2015 (T33/5/15)	7 March 2006 (T12/02/06) 10 April 2012 (27/4/12)



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* (PC) 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	11 May 2015	
Next Review Date	March 2018	
Authority Council Meeting of:	4 March 2003 (C6/2/03) 7 September 2007 (T53/7/07) 10 April 2012 (27/4/12)	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

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* (PC).

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.

3.3.3 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.

3.3.4 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.

- 3.3.5 Road drainage will not be directed into Clean areas.
- 3.3.6 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.
- 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.
- 3.5.13 Guidelines for the management of Phytophthora Dieback during fire suppression activities.
- 3.5.14 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.

3.6 Guidelines for landscaping

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

3.7 Guidelines for Clean Down at High Risk PC Sites

- 3.7.1 Machinery, vehicles and equipment shall arrive on-site free of soil or mud.
- 3.7.2 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.
- 3.7.3 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	