

CITY OF ARMADALE

MINUTES

OF TECHNICAL SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 7
AUGUST 2023 AT 7:00 PM.

PRESENT: Cr G Nixon (Chair)
Cr E J Flynn (Deputy Chair)
Cr R Butterfield
Cr S Peter JP
Cr G J Smith
Cr P Hetherington (Deputy to Cr M S Northcott)

APOLOGIES: Cr J Keogh (Leave of Absence)
Cr M S Northcott (Leave of Absence)
Cr S S Virk

OBSERVERS: Cr S J Mosey (*Via Teams 7.15pm*)
Cr K Busby (*7.16pm*)

IN ATTENDANCE: Ms J Abbiss Chief Executive Officer
Mr M Andrews Executive Director Technical Services
Ms S van Aswegen Executive Director Community Services
(*Via Teams*)
Mr S Morrow Manager Operational Excellence
Technical Services
Ms N Mathieson Senior Administration Assistant
Technical Services

PUBLIC: Nil

*“For details of Councillor Membership on this Committee, please refer to the City’s website
– www.armadale.wa.gov.au/your_council/councillors.”*

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read out as there were no members of the public present.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 3 July 2023 be confirmed.

Moved Cr S Peter

MOTION CARRIED

(6/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Outstanding Matters and Information Items

Various Items

Monthly Departmental Reports

Technical Services Works Programme

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TECHNICAL SERVICES COMMITTEE

7 AUGUST 2023

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1.1 - TENDER 28 OF 2022 - WEED MANAGEMENT SERVICES

Cr S J Mosey joined the meeting at Via Teams 7.15pm

Cr K Busby joined the meeting at 7.16pm

WARD : ALL
FILE No. :
DATE : 14 July 2023
REF : SA
RESPONSIBLE MANAGER : Executive Director
Technical Services

In Brief:

- Tender 28 of 2022 was recently advertised for Weed Management Services.
- Three (3) compliant submissions were received by the specified closing time and evaluated against compliance and qualitative criteria.
- The Report recommends that in regards to Tender 28/2022 for Weed Management Services Council adopts the recommendation detailed within Confidential Attachment 2.

Tabled Items

Nil.

Decision Type

- Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- Executive** The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

- 2.3.3 Assets are to be effectively maintained in order to meet service levels throughout their life cycle;
- 2.3.5 The City maintains its operational infrastructure to the most cost effective manner to sustain service delivery;
- 4.1.2 Develop and maintain a comprehensive suite of strategies and plans to guide the City's delivery of infrastructure and services to the community.

Legal 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 are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services

Budget/Financial Implications

The budget and financial implications of adopting the recommendation are detailed within Confidential Attachment 2.

Consultation

- Intra Directorate

BACKGROUND

Tender 28 of 2022 for Weed Management Services was advertised in the 22 April 2023 edition of the West Australian newspaper, the City's e-Tendering portal Vendor Panel and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries' public notice boards.

Tender 28 of 2022 closed at 2:00pm on 23 May 2023. Procurement staff were present at the tender close and all applicable details were captured in the tender register immediately as per Regulation 16(3) of the *Local Government (Functions and General) Regulations 1996*.

DETAILS OF PROPOSAL

The Scope of Works requires a Contractor to safely and effectively control weeds in main roads and local roads, including verges, roundabouts and median islands, footpaths, kerbing, cycle ways, active reserves and parklands within the boundaries of the City of Armadale. Weed control is achieved by using primarily non-selective, selective, and pre-emergent herbicides, and where applicable non-chemical methods.

A detailed specification for the quotation was prepared in conjunction with Parks Operations – Service Delivery.

Council approval is sought to award the tender for Tender 28 of 2022 for Weed Management Services for a period of two (2) years commencing 11 September 2023 with an option to be extended for a further three (3) periods of twelve (12) months up to 10 September 2028.

COMMENT

Analysis

Tenders were received from:

	Tenderer's OR Respondent's Name
1.	Environmental Industries PTY LTD
2.	Sanpoint Pty Ltd ATF Fiore Family Trust, T/A LD Total
3.	The Trustee for SUPA GROUP DISCRETIONARY TRUST

No tenders were received after the close of deadline and in accordance with Regulation 18 (1) of the *Local Government (Functions and General) Regulations 1996* were rejected.

No non-conforming submissions were received.

Noting that the assessment's qualitative criteria used, is the former standard used by the City and does not account for the recent percentage increase of the 'sustainable impacts' criterion, an evaluation process was undertaken having specific regard to the following:

Criteria	Weighting
Relevant Experience	30%
Key Personnel Skills & Resources	30%
Methodology	30%
Sustainable Impacts	10%

Upon completion of the evaluation, final scores and pricing were entered into the Evaluation Matrix as shown in the Confidential Attachment 2, where a final analysis took place to determine the most suitable Tenderer.

CONCLUSION

Tenders for Weed Management Services were recently invited with three (3) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The evaluation panel therefore recommends that the contract be awarded as per the recommendation detailed within Confidential Attachment 2 for a period of two (2) years, with the option to extend the contract for a further three (3) periods of 12 months each, subject to satisfactory performance.

ATTACHMENTS

- Confidential Attachment 1 - Pricing Schedule - TEN 28 of 2022 - Weed Management Services
- *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*
- Confidential Attachment 2 - Tender Evaluation and Recommendation Report - TEN 28 of 2022
- *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*

RECOMMEND

T1/8/23

That Council, in regard to Tender 28 of 2022 for Weed Management Services, accept the recommendation detailed within Confidential Attachment 2 for a period of two (2) years, with the option to extend the contract for a further three (3) periods of 12 months, subject to satisfactory performance.

**Moved Cr G Nixon
MOTION CARRIED**

(6/0)

2.1 - SKEET ROAD TO HARRISDALE SENIOR HIGH SCHOOL - PARALLEL PARKING (COUNCILLOR REFERRAL ITEM)

At the Council meeting held on 13 March 2023, Cr Shanavas Peter referred the following matter to Technical Services Committee.

That the matter of Skeet Road to Harrisdale senior High School – Parallel Parking be referred to the Technical Services Committee.

Comment from Cr Shanavas Peter

Cr Peter requested a report on parallel parking on Skeet Road to the Harrisdale Senior High School.

Harrisdale is one of the high-density suburbs of City of Armadale. Harrisdale Senior High School has over 2,000 students, and the Primary School has over 1,000 enrolments.

Currently, there is a massive shortage of parking in this suburb, especially near the School Zone. There are many complaints about parking on the verge, and Rangers have to visit this area more frequently. In addition, North Harrisdale is a new development area and requires more parking.

Please investigate and provide a report on parallel parking along the Skeet Road from Ranford Road through to Nicholson Road.

Officer Comment

The City has been made aware of Harrisdale Senior High School's intention to improve their car parking facilities, and they have provided advice regarding the matter.

As background, high schools when reserved in the Metropolitan Region Scheme, do not require Local Government planning approval. As such this denies Local Governments the opportunity to apply parking standards which would, in the opinion of City Officers, mitigate this type of problem being raised once the schools have commenced operation.

In the case of Harrisdale Senior High School, City Officers are aware that of their desire to enhance their car parking facilities by implementing a Kiss & Ride facility off Skeet Road car park. In October 2022, City Officers and Harrisdale Senior High School's Manager of Corporate Services met to discuss the matter of parking within the school property. It was conveyed to the School that the City could not offer guidance on the School's parking arrangements due to the fact the School requested modifications within their own premises.

After conducting a thorough assessment of the area, the City does not support the installation of parallel parking along Skeet Road or near the School facility for the following reasons:

- Upon examining this area, it is evident that the verge along Skeet Road, adjacent to the School grounds has drainage assets such as infiltration chambers, subsoil and concrete pipes along the full length. Consequently, modifying it for parallel parking is not a viable option.

- Additionally, if the drainage assets were not situated as they are, the works would significantly impact street trees and other natural assets
- It is noteworthy that Skeet Road stretches approximately 3 kilometres in length, and it is unlikely that parents would opt to park in a location beyond approximately 800m from the school.
- In addition to the school's existing car parking, alternative parking is available within 400m of the school at Harrisdale Pavilion – it has the capacity for both High School and Primary School needs outside of school hours.

The City encourages active and public transport rather than introducing more parking, which are key objectives of the Integrated Transport Strategy which is currently being finalised for endorsement.

Committee Discussion

Drawings of the drainage plans were requested and these are to be provided to Councillors for their consideration. Committee also agreed that an onsite meeting involving City Officers and Cr Peter be arranged to discuss the parking issue.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

T2/8/23

That Council:

- 1. Do not request a report from City Officers on this matter.**
- 2. Note that school sites that are zoned within the Perth metropolitan area do not require planning approval from local governments which denies local governments the opportunity to apply parking standards.**

Moved Cr E J Flynn, Opposed Cr S Peter

MOTION CARRIED

(5/1)

COUNCILLORS' ITEMS

1 Bulk Waste Flyers (Cr Ruth Butterfield)

Mayor, Cr Butterfield requested that all future Bulk Waste Flyers be reviewed by Councillors prior to distribution.

2 Minute Record of Councillor Items (Cr Shanavas Peter)

Cr Peter requested that matters (with the exception of minor service requests/operational matters), raised as a Councillor item at Committee meetings, that are to be responded to administratively be recorded in the minutes.

T3/8/23

That Council refers the Councillors' items in regard to:

- 1. Bulk Waste Flyers**
- 2. Minute record of Councillors' Items**

to the relevant Directorate for action and/or report to the appropriate Committee

Moved Cr S Peter

MOTION CARRIED

(6/0)

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 7.39pm