



# Agenda

## Ordinary Meeting of Council

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Wednesday, 13 October 2021, 6.00pm



**CITY OF FREMANTLE**  
**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Elected Members

An Ordinary Meeting of Council of the City of Fremantle will be held on **Wednesday, 13 October 2021** in the North Fremantle Community Hall, located at 2 Thompson Road, North Fremantle commencing at 6.00 pm.

A handwritten signature in black ink, appearing to be 'G. D. M.', written in a cursive style.

**A/Chief Executive Officer**

8 October 2021

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**CITY OF FREMANTLE**

**Ordinary Meeting of Council**

**Agenda**

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**1. Official opening, welcome and acknowledgement**

Ngala kaaditj Whadjuk moort keyen kaadak nidja Walyalup boodja wer djingang Whadjuk kaaditjin wer nyiting boola yeye.

We acknowledge the Whadjuk people as the traditional owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.

**2. Attendance, apologies and leave of absence**

[Insert any known apologies or previously approved leaves of absence OR]  
There are no previously received apologies or approved leave of absence.

**3. Applications for leave of absence**

Nil

**4. Disclosures of interest by members**

Elected members must disclose any interests that may affect their decision-making. They may do this in a written notice given to the CEO; or at the meeting.

**5. Responses to previous public questions taken on notice**

Responses to the Questions taken on notice at the Ordinary Meeting of Council held on 22 September 2021 will be provided in the Agenda of the Ordinary Meeting of Council to be held on 27 October 2021.

**6. Public question time**

Members of the public have the opportunity to ask a question or make a statement at council and committee meetings during public question time.

Further guidance on public question time can be viewed [here](#), or upon entering the meeting.

**7. Petitions**

Petitions to be presented to council.

Petitions may be tabled at the meeting with agreement of the presiding member.

## **8. Deputations**

### **8.1 Special deputations**

A special deputation may be made to the meeting in accordance with the City of Fremantle Meeting Procedures Policy 2018.

There are no special deputation requests.

### **8.2 Presentations**

Elected members and members of the public may make presentations to the meeting in accordance with the City of Fremantle Meeting Procedures Policy 2018.

## **9. Confirmation of minutes**

### **OFFICER'S RECOMMENDATION**

**Council confirm the minutes of the Ordinary Meeting of Council dated 22 September 2021.**

## **10. Elected member communication**

Elected members may ask questions or make personal explanations on matters not included on the agenda.

## **11. Reports and recommendations from committees**

### **11.1 Planning Committee 6 October 2021**

Nil

### **11.2 Finance, Policy, Operations and Legislation Committee**

Nil

### **11.3 Strategic Planning and Transport Committee**

Nil

### **11.4 Audit and Risk Management Committee**

Nil

## 12. Reports and recommendations from officers

### C2110-1 AGE FRIENDLY CITY PLAN 2019-24 – ANNUAL PROGRESS REPORT 2020-21

<b>Meeting date:</b>	13 October 2021
<b>Responsible officer:</b>	Manager Community Development
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Age Friendly City Plan 2019-2024 – Annual Progress Report 2020-2021
<b>Additional information:</b>	Nil

#### SUMMARY

The Age Friendly City Plan Annual Progress Report documents the progress made against the deliverables in year two of the Age Friendly City Plan 2019-24 for the 2020-21 financial year.

This report recommends that Council receive the Age Friendly City Plan Annual Progress Report from July 2020 – June 2021.

#### BACKGROUND

The World Health Organisation's Age Friendly Cities Framework was used to guide the development of the vision, outcomes and strategies for the Age Friendly City (AFC) Plan 2019-2024. The World Health Organisation (WHO) has established eight domains of the urban environment that contribute to healthy and active ageing. These domains include social participation, community support and health, housing, civic participation and employment, communication and information, transportation, outdoor spaces and buildings, respect and inclusion.

The City was awarded membership to the World Health Organisation Age Friendly City Global Network in 2016. This achievement endorses the City of Fremantle as a local government that values older people while striving to be inclusive and accessible in an urban environment that promotes positive ageing.

The City was recognised for its efforts to become an age-friendly city by taking out the Age Friendly Local Government category at the West Australian Seniors Awards in November 2018.

Through the AFC Plan 2019-2024 the City aims to decrease loneliness, increase social participation and volunteering, provide intergenerational and cross-cultural activities and improve communication on relevant services and opportunities for people over the age of 55s in Fremantle LGA.

The AFC Plan 2019-2024 aims to build on and maintain the work achieved with the development of 25 actions across the organisation and under the WHO domains.

The City of Fremantle's Strategic Community Plan 2015-2025 aims for Fremantle to be an environment where it is easy for people to live safe, happy and healthy lives. It seeks

to celebrate and support diversity and improve community inclusiveness and participation for all.

The purpose of the AFC Plan is to prioritise positive ageing opportunities for the Fremantle community and a great place for older people to visit. According to 2016 Census data the City of Fremantle has both a higher median age and a larger proportion of people over 55, compared to Western Australia. As a destination city it also attracts visitors of all ages.

## **FINANCIAL IMPLICATIONS**

Budget summary will continue to be reported through the Monthly Financial Report.

## **LEGAL IMPLICATIONS**

Nil

## **CONSULTATION**

In 2020-2021 volunteers provided valuable contribution with ideas and forward planning of what is wanted and needed for older people.

## **OFFICER COMMENT**

In 2020-2021 the City continued to promote social participation, volunteering opportunities and facilitate strong civic engagement through events and projects. A range of low-cost and free activities have been provided in addition to equitable access to mainstream services such as the Leisure Centre, Library and Wanjoo Lounge, the Meeting Place, the Walyalup Aboriginal Cultural Centre, and Fremantle Arts Centre.

Government restrictions as a result of the COVID-19 pandemic impacted programming with the cancellation and postponement of many activities. However, it provided the opportunity to focus on support for over 55s in the form of the Neighbour to Neighbour initiative. This involved reaching out to residents in this demographic to assess needs, communicate services available and offer resources such as the Homebound library delivery service and IT support.

Year two annual progress report (attached) provides a summary of project progress for the deliverables from July 2020 to June 2021. It shows the many positive opportunities that inspire older people to lead full and satisfying lives.

Some of the highlights the City has achieved this financial year include: -

- The City's *Dance Hall Days* program won the Partnerships and Collaboration Award at the Local Government Professionals WA.
- With the support of a \$15,000 grant from the Department of Communities, it launched the *Together again Café* to reconnect socially isolated people with their neighbours and local community.
- *Tech Help 1-1* weekly sessions continue to support people individually on how to use technology including smart phones, laptops and tablets either one-on-one or in small groups.

- *Come and try over 55s* activities were promoted across art/craft, recreation, health wellbeing and technology, providing weekly opportunities for social participation, learning something new and sharing skills. 36 activities were promoted, equally 3959 participation hours.
- 30 Volunteers consistently provided valuable time and skills in overseeing the Wanjoo Lounge, facilitating programs which assisted in decreasing loneliness, skill and knowledge sharing and community connecting.
- *Neighbourhood Quick Response Grants* has created opportunities for older people to make positive connections with others in their neighbourhoods.

The second year of the five-year ACF Plan continues to be well supported by the over 55s community in terms of number of volunteers and program participation. There has been strong uptake of new activities and opportunities to learn new skills including embracing cultural awareness. It is supported and embraced by City staff. New initiatives and projects that highlight respect and inclusion for this demographic of the Fremantle community have been implemented and successfully delivered.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

**Council receive the Age Friendly City Plan Annual Progress Report for July 2020-June 2021, provided in Attachment 1.**

## C2110-2 FREMANTLE LIBRARY BI-ANNUAL REPORT APRIL TO SEPT 2021

<b>Meeting date:</b>	13 October 2021
<b>Responsible officer:</b>	Manager Customer Experience & Learning
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Fremantle Library Bi-annual report infographic - April to September 2021
<b>Additional information:</b>	Nil

### SUMMARY

This report provides information to the City of Fremantle and Town of East Fremantle Councils on the operation and performance of the Fremantle Library during the period from April to September 2021.

The City of Fremantle Library provides services to residents of the City of Fremantle and the Town of East Fremantle. The Town contribute to the provision of the City's library services as a participating body under the Library Board Act 1951.

### BACKGROUND

The Fremantle Library was the first municipally funded public library in Western Australia, opening in September 1949. In 1955, an agreement was signed noting the contribution of the East Fremantle Municipal Council, the City of Fremantle, the Fremantle Road Board and the Library Board of Western Australia to the delivery of the City of Fremantle Public Library. The Town of East Fremantle has continued to contribute to provision of the Fremantle Library to the present day.

The City of Fremantle Library provides lifelong learning services to the residents of the City of Fremantle and the Town of East Fremantle. Services are currently offered from the Library's temporary premises at Fremantle Oval whilst the new purpose-built library is under construction in Walyalup Koort, Fremantle.

### FINANCIAL IMPLICATIONS

The Fremantle Library and its services are jointly funded by:

- City of Fremantle – library operating, establishment and capital funding.
- Town of East Fremantle – contribution to library operating and establishment funding.
- State Library of Western Australia – provision of annual funding to support the supply of physical and electronic library resources. For Local Governments with a population of over 10,000, a percentage of the total state-wide materials funding is allocated based on their population. The allocation to the City of Fremantle is based on its combined population with the Town of East Fremantle. For 2020/2021 this equated to \$68,600. This amount is calculated according to projected population figures of the local government areas for 2021/22.

## **LEGAL IMPLICATIONS**

The City of Fremantle and Town of East Fremantle are each participating bodies under the Library Board of Western Australia Act 1951.

A five-year service level agreement for the provision of library services by the City of Fremantle to the Town of East Fremantle was signed on 2 September 2020.

## **CONSULTATION**

Nil

## **OFFICER COMMENT**

### **WALYALUP CIVIC CENTRE**

The Library undertook recruitment to increase the FTE of Library Customer Service Officers ahead of the move and to end of September welcomed four new staff. This increased workforce will be vital to delivery of the library service in a library with 110% increase in floor space across two floors.

The opening of the library within Walyalup Civic Centre is estimated to be in mid-November 2021.

## **COVID-19 IMPACT**

There were two occasions where services were impacted by COVID-19 lockdowns or other restrictions: in April 2021 there was a three-day library closure followed by two weeks of reduced capacities (4sqm rule) and mandatory mask wearing; and in June-July 2021 there was a four-day library closure followed by three days of reduced capacities (4sqm rule) and mandatory mask wearing.

## **LIBRARY CONNECT – FREO**

In May 2021, the Library Connect program was recognised with a Library Board of WA Excellence Award 2021 for Innovation and Collaboration. The program was nominated alongside eight other projects from across the library sector and was awarded to the City at an event at the State Library of WA.

In August 2021, the City signed a three-year Memorandum of Understanding with St Patrick's Community Support Centre (St Pat's) to continue delivery of the Library Connect program into the new library at the Walyalup Civic Centre through to September 2024. The City also successfully applied for grant funding from the State Library of WA to contribute towards the evaluation of the program.

Data collected for the 11 months to end of August 2021, the Library Connect program:

- supported 512 individuals
  - o 66% female
  - o 37% over 50 with 7% over 70

- 20% Aboriginal or Torres Strait Islander background
- 20% culturally or linguistically diverse background
- provided \$23K in emergency relief from St Pat's
- addressed a variety of presenting issues, mainly
  - financial difficulties
  - house affordability stress/housing crises
  - lack of support
  - domestic violence
  - mental health and medical issues
  - unemployment

As part of the project, St Pat's also provided training opportunities for City of Fremantle Library staff on homelessness issues.

## **LIBRARY OPERATIONS**

### **Library Services**

Between April and September 2021 over 42,150 people visited the library. Active membership of the library is at 6,980 members with the number of active East Fremantle members at 605 members.

Library staff have answered 12,878 customer enquiries. The top five enquiries received are regarding circulation and loans, printing/photocopying/scanning, public computers, self-service machines and directions to a landmark or place.

### **Collections**

In June 2021, the City acquitted additional library stock funding of \$52,500, provided to increase and update the collection prior to the move to Walyalup Civic Centre. An additional 2.5K items were purchased and are being processed for opening day in the new library.

The Library collection now contains 28,465 loanable items. As well as providing an engaging Hot Reads collection and an expanded Classics collection, the additional stock funding has allowed us to curate some additional collections including a Parenting collection. An expanded graphic novel collection will be in the Youth area of the new library.

There has been a shift in thinking how the collection supports our programming and community. To assist with the new initiatives, the collection will supplement new programs such as a range of Dungeons & Dragons, philosophy and poetry titles.

### **eResources**

The City has also invested in new eResources that are now available for Library Members, including:

1. LinkedIn Learning, an on-demand library of learning tools covering the latest business, technology and creative skills, to support community looking to upskill, gain employment and improve their job prospects.

2. BeanStack, an online reading club that provides challenges, recommendations, rewards and more to support independent reading for both education and enjoyment.

## **Fremantle History Centre**

The preparations to move the service to the new History Centre at Walyalup Civic Centre are underway with several key projects nearing completion. In the six months to end September 2021, the History Centre has answered 487 enquiries.

The content and interface for the centre's 65" surface screen, named the History Discovery Station, has been designed in collaboration with City supplier ESRI, who deliver state-of-the-art mapping software. The screen will host and display digitised historical maps and photographic panoramas of Fremantle and East Fremantle and be available for the community to explore the collection independently.

In July 2021, a project was completed to digitise the City's 300 historical Rate Books, which will improve access to the information, and protect the original copies from handling and retrieval.

In August 2021, the History Centre undertook capturing Garth Caesar's oral history. Garth was born and raised in Fremantle and has extensive knowledge of Fremantle and East Fremantle. Garth is also a horologist (clockmaster) and has serviced the Fremantle Town Hall clock for over 30 years.

## **PROGRAMS & OUTREACH**

### **Adult's Programming**

#### Program Statistics

<b>Program</b>	<b>Number of sessions</b>	<b>Total attending</b>
Book Clubs	8	58
Legal Series	3	19
Tech Help for All	10	22
History talks	1	15
Canvas Conversations	1	20
Fremantle Youth Network	4	20
PCYC SafeSpace	3	35
BeSpeak: WA Poetry Showcase	1	120
Dungeons & Dragons 18+	5	19
<b>TOTAL</b>	<b>33</b>	<b>321</b>

The Library maintained several ongoing programs such as Book Clubs and Tech Help, while a new Community Programs Officer joined the team in May 2021. The Officer has also developed new programs for the library at Walyalup Civic Centre to ensure high use of the space and a wide variety of demographics are catered for.

In August 2021, the Library celebrated Poetry Month, with a month-long campaign promoting the reading and writing of poetry. The campaign culminated in a major event, BeSpeak WA Poetry Showcase, which had 120 attendees. To deliver the project, the Library partnered with Red Room Poetry, Fremantle Press, First Edition, Freo.Social and WA Poets Inc.

Program plans for the new library include:

- How does Politics work?
- Crafter-Schools crafting sessions
- Philosophy Salon in collaboration with Notre Dame
- LEGO for big kids
- Fathers' Group
- Book launches with Fremantle Press

### Children's Programming

Program	Number of sessions	Total attending
Better Beginnings Kindy Visits	15	425
Story Time	17	158
New Parent Sessions	9	63
BB Yellow bags delivered	NA	31
Buster sessions	47	2385
Buster Mat Time	35	925
Buster PANDA morning tea	1	115
After School LEGO Club (PCYC)	17	544
CoderDojo	17	347
NAIDOC Week for Kids (PCYC)	1	120
Dungeons & Dragons	6	35
SciTech at PCYC	3	150
School Holiday craft session	2	23
School Holiday LibraryCraft workshop	1	12
Gwenyth Ewans opening night	1	200
International Play Day (PCYC)	1	120
REmida workshops (PCYC)	2	35
Book Week Author sessions	9	123
Total	91	3315
LibraryCraft	8,423 hours of play	290 players

Many activities and programs that were cancelled due to COVID came back over the past six months, with attendance increasing throughout the time. Story Time, Better Beginnings kindergarten visits and new parent sessions were all back and well attended.

The Gwenyth Ewens Art Awards also returned for the first time since COVID, with 7 participating schools from Fremantle and East Fremantle submitting 218 entries. Over 200 people attended the exhibition opening, including Richmond and East Fremantle Primary Schools.

For Book Week 2021 the Library invited author/illustrators Gabriel Evans and Sean E Avery to run workshops for school groups, with 123 students attending.

Buster continued to run weekly at Fremantle Arts Centre and Fremantle PCYC, with Buster Under-1's and Buster Sensory sessions running monthly. A postcode survey was undertaken in August 2021, which showed 12.5% of families attending on the day were from the Town of East Fremantle.

LibraryCraft continues to grow with 285 registered players (42 from Fremantle / 5 from East Fremantle) and over 1,000 hours of play per month on average. Players are engaged through STEM themed monthly competitions.

### Freo Toy Library

Freo Toy Library	TOTAL	East Fremantle
Membership at September 2021	335	25
New members April – Sept 2021	42	5
Loans	5,608	712
Visits TOTAL	2,707	NA

Freo Toy Library continued to expand on the library service offering by delivering:

- special events
  - o International Play Day – 120 attendees
  - o Naidoc Week Celebration – 200 attendees
- School holiday programs
  - o Scitech incursion – 150 attendees
  - o REmada incursion – 35 attendees
  - o Buds N Blooms workshop – 60 attendees
- Regular programs
  - o LEGO club – 390 attendees
  - o Sewing club – 19 attendees

### VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

### OFFICER'S RECOMMENDATION

**Council receive the Fremantle Library bi-annual report for April to September 2021.**

**C2110-3 GRANT APPLICATION- LOCAL GOVERNMENT PARTNERSHIP  
FUND FOR HOMELESSNESS**

**Meeting date:** 13 October 2021  
**Responsible officer:** Manager Community Development  
**Decision making authority:** Council  
**Attachments:** 1. Nil  
**Additional information:** 1. Nil

**SUMMARY**

**This report seeks Council's consideration of the application for the Department of Communities Local Government Partnership Fund for Homelessness (the Fund) that closes on 15 October 2021.**

**The project aim is to provide outreach mental health crisis intervention for people with complex health issues that are experiencing chronic homelessness and rough sleeping, linking them with a direct pathway to appropriate housing and/or accommodation support services for a two year period.**

**This is a collective impact project that will be delivered through local service partnership arrangements. It will work to strengthen continuity of connections to other services in a place-based approach, enabling the improvement of the primary and mental health, safety and security of the individual.**

**This report recommends that Council endorse the Fund Application along with the allocation of \$50,000 in the 2022/2023 budget process for Field Services, with a further \$45,000 in the second and final year of the project in 2023/2024 as per the City's contribution to the project.**

**BACKGROUND**

In 2019 the state government launched All Paths Lead to a Home: Western Australia's 10-Year Strategy on Homelessness 2020-2030 (the Strategy). The Strategy is a whole of community plan that sets the direction for all levels of government, the community sector, business, and the wider community for responding to homelessness.

The Local Government Partnership Fund for Homelessness is a new funding program administered by the Department of Communities. The program will provide one-off financial contributions to local government authorities, for new place-based projects and initiatives that address homelessness in the community. Projects are to be started within six months of the grant notification and completed within two years.

The new funding program was announced by the Minister for Community Services in August 2021, coinciding with national Homelessness Awareness Week. It is an annual program for the next 4 years offering grants of between \$25,000 to \$200,000 per project.

Only one application per local government area can be submitted per grant round. Local governments are the deciders of which application they will support if multiple eligible

applicants are seeking to access the funding. Two external project ideas were received by the City. These were assessed and deemed not suitable for application as they didn't demonstrate strong alignment to the objective or eligibility of the Fund.

City officers have undertaken an engagement process with key local agencies regarding a collective impact approach for the funding application. Mapping project ideas that best meet the needs of the most vulnerable cohort of people experiencing homelessness and support the City's Community Safety Team and the Fremantle Community Legal Centre.

The proposed project is for a mental health crisis intervention outreach worker, working with a specialist homelessness response lens to directly assist people experiencing chronic homelessness in the Fremantle CBD, including Walyalup Koort. Building links between housing support services, community support and mental health services through the development of an integrated partnership.

### **FINANCIAL IMPLICATIONS**

The total project cost for two years is estimated at \$190,000 (ex GST). The grant request over a two-year period will be for \$95,000, with the City's required financial contribution of \$95,000 towards the project with additional demonstrated in-kind support.

An initial request of \$50,000 as part of the budget process in 2022/2023 financial year with a further \$45,000 to be considered as part of the budget deliberation process in 2023/2024.

It should be noted as part of the grant submission process the City must indicate its support by way of budget allocation in order to achieve a successful application.

### **LEGAL IMPLICATIONS**

Nil.

### **CONSULTATION**

Consultation with lead service agencies working in Fremantle has been undertaken since the announcement of the funding program in August. This includes cross-sector attendees at the Imagined Futures Housing and Homelessness Leadership Group, Homeless Healthcare, St Patrick's Community Support Centre, Palmerston, Foundation Housing, WA Police and the Department of Health.

### **OFFICER COMMENT**

The City is seeking a financial contribution for a two-year project that consists of the trial establishment of a mental health outreach specialist. Employed through a service partnership arrangement with a local provider, they will have knowledge and expertise in the areas of crisis intervention, mental health, drug and alcohol and suicidal ideation responses.

While employed through an external provider it is anticipated the outreach worker will work in close collaboration with the City's Community Safety Team and the Fremantle Community Legal Centre. They will be a conduit between all local crisis service providers including WA Police and Fremantle Hospital, Mental Health Department.

The most current By Name List data (August 2021) highlights that there are 219 number of people experiencing homelessness in Fremantle, including 92 chronic homeless and 127 sleeping rough.

Consultation discussion highlighted that there is a service gap with a specialised mental health assertive outreach service. While there are many mental health services, there is limited to no assertive outreach that attends to people experiencing chronic homelessness.

Providing treatment and primary care in an empathetic and safe environment, most commonly on the streets, that can help support and navigate an individual through referral and service delivery pathways.

The key objectives of the project are:

- Improve the physical and mental health of people experiencing chronic homelessness in the Fremantle CBD area.
- Build links between housing support services, community support and health services through the development of an integrated partnership.
- People with complex mental health conditions who are experiencing chronic homelessness are linked directly with accommodation services pathways, including transitional, respite and treatment facilities.
- Support the City's activation of Walyalup Koort by working to reduce the number of people forced to sleep rough in the vicinity.

If deemed successful the proposed project is scheduled to commence in the first six months of 2023, with a worker employed by 1 July 2022.

As per the funding conditions this project is to be delivered in a two-year timeframe. Key learnings and evaluations will drive further advocacy for specialised and tailored state funded services essential to addressing homelessness in Fremantle.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Absolute majority required

## **OFFICER'S RECOMMENDATION**

**Council endorses the Fund Application along with budget consideration for year one of the funding in 2022/2023 of \$50,000 in Field Services and a further \$45,000 for year two in 2023/2024 budget process, as per the City's contribution to the project.**

**C2110-4 SOUTHERN METROPOLITAN REGIONAL COUNCIL – WITHDRAWAL  
ARRANGEMENTS FOR PROJECT PARTICIPANT CITY OF KWINANA**

**Meeting date:** 13 October 2021  
**Responsible officer:** Director Infrastructure  
**Decision making authority:** Council  
**Attachments:** Nil  
**Additional information:** Nil

**SUMMARY**

The City of Kwinana has given notice to the Southern Metropolitan Regional Council (SMRC) of its intention to withdraw from the “Office Project”, which relates to the SMRC’s office headquarters located in Aldous Place, Booragoon.

Consent from the remaining Project Participants is required to enable the City of Kwinana to withdraw from the loan agreement with the Western Australian Treasury Corporation (WATC) associated with the Office Project.

The WATC loan is based on an interest only repayment plan, equating to \$18,900 this financial year.

Following the withdrawal of the City of Kwinana from the Office Project, the City of Fremantle’s equity (share) in the Office Project will increase from 16.68% to 22.04%.

**This report recommends that Council approve that the City of Kwinana be relieved of its obligations for the Office Project \$2m secured lending facility between the Western Australian Treasury Corporation, the Participants, and the Southern Metropolitan Regional Council from 30 June 2021.**

**The report also recommends that the Southern Metropolitan Regional Council be requested to submit a revised Exhibit B Certificate to the Western Australian Treasury Corporation as required under the terms and conditions of the loan agreement.**

**BACKGROUND**

The City of Fremantle is a participant in the Southern Metropolitan Regional Council (SMRC) Office Project to support the provision of environmentally sustainable waste management solutions for the communities of East Fremantle, Fremantle, Kwinana and Melville.

The SMRC is a statutory local government authority with member Councils being the City of Fremantle, City of Melville and the Town of East Fremantle.

The City of Kwinana gave notice of its intention to withdraw from the SMRC on 29 June 2020, resulting in an effective withdrawal date of 30 June 2021.

Upon withdrawal of a participant from a project, the project agreement stipulates that an Amended Business Plan is to be prepared for the remaining participants.

The Establishment Agreement further stipulates that upon withdrawal of a Participant from SMRC that the amount of any surplus funds or deficit be calculated as if SMRC was wound up.

As outlined in the Office Accommodation Project Participants' Agreement, this Amended Business Plan addresses the following:

- a) The effect of the withdrawal of the City
- b) Details of any changes to the annual contributions payable by the remaining Project Participants after the withdrawal takes effect
- c) The notional winding up of the project effective from 30 June 2021

Accordingly, the Amended Business Plan incorporates the outcome of a financial model which models the effect of the City's withdrawal on the remaining Project Participants and further provides the proportional entitlement or liability based on a notional winding up of the Office Project on 30 June 2021.

## **FINANCIAL IMPLICATIONS**

The SMRC has determined a notional winding up surplus of \$136,252.

The proportional entitlement of the withdrawing Project Participant is \$26,629 less costs for the preparation of the amended business plan and valuation (\$8,025).

There is a resulting net entitlement amount of \$17,801.50 to be payable to the City of Kwinana.

The Office Project has a loan with the WATC and the loan agreement requires continuing participants to give consent to allow withdrawing participants to retire from their obligations to pay the debt.

The loan repayment funding is currently \$18,900 this financial year.

As there is no longer an obligation for the City of Kwinana to pay any further loan repayments under the Project Agreement, it is recommended that Council resolve to consent and instruct the SMRC to issue a new share percentage to the WATC as part of the withdrawal process.

The SMRC is to notify the WATC of the percentages by furnishing a new Exhibit 'B' certificate with the following revised percentage shares.

**Impact of Kwinana's withdrawal on loan liability proportions**

	FY21		FY22	
	%	\$	%	\$
East Fremantle	4.21%	75,712	5.53%	99,537
Fremantle	16.68%	300,296	22.04%	396,701
Kwinana	24.20%	435,625	0.00%	-
Melville	54.91%	988,367	72.43%	1,303,762
<b>Total</b>	<b>100.00%</b>	<b>1,800,000</b>	<b>100.0%</b>	<b>1,800,000</b>

The proportional share in the asset investment will also increase by these new percentages.

Following the withdrawal of the City of Kwinana from the Office Project, the City of Fremantle's loan and equity (share) in the Office Project will increase from 16.68% to 22.04%.

It should be noted that this equity share has assets and liabilities that would essentially balance out in the event that the property was no longer required and sold.

The resultant operational budget increase for the office project loan repayment for the 2021/22 financial year is \$1,012.

### LEGAL IMPLICATIONS

The retirement of the City of Kwinana from the loan facility obligation is consistent with the requirements and process set out in the Office Project Participants Agreement endorsed by the SMRC and Participant Councils.

### CONSULTATION

There is no requirement to undertake community consultation related to this decision as it is consistent with the requirements and process set out in the Office Project Participants Agreement endorsed by the SMRC and Participant Councils.

The remaining Participants, being the City of Melville and the Town of East Fremantle, have been requested to seek a Council resolution related to the retiring the City of Kwinana's obligation to the Office Project Loan lending facility between the WATC, Project Participants and SMRC.

### OFFICER COMMENT

Membership and investment in the SMRC and its resource recovery and recycling programs is a key aspect of the City's One Planet and sustainability goals.

As a result of the notice of withdrawal of a Project Participant, and in accordance with Clause 2.6 of the Office Project Participants' Agreement, the SMRC prepared an amended Business Plan for that project.

In addition to the above, and in accordance with Clause 2.7 of the Office Project Participants' Agreement, the SMRC has determined the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project.

The proportional entitlement of the withdrawing Project Participant is then to be applied to this amount.

Following quantification of the proportional entitlement, SMRC is to distribute to, or collect from, the withdrawing Project Participant the relevant amount.

Should the Council or other Participant Councils not support the recommendations of this report, the process in the Office Project Participants Agreement would not be able to be implemented and thereby the SMRC would not be able to pay the \$17,801.50 entitlement owed to the City of Kwinana.

In order to resolve this matter, a mediation process would be required to facilitate the City of Kwinana's retirement from their share of the Office Project Loan Facility.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Absolute majority required

## **OFFICER'S RECOMMENDATION**

### **Council**

- 1. Approve that the City of Kwinana be retired from its obligations under the \$2 million secured lending facility (known as the Office Project Loan) between the Western Australian Treasury Corporation, the Participants and the Southern Metropolitan Regional Council from 30 June 2021.**
- 2. Endorse that the Southern Metropolitan Regional Council progress to submit a revised Exhibit B Certificate to the Western Australian Treasury Corporation as required under the terms and conditions of the loan agreements specified in (1) above indicating the new percentages of the debt being apportioned to the remaining participants following the withdrawal of the City of Kwinana effective 30 June 2021.**

## C2110-5 TENDER FCC572/21 – PLUMBING SERVICES

<b>Meeting date:</b>	13 October 2021
<b>Responsible officer:</b>	Manager Facilities and Environment
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Nil
<b>Additional information:</b>	1. Confidential – Pricing Evaluation Matrix

### SUMMARY

The purpose of this report is to consider tender number FCC572/21 for Plumbing Services at the City’s buildings, parks, and reserves.

This report recommends that Council accepts the tender submitted by Techworks Plumbing in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

### BACKGROUND

The City of Fremantle is seeking the services of qualified and experienced plumbing contractor to provide plumbing and gas services to the City’s buildings, parks and reserves. Services are required for reactive and preventative maintenance, installations, and repairs.

### FINANCIAL IMPLICATIONS

The table below summarises the available budget, current expenditures, recommended tender price by Techworks Plumbing for plumbing services and associated expenses:

Description	Expenditure	Notional Budget Allocation for Plumbing Services
<b>Budget</b>		
Overall budget for Building Maintenance 2021/2022 \$1,297,000		\$230,000
Parks and Landscape allocated budget		\$29,742
<b>Expenditure</b>		
Expenditure incurred to date: 30 September 2021	\$31,000	
Activities <ul style="list-style-type: none"> <li>Tender number FCC572/21 Plumbing Services at the City’s buildings, parks and reserves \$266,302 p/a (est. contract spend to end of financial year)</li> </ul>	\$188,630	
<b>Total</b>	\$219,630	\$259,742
<b>Balance</b>	\$40,112	

Sufficient funding provision has been allocated in the 2021/2022 budget to deliver the service within budget.

This service spans multiple years therefore a commitment to suitable budget provision for future years must be considered.

## LEGAL IMPLICATIONS

Tenders were invited in accordance with section 3.57 of the *Local Government Act 1995* and the tendering procedures and evaluation complied with part 4 of the Local Government (Functions and General) Regulations 1996.

## CONSULTATION

Nil

## OFFICER COMMENT

### Detail

Tender FCC572/21 for Plumbing Services for the City's buildings, parks and reserves was advertised on 18 August on the Tenderlink portal and in the West Australian newspaper 3 September 2021.

No related contracts are provided by WALGA for plumbing services.

Essential details of the contract are outlined below:

Contract type	Lump Sum and Schedule of Rates
Contract duration	Duration 2 years + 1 year + 1 year
Commencement date	On or around 20 October 2021
Completion date	On or around 17 October 2023

## Tender evaluation

Tender submissions were received from the following contractors and evaluated by the tender evaluation panel:

- AE Hoskins and Sons
- AWB Building Co
- Finestone Investments Ltd (Ace +)
- Mackie Plumbing Gas
- Majestic Plumbing
- Marawar Pty Ltd
- New Plumbing Solutions
- On Tap Plumbing and Gas
- Swift Flow Ltd
- Techworks Plumbing.

The tender evaluation panel establishes whether the tender submissions conform to the conditions for tendering and selects a suitably qualified and experienced contractor.

The tender evaluation panel comprised:

- Manager Parks and Landscape
- Team Leader Building Services
- Procurement Officer.

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers. No disclosures were made.

To obtain the broadest possible comparison base, each of the tenders was evaluated against the following tender selection criteria and was in turn graded in the tender evaluation matrix.

Item No	Description	Weighting
1	Price for services offered	30%
2	Relevant Experience	15%
3	Skills and Key Personnel	15%
4	Demonstrated understanding	30%
5	Sustainability and local economic benefit	10%

The ten tender submissions received were conforming.

#### Tender Evaluation Matrix

Overall Weighted Score Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding	Sustainability	Price	Total Score
<b>Tenderer</b>	<b>15</b>	<b>15</b>	<b>30</b>	<b>10</b>	<b>30</b>	<b>100</b>
AE Hoskins Sons	8	11	19	6	24	68
AWB Building Co	11	11	22	7	21	72
Finestone Investments Pty Ltd (ACE+)	11	10	20	6	23	70
Mackie Plumbing Gas	10	11	17	6	27	71
Majestic Plumbing Pty Ltd	9	10	15	6	30	70
Marawar Pty Ltd	5	6	16	6	24	57
New Plumbing Solutions	6	8	13	3	22	52
On Tap Plumbing and Gas	10	10	17	5	28	70
Swift Flow Pty Ltd	11	10	16	5	21	62
Techworks Plumbing	10	10	22	6	27	74

The tender submitted by Techworks Plumbing scored the highest rating with 74 points, followed by AWB Building Co with 72 points.

Techworks Plumbing, the recommended tenderer, was assessed as having the capacity resources, experience, and management systems to safely undertake the works and

deliver the level of service described in the specification in accordance with the terms of the tender document.

The evaluation process determined that the tender from Techworks Plumbing is a conforming tender.

### **Environmental considerations**

In line with the Purchasing Policy, respondents to the tender were required to provide, and were assessed by the City, evidence of the use of sustainable business practices and how engaging with the supplier would benefit the local economy.

### **Risk consideration**

An assessment undertaken by iilion indicates that Techworks Plumbing have the financial capacity to undertake the contract.

There are no strategic or corporate risks within the City's existing risk registers which relate to the issues contained in this report.

### **References**

The City has received references in respect to the recommended tenderer, as follows:

- Local Government 1
  - Provided plumbing services on a panel arrangement for reactive, planned and project works
  - Excellent level of service provided including communication and response for reactive works.
  
- Local Government 2
  - Provided plumbing and gas services to the City.
  - High level of service provided including good communication.
  - Responsive to service requests.

### **Comment**

Techworks Plumbing are recommended for the Contract as they have demonstrated the equipment, skills and resources to undertake the works. They offer value for money to the City.

### **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Accept the tender for Plumbing Services (FCC572/21) at the rates tendered, for Techwork Plumbing for a period of two years.**
- 2. Approve the option to extend the contract for up to 2 years (one year plus one year) providing Techworks Plumbing have performed satisfactorily in accordance with the terms of the Contract.**

**C2110-6 TENDER FCC585/21 - VERGE MOWING**

**Meeting date:** 13 October 2021  
**Responsible officer:** Manager Parks and Landscape  
**Decision making authority:** Council  
**Attachments:** 1. Nil  
**Additional information:** 1. Confidential – Pricing Evaluation Matrix

**SUMMARY**

The purpose of this report is to consider tender number FCC585/21 for Verge Mowing Services.

This report recommends that Council accepts the tender submitted by Environmental Industries Pty Ltd in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

**BACKGROUND**

The verge mowing services tender calls for a Contractor to provide scheduled mowing servicing to various nominated verges within the City of Fremantle. Serviced verges are a combination of arterial, hazardous, bus route and high priority verges.

The Contract specification details the minimum standards for undertaking the set service maintenance across four specific set service components as well as a schedule of rates for the engagement of additional services. The specific service requirements for both set services and additional services is identical.

The Contractor is responsible for providing all staff, supervision, materials, supplies and equipment necessary to accomplish the undertaking of all works as per the frequencies, timeframes and service requirements.

**FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, recommended tender price by Environmental Industries for verge mowing services, and associated expenses:

Description	Expenditure	Budget
<b>Budget</b>		
Allocated budget		\$219,000
<b>Expenditure</b>		
Expenditure incurred to date:	Nil	
Activities <ul style="list-style-type: none"> <li>• Tender number FCC585/21 for Verge Mowing Services</li> </ul>	\$193,507	
<b>Total expenditure (estimated)</b>	\$193,507	

This service spans multiple years therefore a commitment to suitable budget provision for future years must be considered.

## LEGAL IMPLICATIONS

Tenders were invited in accordance with section 3.57 of the *Local Government Act 1995* and the tendering procedures and evaluation complied with part 4 of the Local Government (Functions and General) Regulations 1996.

## CONSULTATION

Nil

## OFFICER COMMENT

### Detail

Tender FCC585/21 for Verge Mowing Services across the City of Fremantle was advertised on 14 July 2021 and closed on 5 August 2021.

The tender was publicly advertised to ensure all available providers had the opportunity to submit ensuring best value for money to the City.

Essential details of the contract are outlined below:

Contract type	Lump sum with schedule of rates for additional services.
Contract duration	Three years with two one-year extension options available, exercisable at the sole discretion of the City.
Commencement date	On or about 1 November 2021
Completion date	On or about 1 November 2024

## Tender evaluation

Tender submissions were received from the following contractors and evaluated by the tender evaluation panel:

- Aldeby Pty Ltd
- Environmental Industries Pty Ltd
- Gecko Contracting Turf & Landscape Maintenance
- GLG GreenLife Group Pty Ltd
- L.L.S Aust Pty Ltd T/as Lochness Landscaping
- Never Greener Pty Ltd
- ReNew Property Maintenance
- Skyline Landscape Services Group Pty Ltd
- Turf Master Facility Management

The tender evaluation panel establishes whether the tender submissions conform to the conditions for tendering and selects a suitably qualified and experienced contractor.

The tender evaluation panel comprised:

- Manager Parks and Landscape
- Parks Coordinator
- Supervisor Parks Reserves and Landscape Management
- Procurement Officer – Contracts and Risk (non-voting)

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers. No disclosures were made.

To obtain the broadest possible comparison base, each of the tenders was evaluated against the following tender selection criteria and was in turn graded in the tender evaluation matrix.

Item No	Description	Weighting
1	Relevant experience, key personnel, skills and resources	20%
2	Demonstrated understanding of the project	30%
3	Sustainability	10%
4	Price	40%

All tender submissions received were conforming.

The tender submitted by Environmental Industries scored the highest rating with 73 points, followed by Skyline Landscape Services with 70 points. The remaining tender submissions received lower scores.

Overall Weighted Score - Including Pricing	Relevant Experience Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Price	Total Score
<b>Tenderer</b>	<b>20</b>	<b>30</b>	<b>10</b>	<b>40</b>	<b>100</b>
Environmental Industries Pty Ltd	16	22	7	28	73
Gecko Contracting	12	20	5	27	64
GLG Greenlife Group	13	24	8	16	62
Lochness Landscaping Services	11	17	4	16	48
Never Greener	6	6	3	12	27
ReNew Property Maintenance	11	16	6	12	44
Skyline Landscape Services	7	17	6	40	70
Adelby	8	15	2	21	46
Turfmaster Facility Management	15	18	5	28	66

An addendum was issued to all Contractors confirming preparation, planning and implementation of all traffic management requirements inclusive of all staffing needs over the term have been included. The addendum required Tenderers to advise on any price changes as a result of the requirements provided. The pricing and scoring evaluations are inclusive of these responses.

### **Environmental considerations**

Environmental Industries provided a comprehensive sustainability component including recycling strategies for waste and packaging. Sustainable initiatives also provided for water, fuel and electricity use related to this service.

## **Risk consideration**

An assessment undertaken by Dun and Bradstreet indicates that Environmental Industries have the financial capacity to undertake the contract.

There are no strategic or corporate risks within the City's existing risk registers which relate to the issues contained in this report.

## **References**

The City has received references in respect to the recommended tenderer, as follows:

### Reference 1 (Local Government) -

- Provided landscape maintenance services including spring slashing, full landscape maintenance including fertilising and arterial verge mowing works.
- Good level of service provided including communication and reactive works.
- Some initial issues / concerns but worked out during the course of the contract
- Contract extension offered.

### Reference 2 (Private sector) -

- Provided landscape maintenance services across a range of sites.
- High level of service provided including good communication.

## **Comment**

Environmental Industries are an established company with previous experience in undertaking contracts of similar scope. They are well resourced in both personnel and equipment to successfully complete the scope requirements and provided a comprehensive methodology detailing how all service components of the contract will be delivered.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

**Council:**

- 1. Accept the tender for Verge Mowing Services (FCC585/21) at the rates tendered, for Environmental Industries for a period of 3 years.**
- 2. Approve the option to extend the contract for up to 2 years (one year plus one year) providing Environmental Industries have performed satisfactorily in accordance with the terms of the Contract.**

**C2110-7 TENDER WFCC80/21 – ROAD PAVEMENT MICROSURFACING SERVICES**

**Meeting date:** 13 October 2021  
**Responsible officer:** Manager Infrastructure Engineering  
**Decision making authority:** Council  
**Attachments:** Nil  
**Additional information:** Nil

**SUMMARY**

The purpose of this report is to consider tender number WFCC80/21 for Road Pavement Microsurfacing Services.

This report recommends that Council accepts the tender submitted by Colas in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

**BACKGROUND**

The City of Fremantle issued a request for tender for suitably qualified and competent contractors to supply road pavement microsurfacing services. This is a sustainable and cost-effective pavement treatment, which extends the life of the road asset. It is delivered by specialist contractors, through the WALGA e-quotes portal.

**FINANCIAL IMPLICATIONS**

Budget Account 2021/2022	Account Description	Amount
CapEx	Multiple Roads to Recovery (R2R) Capital Projects linked to the R2R (Federal) grant funded road renewal programmes.	\$360,000
<b>Total per annum</b>		<b>\$360,000</b>

Estimated Expenditure (Tender WFCC80/21) 2021/2022	Account Description	Amount
CapEx	Multiple Roads to Recovery (R2R) Capital Projects linked to the R2R (Federal) grant funded road renewal programmes.	\$235,025
<b>Total per annum</b>		<b>\$235,025</b>

Total spend over the 3-year period is estimated to be **\$705,075**

It is important to note that the City of Fremantle is not obliged to have a minimum spend each year with the contractor. This tender is a Schedule of Rates Contract only and spend is therefore managed against the adopted budget each year.

## LEGAL IMPLICATIONS

Tenders were invited in accordance with section 3.57 of the *Local Government Act 1995* and the tendering procedures and evaluation complied with part 4 of the Local Government (Functions and General) Regulations 1996.

## CONSULTATION

Nil

## OFFICER COMMENT

### Detail

Tender WFCC80/21 Road Pavement Microsurfacing Services was advertised on 09 August 2021 and closed on 27 August 2021.

Officers issued a request for quotation via the WALGA Roads, Infrastructure & Depot Services (PSP009) Panel, seeking manufacture and placement (supply and installation) of micro surfacing for use on road pavements for the City of Fremantle.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of 2 years + 1 year (max 3 years total)
Commencement date	On or around 08 November 2021
Completion date	On or around 08 November 2023

## Tender evaluation

Tender submissions were requested from the following contractors:

- Asphaltech
- Boral
- Colas
- Downer
- Fulton Hogan

Submissions were received from one contractor only and evaluated by the tender evaluation panel:

- Colas

Colas is a specialised contractor, who has been delivering this type of new pavement technology throughout Australia including Western Australia. Colas has won large contracts for Main Roads WA and is servicing other Local Governments Australia wide, therefore, can provide this type of pavement technically at a competitive rate. Their market competitors cannot deliver the same technology economically, hence have not submitted for this tender.

The tender evaluation panel establishes whether the tender submissions conform to the conditions for tendering and selects a suitably qualified and experienced contractor. Colas was the only tender received and fully conformed to the conditions.

The tender evaluation panel comprised:

- Manager Asset Management
- Procurement Officer (Non-Voting)
- Projects Officer
- Engineering Team Leader

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers. No disclosures were made.

To obtain the broadest possible comparison base, Colas was evaluated against the following tender selection criteria and were in turn, graded in the tender evaluation matrix.

Item No	Description	Weighting
1	Price for services offered	40%
2	Relevant Experience	20%
3	Skills and Key Personnel	15%
4	Demonstrated Understanding	15%
5	Sustainability	10%

One tender submission was received and was conforming,

Tender Evaluation Matrix:

Overall Weighted Score - Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Price	Total Score
<b>Tenderer</b>	<b>20</b>	<b>15</b>	<b>15</b>	<b>10</b>	<b>40</b>	<b>100</b>
Colas	15	9	9	5	40	78

The tender submitted by Colas scored a rating of 78 points.

Colas, the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the works and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from Colas is a conforming tender. They have undertaken similar services for several other Local Governments and have provided quality services which is shown throughout their submission. The evaluation process also determined that Colas would provide best value for money to the City.

## **Environmental considerations**

In line with the Purchasing Policy, respondents to tenders are required to provide, and are assessed by the City of Fremantle, evidence of the use of sustainable business practices and how engaging the supplier would benefit the local economy. Colas have provided sustainable policy's including energy saving technology in pavement treatments, meeting the One Planet principle.

## **Risk consideration**

An assessment undertaken by illion indicates that Colas have the financial capacity to undertake the contract and are low risk.

There are no strategic or corporate risks within the City's existing risk registers which relate to the issues contained in this report.

## **References**

Reference checks were completed by Officers, responses received were positive as detailed below:

Reference 1 (State Government, Queensland) -

- Very good communications.
- Performance – satisfactory/good.
- Would use the contractor again.
- Good accuracy of Documentation.

Reference 2 (Internal) -

- Good Communications. They have provided regular updates.
- Performance – 8/10.
- Would use the contractor again.
- Good, invoice amount as per the contracted amount.

Colas have previously completed similar works using the same pavement technology for the City, completing several capital projects within the 2020 -2021 financial year.

Works previously completed were delivered to a high-quality standard, meeting the required Key Performance Indicator (KPI) requirements within the required timeframes.

## **Comment**

Colas is an experienced contractor, currently serving several other Local Governments and has an established workforce to undertake the works.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required.

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Accept the tender for Road Pavement Microsurfacing Services (WFCC80/21) at the rates tendered, from Colas for a period of two years.**
- 2. Approve the option to extend the contract for one year, providing Colas have performed satisfactorily in accordance with the terms of the Contract.**

**C2110-8 TENDER WFCC81/21 – SUPPLY DRAINAGE MAINTENANCE COMBINATION SUCKER AND JETTER TRUCK SERVICES**

**Meeting date:** 13 October 2021  
**Responsible officer:** Manager Infrastructure Engineering  
**Decision making authority:** Council  
**Attachments:** Nil  
**Additional information:** 1. Confidential – Pricing Evaluation Matrix

**SUMMARY**

The purpose of this report is to consider tender number WFCC81/21 for Supply of Drainage Maintenance Combination Sucker and Jetter Truck Services.

This report recommends that Council accepts the tender submitted by Drainflow Services in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

**BACKGROUND**

The City of Fremantle issued a request for tender for suitably qualified and competent contractors to supply drainage maintenance combination sucker and jetter truck services to maintain and clean the City’s drainage assets, through the WALGA e-quotes portal.

**FINANCIAL IMPLICATIONS**

Budget Account 2021/2022	Account Description	Amount
OpEx	Maintain Road Drainage	\$234,000
<b>Total per annum</b>		<b>\$234,000</b>

Estimated Expenditure (Tender WFCC81/21) 2021/2022	Account Description	Amount
OpEx	Maintain Road Drainage	\$141,644
<b>Total per annum</b>		<b>\$141,644</b>

Total spend over the 5-year period is estimated to be **\$708,220**

It is important to note that the City of Fremantle is not obliged to have a minimum spend each year with the drainage contractor. This tender is a Schedule of Rates Contract only and spend is therefore managed against the adopted budget each year.

**LEGAL IMPLICATIONS**

Tenders were invited in accordance with section 3.57 of the *Local Government Act 1995* and the tendering procedures and evaluation complied with part 4 of the Local Government (Functions and General) Regulations 1996.

## CONSULTATION

Nil

## OFFICER COMMENT

### Detail

Tender WFCC81/21 Supply Drainage Maintenance Combination Sucker and Jetter Truck Services was advertised on 5 August 2021 and closed on 26 August 2021.

Officers requested for quotation via the WALGA Roads, Infrastructure & Depot Services (PSP009) panel, seeking supply of drainage maintenance combination sucker and jetter truck services.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of 3 years + 1 year +1 year (max 5 years total)
Commencement date	On or around 8 November 2021
Completion date	On or around 8 November 2024

### Tender evaluation

Tender submissions were received from the following contractors and evaluated by the tender evaluation panel:

- Cleanflow
- Drainflow Services
- Western Educating Services

The tender evaluation panel establishes whether the tender submissions conform to the conditions for tendering and selects a suitably qualified and experienced contractor. Western Educating Services was deemed non-conforming by the panel therefore excluded from the evaluation process.

The tender evaluation panel comprised:

- Manager Asset Management
- Procurement Officer (Non-Voting)
- Project Engineer
- Engineering Team Leader

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers. No disclosures were made.

To obtain the broadest possible comparison base, Cleanflow and Drainflow Services were evaluated against the following tender selection criteria and were in turn, graded in the tender evaluation matrix.

Item No	Description	Weighting
1	Price for services offered	40%
2	Relevant Experience	20%
3	Skills and Key Personnel	10%
4	Demonstrated Understanding	10%
5	Sustainability	10%
6	OHS	10%

Two tender submissions received were conforming, and one tender submission received was non-conforming.

Tender Evaluation Matrix:

Overall Weighted Score - Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	OHS	Price	Total Score
<b>Tenderer</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>100</b>
Cleanflow	13	6	3	2	8	40	72
Drainflow Services	17	7	6	5	7	37	80

The tender submitted by Drainflow Services scored the highest rating with 80 points.

Drainflow Services, the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the works and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from Drainflow Services is a conforming tender. They have undertaken similar services for several other Local Governments and have provided quality services which is shown throughout their submission. The evaluation process also determined that Drainflow Services would provide best value for money to the City. Reference checks indicate that Drainflow Services have provided satisfactory service delivery to their customers on similar projects and will be a suitable supplier to the City of Fremantle.

### **Environmental considerations**

In line with the Purchasing Policy, respondents to the tender were required to provide, and were assessed by the City of Fremantle, evidence of the use of sustainable business practices and how engaging the supplier would benefit the local economy. Drainflow Services have detailed sustainable policy's including recycling, meeting the One Planet principle. Drainflow Services have around 10% (4 employees) of their workforce living within or close to the City of Fremantle, providing local economic benefit.

## **Risk consideration**

An assessment undertaken by Illion indicates that Drainflow Services have the financial capacity to undertake the contract and are low risk.

There are no strategic or corporate risks within the City's existing risk registers which relate to the issues contained in this report.

## **References**

Reference checks were completed by Officers, responses received were positive as detailed below:

### Reference 1 (Local Government) -

- Communications are excellent. Always receive a quick response
- Outstanding performance – 9/10
- Would use the contractor again
- Invoices and other paperwork are spot on - no issues

### Reference 2 (Local Government) -

- Communications are excellent, timely and accurate
- Excellent performance, they have been able to provide a very quick response time. DFS is doing proactive work and the number of flooding's have reduced over time
- Definitely would appoint them again.
- Very accurate documentation

### Reference 3 (Local Government) -

- DFS has a quick response time – they always respond within the required timeframe
- Performance is 8.5 to 9 out of 10
- Yes, would use them again
- DFS provides accurate data

## **Comment**

Drainflow Services is an experienced contractor, currently serving several other Local Governments and has an established workforce to undertake the works.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Accept the tender for Supply of Drainage Maintenance Combination Sucker and Jetter Truck Services (WFCC81/21) at the rates tendered, for Drainflow Services for a period of three years.**
- 2. Approve the option to extend the contract for one year, plus one year, providing Drainflow Services have performed satisfactorily in accordance with the terms of the Contract.**

**13. Motions of which previous notice has been given**

A member may raise at a meeting such business of the City as they consider appropriate, in the form of a motion of which notice has been given to the CEO.

Nil

**14. Urgent business**

In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

Nil

**15. Late items**

In cases where information is received after the finalisation of an agenda, matters may be raised and decided by the meeting. A written report will be provided for late items.

Nil

**16. Confidential business**

Members of the public may be asked to leave the meeting while confidential business is addressed.

Nil

**17. Closure**