



## MINUTES

### CERTIFICATION OF CONFIRMATION OF TECHNICAL ADVISORY COMMITTEE MINUTES

5 June 2014

I, Mr Doug Pearson, hereby certify that the minutes from the Technical Advisory Committee Meeting held on 5 June 2014 pages 1 to 8 were confirmed at a Committee meeting held on 7 August 2014.

A handwritten signature in black ink, appearing to be "D. Pearson", is written over a horizontal line.

**Signature**

Mr Doug Pearson  
**Person presiding at Meeting**

## TECHNICAL ADVISORY COMMITTEE

### MINUTES

5 June 2014

(REF: D2014/06008)

A meeting of the Technical Advisory Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 5 June 2014**. The meeting commenced at **4:00pm**.

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## **1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Deputy Chairman opened the meeting at 4:00pm.

## **2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

### **Committee Members**

Mr Doug Pearson <b>(Deputy Chairman)</b>	Director Technical Services	City of Bayswater
Mr Ken Cardy (Deputising for Mr Stewart-Dawkins)	Manager Asset Services	Town of Bassendean
Mr Ric Lutey	Director Technical Services	City of Belmont
Mr Charles Sullivan	Director Development and Infrastructure Services	Shire of Kalamunda
Mr Shane Purdy	Director Infrastructure Services	Shire of Mundaring
Mr Jim Coten	Executive Manager Operations	City of Swan
Mr Peter Schneider	Chief Executive Officer	EMRC

### **Apologies**

Mr Simon Stewart-Dawkins <b>(Chairman)</b>	Director Operational Services	Town of Bassendean
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### **EMRC Officers**

Mr Stephen Fitzpatrick	Director Waste Services
Mr Dave Beresford	Manager Resource Recovery
Mr Chris Dodd	Coordinator Sales and Product Development
Mrs Annie Hughes-d'Aeth	Personal Assistant to Director Corporate Services (Minutes)

## **3 DISCLOSURE OF INTERESTS**

Nil

## **4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

## **5 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil



**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**6.1 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 8 MAY 2014**

That the Minutes of the Technical Advisory Committee meeting held on 8 May 2014, which have been distributed, be confirmed.

**TAC RESOLUTION(S)**

MOVED MR COTEN

SECONDED MR CARDY

THAT THE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 8 MAY 2014 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

**7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**8 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

**9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## **11 REPORTS OF EMPLOYEES**

### **11.1 TENDER 2014-02 - PROVISION OF GREEN WASTE SHREDDING SERVICES**

**REFERENCE: D2014/06015**

#### **PURPOSE OF REPORT**

To advise Council of the results of Tender 2014-02 for the Provision of Green Waste Shredding Services and recommend a preferred tenderer.

#### **KEY ISSUES AND RECOMMENDATION(S)**

- Approximately 25,000m<sup>3</sup> or 10,000 tonnes of green waste is received at Red Hill Waste Management Facility per annum and is required to be shredded prior to composting.
- To create quality mulch that is attractive to prospective buyers shredding must be undertaken to a tight specification.
- The tender for Provision of Green Waste Shredding Services closed on 16 May 2014 and two (2) submissions were received.
- Submissions have been assessed and a preferred tenderer selected.

#### **Recommendation(s)**

That:

1. Council award Tender 2014-02 for the Provision of Green Waste Shredding Services to Craneswest (WA) Pty Ltd trading as Western Tree Recyclers for a three (3) year period, with an option to extend for two (2) single year extensions subject to satisfactory performance, as per the attached schedule of rates.
2. The contract rates for Tender 2014-02 be adjusted annually using the Consumer Price Index for Perth at the anniversary of the contract.
3. Council authorise the CEO to enter into a contract, on behalf of the EMRC, with Craneswest (WA) Pty Ltd in accordance with the Tender submitted, and the attached schedule of rates, subject to any minor variations that may be agreed between the CEO and Craneswest (WA) Pty Ltd.

#### **SOURCE OF REPORT**

Director Waste Services  
Coordinator Sales and Marketing Development

#### **BACKGROUND**

The performance of the green waste shredding contractor is a critical component in the EMRC producing high quality composted mulch that is saleable to the public, member Councils and businesses. In producing saleable mulch the EMRC are minimising landfill, creating a positive revenue stream and minimising costs to member Councils.



*Item 11.1 continued*

## **REPORT**

Tender 2014-02 specifications included:

- Use of a horizontal high speed shredder capable of handling wood to 300mm diameter;
- Capability of producing small, medium and coarse grades of green waste; and
- Requirement to form windrows from shredded green waste.

Qualitative assessment criteria included:

<b>Criterion</b>	<b>Weighting</b>
Relevant experience skills and experience of Company	40%
Machinery used to complete project (Equipment fit for purpose)	40%
Provision of a Safety Management Plan & Occupational Health and Safety Questionnaire	20%

Price was given non-weighted criteria but was considered during the evaluation process to ensure quality shredding services would be provided at a competitive price.

Two (2) tender submissions were received from the following companies:

- Armogedin Pty Ltd trading as Vancouver Waste Services Pty Ltd; and
- Craneswest (WA) Pty Ltd trading as Western Tree Recyclers.

The evaluation process was completed independently by three EMRC officers. During the evaluation it was noted:

- Craneswest had the highest evaluation score, having demonstrated the required experience, machinery capability and OH&S standards to deliver a high quality service; and
- Craneswest was assessed as the best value for money tenderer.

Craneswest (WA) Pty Ltd is therefore recommended as the preferred tenderer at the pricing schedule supplied.

## **STRATEGIC/POLICY IMPLICATIONS**

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.2 To improve regional waste management
- 1.3 To provide resource recovery and recycling solutions in partnership with member Councils
- 1.4 To investigate leading edge waste management practices



*Item 11.1 continued*

## **FINANCIAL IMPLICATIONS**

The new pricing schedule from Craneswest will give the EMRC lower unit costs moving into the future. However, due to a significant increase in green waste activity and sales around the supply of 27,770m<sup>3</sup> of mulch to Gateway WA, the total spend on this budget item is expected to increase in 2014/2015 Budget. Based on budget estimates the contract is estimated to be worth \$788,000 over 3 years.

## **SUSTAINABILITY IMPLICATIONS**

Green waste shredding is a cornerstone activity in the processing of green waste at Red Hill Waste Management Facility. It facilitates the recycling of a waste product (green waste), avoids landfill and creates a natural environment enhancing product that further minimises the use of water, man-made fertilisers and by implication the consumption of finite fossil fuels and the production of carbon dioxide.

## **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
Shire of Kalamunda	
Shire of Mundaring	
City of Swan	

## ATTACHMENT(S)

Schedule of Rates - Craneswest (WA) Pty Ltd (Ref: D2014/06191)

## VOTING REQUIREMENT

Simple Majority



*Item 11.1 continued*

### **RECOMMENDATION(S)**

That:

1. Council award Tender 2014-02 for the Provision Of Green Waste Shredding Services to Craneswest (WA) Pty Ltd trading as Western Tree Recyclers for a three (3) year period, with an option to extend for two (2) single year extensions subject to satisfactory performance, as per the attached schedule of rates.
2. The contract rates for Tender 2014-02 be adjusted annually using the Consumer Price Index for Perth at the anniversary of the contract.
3. Council authorise the CEO to enter into a contract, on behalf of the EMRC, with Craneswest (WA) Pty Ltd in accordance with the Tender submitted, and the attached schedule of rates, subject to any minor variations that may be agreed between the CEO and Craneswest (WA) Pty Ltd.

### **TAC RECOMMENDATION(S)**

MOVED MR LUTEY

SECONDED MR COTEN

That:

1. Council award Tender 2014-02 for the Provision Of Green Waste Shredding Services to Craneswest (WA) Pty Ltd trading as Western Tree Recyclers for a three (3) year period, with an option to extend for two (2) single year extensions subject to satisfactory performance, as per the attached schedule of rates.
2. The contract rates for Tender 2014-02 be adjusted annually using the Consumer Price Index for Perth at the anniversary of the contract.
3. Council authorise the CEO to enter into a contract, on behalf of the EMRC, with Craneswest (WA) Pty Ltd in accordance with the Tender submitted, and the attached schedule of rates, subject to any minor variations that may be agreed between the CEO and Craneswest (WA) Pty Ltd.

**CARRIED UNANIMOUSLY**

### **COUNCIL RESOLUTION(S)**

MOVED CR

SECONDED CR



## Craneswest Schedule of Rates

Craneswest Pty Ltd TA Western Tree Recyclers		
Line No.	Service Description	Tender Unit
1	Mobilisation and demobilisation at Red Hill Waste Management Facility.	Per event
2	Mobilisation and demobilisation from company depot.	Per km
3	Coarse Grind per m <sup>3</sup> finished product	m3
4	Medium Grind per m <sup>3</sup> finished product	m3
5	Small Grind per m <sup>3</sup> finished product	m3
6	Change screen	Per event

  

Price Tendered (Ex GST)	GST Component	Price Tendered (Inc GST)
\$ 1,500.00	\$ 150.00	\$ 1,650.00
-	-	-
\$ 8.00	\$ 0.80	\$ 8.80
\$ 8.00	\$ 0.80	\$ 8.80
\$ 8.50	\$ 0.85	\$ 9.35
-	-	-



## 11.2 ITEMS CONTAINED IN THE INFORMATION BULLETIN

### REFERENCE: D2014/06012

The following items are included in the Information Bulletin, which accompanies the Agenda.

#### 1. WASTE SERVICES

##### 1.1 COUNCIL TONNAGE COMPARISONS AS AT 30 APRIL 2014 (Ref: D2014/06013)

### RECOMMENDATION

That the Technical Advisory Committee notes the items contained in the Information Bulletin.

### TAC RESOLUTION(S)

MOVED MR COTEN

SECONDED MR PURDY

THAT THE TECHNICAL ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN.

**CARRIED UNANIMOUSLY**

## 12 REPORTS OF DELEGATES

Nil

## 13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

The Director Waste Services raised the topic of the Regional Investment Plan and highlighted the timeframe for funding applications. The Committee discussed in brief the funding possibilities in the Region including the City of Swan transfer station, the Shire of Mundaring's Mathieson Road transfer station and a proposed transfer station in the Shire of Kalamunda.

## 14 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

## 15 FUTURE MEETINGS OF THE TECHNICAL ADVISORY COMMITTEE

The next meeting of the Technical Advisory Committee will be held on **Thursday 10 July 2014 (if required)** at the EMRC Administration Office, 1<sup>st</sup> Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 4:00pm.

### Future Meetings 2014

Thursday	10	July (if required)	at	EMRC Administration Office
Thursday	7	August (if required)	at	EMRC Administration Office
Thursday	4	September (if required)	at	EMRC Administration Office
Thursday	9	October (if required)	at	EMRC Administration Office
Thursday	20	November	at	EMRC Administration Office

## 16 DECLARATION OF CLOSURE OF MEETING

There being no further business, the Deputy Chairman declared the meeting closed at 4:10pm.