



**ORDINARY MEETING OF COUNCIL
MONDAY, 10 JUNE 2013**

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**ORDINARY COUNCIL MEETING
HELD ON 27 MAY 2013**

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HELD ON 4 JUNE 2013**

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HELD ON 5 JUNE 2013**

**CHIEF EXECUTIVE OFFICER'S REPORT
HELD ON 10 JUNE 2013**

NOTICE OF MEETING AND AGENDA

CR _____

PLEASE TAKE NOTICE that the next **ORDINARY MEETING OF COUNCIL** will be held in the Council Chambers, Orchard Avenue, Armadale at **7:00 pm**

MONDAY, 10 JUNE 2013



R S TAME
CHIEF EXECUTIVE OFFICER

6 June 2013

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Leave of Absence previously granted to Cr G Nixon

**3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS
TAKEN ON NOTICE**

Nil

4 PUBLIC QUESTION TIME

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

A procedure has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure is attached to the Council Agendas made available in the public gallery.

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

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ORDINARY MEETING OF COUNCIL
MONDAY, 27 MAY 2013

MINUTES

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CITY OF ARMADALE

MINUTES

OF ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 27
MAY 2013 AT 7:00 PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Mayor, Cr Zelones, declared the meeting open at 7.00 pm.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (previously approved)

PRESENT:

Mayor, Cr H A Zelones JP presided over	River Ward
Cr J A Stewart	Heron Ward
Cr D M Shaw	Heron Ward
Cr C M Wielinga	Jarrah Ward
Cr C J MacDonald	Lake Ward
Cr J H Munn JP CMC	Lake Ward
Cr K Busby	Minnawarra Ward
Cr G A Best	Neerigen Ward
Cr M Geary	Neerigen Ward
Cr M S Northcott	Palomino Ward
Cr L Sargeson	Palomino Ward

IN ATTENDANCE:

Mr R S Tame	Chief Executive Officer
Mr A F Maxwell	Executive Director Corporate Services
Mr I MacRae	Executive Director Development Services
Mr K Ketterer	Executive Director Technical Services
Mr N Kegie	A/Executive Director Community Services
Mrs S D'Souza	CEO's Executive Assistant

Public: 2 Press: 2

LEAVE OF ABSENCE:

Leave of Absence previously granted to Cr G Nixon

APOLOGIES:

Apoloiges received from Crs Butterfield and Norman.

**3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS
TAKEN ON NOTICE**

A letter dated 17th May 2013 has been forwarded to Mr Loveless in response to his questions taken on notice at the 13th May 2013 Council meeting.

Q-1 Between Ralphs Street and Fowler Road, there is a piece of scrubland which has become a dumping ground for rubbish and antisocial activity (trail bike use). It took numerous phone calls and about four weeks before the rubbish was removed. What plans do Council have for this piece of land that can possibly change it to more of a usable social area?

Response

The Mayor advised that dumping and trail bike riding is not encouraged. The City along with local parliamentarians is working with the police to address these issues. The area in question will be investigated by the City, and a response will be forwarded in writing.

Pheasant Close Reserve

The issues raised in relation to this Conservation Reserve have been investigated. The City has determined to install a rural fence with pedestrian access gate across the Pheasant Close frontage in the near future in order to eliminate unauthorised vehicle access to the Reserve, and remedial action will be taken to remove refuse. Ongoing monitoring of the Reserve will be undertaken by the City's Bushcare Supervisor.

Q-2 Can Council confirm what kind of development is being proposed on Westfield Road next to the Chicken Treat store?

Response

The Mayor advised that the property is possibly zoned for commercial use. Details of any proposed development will be investigated, and a response forwarded in writing.

Development Adjacent to 131 Westfield Road

The proposed development situated at 131 Westfield Road (corner of Westfield Road and Ypres Road) is approved as a Motor Vehicle Wash (car wash). The development is still under construction and is anticipated to be finalised by the owner/builder over the next couple of months. If you have any concerns or further queries regarding this development, please contact the City's Development Services on 9399 0111.

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PETITIONS

1 Proposed Toilet Facility at Borello Park (Cr Laurie Sargeson)

Petition with 30 signatories was tabled by Cr Sargeson, the prayer of which reads:

We the undersigned request Council not support the proposed toilet facility at Borello Park.

- *This area is dedicated to the play area for young children's entertainment and casual use and not a large sporting facility*
- *Public toilets will have a significant detrimental impact on local residents/community and alters the purpose of the park*
- *The toilets have been costed at hundreds of thousands of dollars to build and \$20,000 per annum to service from the ratepayer's purse*
- *The target of graffiti, vandalism, antisocial, behaviour and possible environment impact will reduce the quality of the park*
- *An independent survey of 1000 Roleystone residents initiated by the City of Armadale identified 61% oppose the Borello toilet construction and prefer the money is spent in park improvement over all of Roleystone.*

MOVED Cr L Sargeson

That the petition be received and be referred to the Technical Services Committee.

194/5/13 MOTION not opposed, DECLARED CARRIED (11/0)

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 13 MAY 2013.

MOVED Cr M S Northcott that the Minutes of the Ordinary Council Meeting held on 13 May 2013 be confirmed as a true and accurate record.

195/5/13 MOTION not opposed, DECLARED CARRIED (11/0)

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

1 Economic Development

- On 23rd May the Mayor met with the Kim Power, CEO of Examiner Newspapers and owner Mr Gerald van Rongen to discuss opportunities to support and promote the City of Armadale. Further discussions will be taking place in the near future.

2 Consultation and Communication

- On 15th May the Mayor, along with the CEO, Ray Tame attended a meeting with the Mayor and CEO of City of Cockburn regarding the Local Government Reform and 2013 Elections. The meeting was arranged to discuss our respective positions on the reform outcomes in respect to amalgamations and/or boundary adjustments. We wanted to confirm mutual support for each Council's position prior to our meeting with the Minister on the 30th of this month. The issues discussed were the same as the G20 final report.
- On Friday morning (17th May) the Mayor attended a SE Metro Police District Meeting held at the City of Armadale and addressed the meeting on the growth and progress of the City of Armadale looking into the next 5 to 10 year period. That was followed by a Q&A session mainly relating to the steps the City was taking in regard to future growth and efforts to improve public safety. The Mayor and CEO were then given a briefing on Operation Carambola which commenced on Monday May 13 and which will operate for a three month period.

The operation will provide an influx of a highly visible policing presence particularly around the CBD, Shopping Centres and Fast Food outlets using foot and vehicle patrols.

It will also target known offenders and trouble spots in and around the Armadale area that includes anti-social driving (speeding, hoons etc).

The operation is complementary to the normal operations of Armadale Police and comprises of 24 staff seconded from other units in the metropolitan area.

Further resources (above the 24) will be introduced into the operation including bicycle patrols, Mounted Police and the Traffic Enforcement Group.

At some stage of the operation an additional 24 staff will be seconded in for a defined period.

The district has conducted numerous similar operations in the past however this one will be sustained for three months to gain greater impact over a longer period.

This will form the basis of future operations across the metropolitan area when a highly mobile response is required.

- On 24th May the Mayor attended a photo opportunity in the Jull St Mall with the Police Mounted unit to assist out local police in the promotion of Operation Carambola.
- On 25th Mayor the Mayor was interviewed by Channel 9 regarding an incident involving youths damaging private property. The opportunity was taken to reinforce the Council's strong views on law and order and to inform the public on the current police operations here in Armadale.

3

Marketing and Public Relations

- On 14th May the Mayor met with Kieran Kinsella, CEO of the MRA and Damien Shepard to preview the Minnowarra Art Exhibition. They along with the judges and the Art Curator took a tour of the exhibit and to make decisions on the category winners.
- The same evening the Mayor hosted the Minnowarra Art Awards. In attendance were Crs Butterfield, Geary, MacDonald, Norman, Busby and Northcott. Over 100 guests were in attendance for this event

This evening was the Official Opening of the Minnowarra Art Awards where the following awards were presented:

- 'Best Artwork priced \$1000 and under' which was awarded to Pam Langdon for her piece 'Britannica Metamorphosis'
 - the Stockland Commission which was awarded to Sue Hamilton for her piece 'Spike'
 - the MRA Acquisition which was awarded to Jeremy Kirwan-Ward for his piece 'Treelines'; and
 - the Gerry Gauntlett Award which was awarded to Eveline Kotai for her piece 'Thrum #2'.
- On 15th May the Mayor hosted the Minnowarra Art Exhibition Corporate Viewing Night, where Andrea Burns was the MC and Gavin Buckley as guest speaker. The evening was a significant success with additional artworks being purchased. There were around 60 guests in attendance for this event most of whom have never attended this event in previous years.
 - On 16th May 2013 the Mayor hosted a thank you event for the City's local volunteers as part of National Volunteer Week Celebrations. Volunteers were invited to enjoy the artworks and were congratulated on their volunteering contributions.
 - On 27th Mayor the Mayor along with Councillor Melissa Northcott attended the USA Memorial Day held at Kings Park at the Flame of Remembrance where they laid a wreath and attended the reception following the ceremony at the Dalkeith Tennis Club.

4 Governance

- Along with CEO, Ray Tame the Mayor attended the 2013 LGMA National Congress in Hobart from 18th to 22nd May 2013. The theme this asked the question, “What Makes a Great Society?” and what is local government’s role.
The Mayor and CEO will be following up with a brief report on the LGMA conference.
 - While in Hobart the Mayor was interviewed by Steve Mills of radio station 6PR regarding the proposed Armadale Public Forum to be held in the District Hall on the evening of 12th June.
 - While on the subject of the Armadale Public Forum and to inform Councillors that this event is being staged by Radio Station 6PR, Channel 9 and the Fairfax owned Perth Today. The Mayor and CEO have been invited to join a panel for discussion with the public. At this stage the other panel members have not been confirmed but it is hoped that senior Ministers will be present along with the Police Commissioner. Attendance is open to the public.
-

9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN – WITHOUT DISCUSSION

Nil

10 REPORTS

10.1 DEVELOPMENT SERVICES COMMITTEE MEETING

Report of the Development Services Committee on 20 May 2013.

MOVED Cr D M Shaw that the report be received.

196/5/13 MOTION not opposed, DECLARED CARRIED (11/0)

BUSINESS ARISING FROM REPORT

Recommendation D31/5/13 - Final Adoption - Amendment No.68 to Town Planning Scheme No.4 to Amend Schedule 3 Restricted Use No.4 - Lots 2, 3 and 4 Nicholson Road, Piara Waters

MOVED Cr D M Shaw

That Council:

1. Pursuant to Part 5 of the *Planning and Development Act 2005* to adopt, without modification, Amendment No.68 to Town Planning Scheme No.4 to amend Schedule 3 – Restricted Use No.4 by replacing the word ‘Forrestdale’ with ‘Piara Waters’ within the ‘Description of Land’ column, deleting Condition 4.3 and renumbering existing Conditions 4.4, 4.5, 4.6 and 4.7 as 4.3, 4.4, 4.5 and 4.6 respectively.

2. Authorise the Mayor and Chief Executive Officer to execute the Amendment documents.
3. Forward the amendment documentation to the Western Australian Planning Commission for its consideration and request the Hon Minister for Planning and Infrastructure grant final approval to the amendment.
4. Endorse the comments made in this report regarding the submissions received on this scheme amendment for inclusion in the schedule of submissions to be forwarded to the Western Australian Planning Commission.
5. Advise the submitters and the applicant of its decision.

197/5/13 MOTION not opposed, DECLARED CARRIED (11/0)

Recommendation D32/5/13 - Two Nominated Tree Preservation Orders - Kelmscott - Recommitted

MOVED Cr D M Shaw, SECONDED Cr G A Best
OPPOSED Cr Sargeson

That part (2) of Recommendation D32/5/13 be amended to read as follows:

2. Recommit the matter of a Tree Preservation Order over the nominated Norfolk Island pine tree located on Lot 81 (114) Roberts Road, Kelmscott, to the next Development Services Committee meeting as new information is now available for further consideration.

198/5/13 AMENDMENT DECLARED CARRIED (9/2)

MOVED Cr D M Shaw that Recommendation D32/5/13, as amended, be adopted.

That Council:

1. Decline the request to issue a Tree Preservation Order over the nominated group of trees identified as a row of flame trees located on Lot 82 (80) River Road, Kelmscott.
2. Recommit the matter of a Tree Preservation Order over the nominated Norfolk Island pine tree located on Lot 81 (114) Roberts Road, Kelmscott, to the next Development Services Committee meeting as new information is now available for further consideration.
3. Advise the applicant and adjacent affected landowners of Council's decision.

199/5/13 MOTION not opposed, DECLARED CARRIED (11/0)

Recommendation CS47/5/13 - Monthly Statement of Financial Activity -
April 2013

MOVED Cr C Wielinga

That Council:

pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 (Financial Activity Statement Report) accept the Statement of Financial Activity for the 10 month period ended 30 April 2013.

204/5/13 **MOTION not opposed, DECLARED CARRIED** (11/0)

Recommendation CS48/5/13 - Proposed Management Agreement - Save the Children Australia - for shared use of the Champion Centre

MOVED Cr C Wielinga

That Council:

Agrees to enter into a Management Agreement with Save the Children Australia for shared use of the Champion Centre under the following basic terms and conditions:

Premises: **Champion Centre, Champion Drive Seville Grove, with relevant access areas as defined in the plan included in this report.**

Term: **Two (2) years**

Annual Contribution: **\$1,000 per annum plus GST towards the operating costs of the Centre.**

Rates for Hire Areas: **To be at the City's Community Rate for areas in the Champion Centre as amended from time to time.**

Operating Costs: **The occupant to be responsible for operating expenditures, including maintenance and operation of telephones located within the Exclusive use areas.**

Insurance: **Occupant to maintain Public Liability insurance to a minimum of \$20,000,000. The City shall be responsible for building insurance.**

205/5/13 **MOTION not opposed, DECLARED CARRIED** (11/0)

Recommendation CS49/5/13 - Economic Development Strategy 2013/2017

MOVED Cr C Wielinga

That Council:

endorse the City of Armadale Economic Development Strategy 2013-2017 as amended and attached to this report.

206/5/13 **MOTION not opposed, DECLARED CARRIED** (11/0)

Recommendation CS50/5/13 - Switch Your Thinking Business Plan

MOVED Cr C Wielinga

That Council:

Endorse the ‘Switch your thinking! Program Business Plan 2012/13 to 2015/16’ with associated ‘Terms of Reference’ and refer the matter of short term funding deficits associated with the salary and on-costs of the Syt! Program Officer position for consideration of inclusion in the forthcoming Annual Budget.

207/5/13 **MOTION not opposed, DECLARED CARRIED** (11/0)

Recommendation CS52/5/13 – Councillors’ Items

Business Improvement Districts (Cr Jeff Munn)

The following to be added to the comments on the item regarding “Business Improvement Districts” contained in the City Strategy Report of 21 May 2013.

“A report on this matter to be submitted to Committee within 3 months”.

Parking at Schools (Cr Jeff Munn)

Councillor Munn disclosed that he had an association with this item in that family members attend this school. As a consequence, he advised that there may be a perception on the basis of his non-financial interests that his impartiality on the matter may be affected, but declared that he would set aside this association, consider the matter on its merits and vote accordingly.

MOVED Cr C Wielinga

That Council refer the following Councillors items in regard to:

- **Business Improvement Districts**
- **Parking at Schools**
- **CCTV Policy**

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

208/5/13 **MOTION not opposed, DECLARED CARRIED** (11/0)

10.3 CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer .

MOVED Cr C J MacDonald that the report be received.

209/5/13 **MOTION not opposed, DECLARED CARRIED (11/0)**

BUSINESS ARISING FROM REPORT

Contract Of Employment - Executive Director Corporate Services

Mr Maxwell declared a financial interest in this item as it relates to his contract of employment with the City. Mr Maxwell left the meeting at 7.23pm

The Mayor indicated that any discussion/debate on these items would need to take place behind closed doors under Item 14 of the agenda. However, as members indicated they did not wish to discuss/debate the confidential report, the recommendations were put to the vote at this stage of the meeting.

MOVED Cr J H Munn

That Council:

endorse the CEO's action in offering Mr Tony Maxwell a new contract of employment for the position of Executive Director Corporate Services with salary level to be within the range established for Executive Directors from time to time by Council and other terms and conditions generally in accordance with the previous contract and as determined by the Chief Executive Officer, for a period of 5 years commencing 1 July 2013 and expiring on 30 June 2018.

210/5/13 **MOTION not opposed, DECLARED CARRIED (11/0)**

Contract Of Employment - Executive Director Community Services

MOVED Cr K Busby

That Council:

endorse the CEO's action in offering Ms Yvonne Coyne a new contract of employment for the position of Executive Director Community Services with salary level to be within the range established for Executive Directors from time to time by Council and other terms and conditions generally in accordance with the previous contract and as determined by the Chief Executive Officer, for a period of 5 years, commencing on 1 July 2013 and expiring on 30 June 2018.

211/5/13 **MOTION not opposed, DECLARED CARRIED (11/0)**

Mr Maxwell returned to the meeting at 7.25pm.

Councillors' Information Bulletin - Issue No. 09/2013

MOVED Cr D M Shaw

That Council acknowledge receipt of Issue No 9/2013 of the Information Bulletin.

212/5/13 **MOTION not opposed, DECLARED CARRIED** (11/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

13 MATTERS FOR REFERRAL TO STANDING COMMITTEES – WITHOUT DISCUSSION

1 Differential Rating Valuations (Cr Laurie Sargeson)

That the matter of differential rating valuations in Karragullen be referred to the Rating Review Working Party

2 Ban on plastic bags (Cr Jeff Munn)

That the matter of the success of the Fremantle program in banning plastic bags in retail centres be referred to the Technical Services Committee.

3 Laying of artificial playing surfaces (Cr Jeff Munn)

That the matter of the laying of artificial playing surfaces be referred to the Technical Services Committee.

4 Library services - Bakers House (Cr Jeff Munn)

That the matter of the provision of electronic library services at Bakers House be referred to the Community Services Committee.

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

Nil

15 CLOSURE

The Mayor, Cr Zelones, declared the meeting closed at 7.30pm

MINUTES CONFIRMED THIS 10th DAY OF JUNE 2013

MAYOR

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 4
JUNE 2013 AT 7:00 PM.

PRESENT: Cr K Busby (Chair)
Cr R Butterfield
Cr C J MacDonald
Cr M S Northcott
Cr C M Wielinga (Deputy for Cr Nixon)

APOLOGIES: Cr G Nixon (Leave of Absence)
Cr J A Stewart
Cr G A Best

OBSERVERS: Nil

IN ATTENDANCE: Ms Y Coyne - Executive Director Community Services
Ms F Grieves - Manager Leisure Services
Mrs P L Walker - Manager Library & Heritage Services
Mr G Dixon - Senior Branch Librarian
Ms S Gasior - Minute Secretary

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 as members of the public were not present.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 2 April 2013 be confirmed.

Moved Cr R Butterfield

MOTION CARRIED 5/0

ITEMS REFERRED FROM INFORMATION BULLETIN

Outstanding Matters & Information Items

Report on Outstanding Matters – Community Services Committee

Monthly / Quarterly Departmental Reports

Community Development Report –Community Development Report April 2013

Manager Leisure Service Monthly Report – April 2013

Manager Library & Heritage Services Monthly Report – April 2013

Tourism/Visitor Centre Monthly Report – April 2013

Manager Ranger & Emergency Services Monthly Report –April 2013

Committee noted the information, and no further items were raised for discussion and/or further report purposes

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COMMUNITY SERVICES COMMITTEE

4 JUNE 2013

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1.1 - ARMADALE FILMFEST

WARD : ALL
FILE No. : M/340/13
DATE : 27 May 2013
REF : NK
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- The City has provided cash and significant in kind support for the Armadale FilmFest (AFF) in the lead up to and for the inaugural AFF in 2011, and the subsequent 2012 event.
- In September 2012, when considering support for the 2012 FilmFest, Council requested a further report relating to the City's ongoing support for the AFF.
- This report provides details of a submission by the AFF for its next event, proposed to be held in conjunction with the Minnowarra Festival in 2014. The report also suggests how the City can provide ongoing support into the future.
- The report recommends that Council;
 - Considers an amount of \$17,000 in the 2014 draft budget to support the 2014 Armadale FilmFest.
 - Requests that officers advise the AFF that future requests for assistance be directed through the Major Event Sponsorship Program.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

This report relates to Strategy 1.3.2 of the City's Strategic Plan;

Promote and support community arts, historical and cultural facilities and events

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

As the proposal by the AFF is outside the City's financial assistance programs an allocation of \$17,000 would be required in the 2014 budget. It is anticipated that there will be some

surplus funds in the 2013 Community Grants and Donations budgets that could be carried forward for this allocation. For future years, financial support for the AFF would be considered as part of the Major Event Sponsorship Program.

Consultation

1. Armadale Film Festival Committee
2. Dr. Tony Buti MLA Member for Armadale (Chair, Armadale FilmFest)
3. City of Armadale internal departments

BACKGROUND

This report follows a request by Council in September to receive a further report regarding ongoing support for the *Armadale FilmFest*. (C39/9/12)

Inaugural 2011 Event summary

The inaugural Armadale Film Festival (AFF) took place in December 2011. Developed as an initiative of, and with seed funding from the Armadale Redevelopment Authority, the AFF is coordinated by an incorporated not for profit community group. The inaugural program comprised screenings of national and international films as well as a series of awards for locally made films. The AFF is funded through external funding bodies and corporate sponsors with in-kind support provided by volunteers and other organisations. The City has supported the AFF since its inception in 2009 by providing logistical and events advice to its steering committee as well as through the provision of a \$2,000 cash prize for the Best Organisation in Armadale award category.

In addition to the ongoing support described above, the City was heavily involved in the 2011 festival in the following ways;

- Providing marketing and promotional assistance.
- Securing external funding of \$18,000 to present the Birak Aboriginal cultural festival which was held as an element of the AFF. The City's Champion Centre and Events staff coordinated and staffed this component of the AFF.
- Providing some infrastructure elements (Staging, toilets) at no cost as the AFF was held on the same weekend as the City's annual Carols concert.
- The City's Arts and Events officer provided logistical support over the festival, assisting with set up and pack down as well as coordinating the stage entertainment elements.

The 2011 program included a screening of the locally filmed feature movie *Blame* at the Armadale Central Grand Cinemas, an indigenous cultural event *Birak* followed by a screening of *Our Story; Six Sisters of the Stolen Generation* at Memorial Park and then a final awards night and special screening of *Red Dog*, also held at Memorial Park. Attendances at the festival were excellent with the screening of *Blame*; approximately 250 present for the Indigenous Night and approximately 600 present for the awards night and screening of *Red Dog*. In total around 1,000 people attended the festival.

2012 Event Summary

The 2012 AFF was held over three nights comprising a special anniversary screening of *Joys of the Women* at Luna Leederville on 29 November and then outdoor screenings of festival entries, feature films, awards ceremonies, musical performances and functions at Memorial Park on 30 November and 1 December. The films featured were *Mad Bastards* on the Friday evening and *The Sapphires* on the Saturday.

The AFF reported that 400 people attended the Festival in 2012. Around 200 attend the adjunct AFF co-sponsored 20th anniversary screening of The Joys of Women at Luna Cinemas on Thursday 29 with the remainder attending the Memorial Park events. The AFF reported that a variety of factors contributed to lower audience numbers than the inaugural year;

- *Budgetary* insecurity in the lead up to the event made early promotion of the film competition and event weekend difficult.
- *Staffing*: Resignation of the Festival Director due to family circumstances (April) and resignation of our Schools Programme Coordinator and CEO in June led to the late appointment of an acting Festival Director in July.
- *Weather*: Severe storms and low temperatures in the week leading up to the Festival had a negative impact on audience numbers, particularly for the Friday night programme. Friday night's weather was unseasonably cool, although dry, and the low temperatures kept many planned members from attending.
- *Programming*: 2012 programming was diverse. Mad Bastards carried an MA 15+ rating and appealed to a smaller cross-section of the population. The Sapphires (screened on Saturday), proved the more popular choice, garnering 75% of the overall Festival audience.

For the 2012 AFF the City provided logistical and cash support by coordinating the outdoor elements required for the Memorial Park events at a cost of approximately \$13,000 as well as a cash prize of \$2,000 for the Best Local Organisation award category. In addition the City provided promotional and media support

DETAILS OF PROPOSAL

The City has received proposal for support for the 2014 Armadale FilmFest (see attachment for the full proposal).

Below is a summary of the requested support from the Armadale FilmFest

Financial

- \$2,000 *Community Film Prize Sponsorship*
- \$14,250/\$17,250 *to cover operations costs associated with the Festival. The preference is to run a three-day Festival, so the desired amount is \$17,250*

In-Kind (Marketing)

We request in-kind marketing support via City of Armadale community newsletters, website, edm databases, signage placement opportunities (ie banner signage in public parks in lead-up to event, promotion via COA events signage, advertising access to skate park screen to promote the festival and associated events, co-promotion with Minnowarra Arts Festival (or similar) and any arts/community event associated press/advertising/PR. We envisage a strong marketing partnership and many opportunities for cross-promotion, particularly via active Social Media platforms.

In-Kind (Personnel)

We request event liaison support in the form of a consistent point of contact in the COA events department for all matters related to the Festival. This point of contact would field all inquiries and requests and action any COA related in-kind marketing support, funding acquittals, co-promotion and coordination with Minnowarra Arts Festival (or similar). It would be beneficial for this person to attend any major

operations planning meetings (not all board meetings) to ensure consistency in planning and to identify and resolve any event related conflicts in the planning phase of the Festival.

COMMENT

ANALYSIS

It was always envisaged that the City could provide ongoing support for the AFF; however not at the level required to help establish the inaugural event. Due to mitigating factors such as the loss of key personnel and funding insecurity for the AFF the City provided significant logistical and coordination support for the second AFF in 2012 as well. In practical terms this has resulted in the City's events team being heavily involved in assisting with an external event at the beginning of the City's own very busy events season for the past two years. Involving the City's events team in this way is simply not sustainable and constitutes a risk to the integrity of the City's events. This scenario also provides a level of support for one external organisation that is not available to others who may wish similar assistance.

The Armadale FilmFest has been tenacious in its efforts to become an established cultural event in the City. The AFF has a strong vision and is committed to creating a festival that is unique and relevant to the area, and which could in time; contribute significantly to the City's cultural identity. There is no doubt however, that it has experienced some teething problems in its initial years which have resulted in the City providing quite an extraordinary level of logistical support to this external organisation. If it were not for the efforts shown by the AFF in its desire to achieve its vision officers would have little hesitation in recommending that the City cease supporting the AFF to the degree that it has in the past and allow it to 'sink or swim'. However, given the AFF's drive to succeed, this report recommends that the City continue its support for the AFF albeit in a modified form

With regard to the AFF's proposal, this report recommends a cash contribution of \$17,000 which includes a \$2,000 cash prize for one of the award categories as well as a contribution towards the logistical elements of the Festival. The in kind support requested is typical of the assistance that would be provided to an external organisation partnering with the City through a funding agreement and so can be managed without specific reference. This is particularly the case if the AFF is to be held in conjunction with the 2014 Minnowarra Festival. The important difference in the City's support to previous years is that officers from the City will not be involved in the logistical coordination of the AFF other than ensuring it links in effectively with the Minnowarra Festival.

The other major consideration of this report is how the City may continue to support the AFF. For the past two years Council has considered proposals by the AFF on an ad hoc basis outside the City's financial assistance program. This report recommends that for future years the AFF submit proposals through the Major Event Sponsorship Program whereby Council can consider the AFF's request in the context of the overall program.

OPTIONS

Option 1 is the preferred option and recommends that Council;

- Considers an amount of \$17,000 in the 2014 draft budget to support the 2014 Armadale FilmFest.
- Request that officers advise the AFF that future requests for assistance be directed through the Major Event Sponsorship Program

Option 2

Council could amend the support recommended in this report

Option 3

Council could decide not to provide the support as outlined in this report.

CONCLUSION

The Armadale FilmFest has the potential to be a significant part of the City's cultural identity. Investing in the formative years of the AFF as the City has done, and as is recommended in this report is assisting in the development of this unique event.

ATTACHMENTS

1. Armadale FilmFest Support May 2013

Committee Discussion

The Executive Director Community Services provided some additional information in relation to items 1.1 Armadale FilmFest and 2.1 Sponsorship of Major Events which were presented as part of the same Agenda.

The following information was given to Committee members

- *The request for financial assistance for the Armadale FilmFest had been received outside of the closing date for the Sponsorship of Major Events and hence was the subject of a separate report*
- *The separate report was also in response to a previous resolution by Council who had at the time of agreeing to financially support the 2012 Armadale Film Festival had requested a further report relating to the City's ongoing support.*
- *The report regarding the Armadale FilmFest referred to the Annual Contributions Scheme as the source for future funding, however the Major Events Sponsorship Programme was the most appropriate Council financial assistance programme.*
- *That the possibility of surplus funds being available from the Community Grants and Donations budgets, as noted in the Armadale FilmFest report to carry forward was not a viable option given the limited amount that may be available.*
- *That the estimates for the 2013/14 budget included an amount of \$50,000 for Sponsorship of Major Events. The \$36,000 noted in the report was for the 2012/2013 year.*
- *That an option for Council was to consider a further option which allowed for alternative amounts for Sponsorships of Major Events to be provided within the \$50,000 limit.*

As a result, Committee discussed the two reports in tandem and amended the recommendations for item 1.1 and 2.1.

Committee discussed the Armadale FilmFest in regard to the attendance numbers of the 2012 event in Armadale, the management and promotion of the event and the issues encountered as reported in the submission. It was aware that Armadale FilmFest was requiring confirmation of funding from the City for inclusion and support for other funding applications, however was reluctant to fully support the officer recommendation. It was

agreed that a lesser amount which would include the \$2000 prize money was a preferable recommendation. Committee also determined that the second part of the officer recommendation was an administrative action and hence it was not required as part of the recommendation.

Officers Recommendation

- 1. Considers an amount of \$17,000 in the 2014 draft budget to support the 2014 Armadale FilmFest.*
- 2. Request that officers advise the Armadale FilmFest that future requests for assistance be directed through the Major Event Sponsorship Program*

C18/6/13 RECOMMEND

That Council:

- 1. Refer the Sponsorship of the 2014 Armadale FilmFest for a total of \$15,000 which includes a \$2,000 amount for a Community Film Prize as part of the Sponsorship of Major Events for consideration of inclusion in the 2013/14 draft Budget.**

**Moved Cr R Butterfield
MOTION CARRIED (5/0)**

2.1 - SPONSORSHIP OF MAJOR EVENTS IN THE CITY OF ARMADALE 2013/14

WARD : ALL
FILE No. : M/224/13
DATE : May 24, 2013
REF : FG
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

This report provides details for sponsorship of Major Events for 2013/2014 in accordance with Council Policy RECN7 Sponsorship of Major Events and recommends that:

- Council refers \$45,000 for sponsorship of major events, for consideration and inclusion in the 2013/14 draft Budget.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- 1.5.1 Sport, recreation and leisure opportunities that contribute to community health and wellbeing.
- 1.5.2 Promote walking and cycling trails for recreation and commuter use.
- 3.4.1 Local, national and international recognition.
- 3.4.2 Promote and support the Champion Lakes Complex and events.
- 3.4.3 Promote Armadale nationally and internationally in partnership with State and Regional tourism initiatives.

Legislation Implications

Nil

Council Policy/Local Law Implications

RECN7 Major Event Sponsorship

Budget/Financial Implications

The current allocation for Sponsorship of Major Events in 2012/13 is \$36,000. The recommendation in this report is that an amount of \$45,000 be considered.

Consultation

1. Communications Department
2. Economic Development Department
3. Tourism Development Department
4. Leisure Services
5. Venueswest regarding upcoming events at Champion Lakes

BACKGROUND

Council's RECN7 Major Events Policy provides guidelines determining how Council responds to sponsorship requests for major events that occur within the City boundaries including but not limited to the Champion Lakes Complex.

Events for consideration can be of any nature eg sporting, cultural, tourism that meets the following eligibility criteria;

- a. Local, national and international recognition and affiliation with relevant sporting or community associations and governing bodies.
- b. Must present a proposed sponsorship agreement.
- c. The event must attract spectators and volunteers from the local and wider community.
- d. Can demonstrate a high level of community interaction with local business and residents.
- e. Has the ability to manage a high profile event of the proposed type.
- f. Demonstrates a significant contribution in cash and/or 'in kind'.
- g. Demonstrate annual events have capacity to become sustainable without sponsored funds.
- h. Provide promotional opportunities for the City before, during and after the event.

In 2012/13 the following events were sponsored:

Trievents

Event 1

City of Armadale Champion Lakes Duathlon, state championships

Date

Sunday 7 October 2012

Amount

\$5,000

Summary

The event attracted 549 participants on the day. The City of Armadale logo was clearly displayed on all promotional material, event day signage and required attire. E-newsletters were sent monthly from August to nearly 5000 people with an 'open' rate average of 38.19%.

The event was also promoted through social media on the TriEvents Facebook and Twitter accounts.

Event 2

Race 2 of the State Triathlon Series

Date

Sunday 12 January 2013

Amount

\$6,000

Summary

At this stage no event report has been received; however informal feedback from the event organiser indicates that the 2013 City of Armadale Triathlon attracted 1000 participants, with the overall series reaching 7,500 participants.

Perth Integrated Health

Cycling Group

Event	City of Armadale Grand Fondo and Armadale Kermesse
Date	Sunday 19 May 2013
Amount	\$15,000
Summary	This event has just been held with 540 people participating, 97% being visitors to the area. Participants cycled through a majority of the region including the hills and through Champion Lakes and the new developments including Harrisdale.

As an inaugural event the day was well received and promotions of the event and area were active through social media, community newspapers and interviews with the event director on 6PR.

Participants also supported the unique event concept stopping at various promoted destinations along the ride. Overall feedback has been very positive with comments on the City of Armadale Grand Fondo Facebook page indicating the 2014 event should attract significantly more entrants.

The event was held on the same day as the City's Minnowarra Festival; however there seemed to be little interaction of Grand Fondo participants in Festival activities which is an issue to address for the future.

Armadale Independent

Film Festival

Event	Armadale Independent Film Festival
Date	Thursday 29 November – Saturday 1 December 2012
Amount	\$2,000
Summary	The 2012 Armadale Film Festival was conducted on a smaller scale to the inaugural 2011 event and attracted correspondingly fewer patrons. The City's ongoing support of the Armadale Film festival will be the subject of a separate report to council.

Swimming WA

Event	WA Open Water Swim Series – State Championships
Date	Sunday 9 December 2012
Amount	\$5,000
Summary	Swimming WA has not submitted an event report at this stage. Information about this event will be provided once available; however they did not apply for 2013/14 sponsorship and therefore not a subject of this report.

Rowing WA

Event	2012 State Rowing Championships
Date	Saturday & Sunday 15, 16 September 2012
Amount	\$1,000
Summary	As with Swimming WA, Rowing WA has not submitted an event report at this stage. Information about this event will be provided once available; however they did not apply for 2013/14 sponsorship and therefore not a subject of this report.

Organisations which received sponsorship in 2012/13 were invited to apply for sponsorship in 2013/14. In addition, officers consulted with VenuesWest to identify any other major event organisers that could be invited to apply; however none were identified over and above those already mentioned. Event organisers for the ‘Rachael Doherty Foundation Fun Run’ were also contacted as the City has previously donated \$1000 to this event.

A total of four (4) sponsorship applications were received, no applications were submitted by Rowing WA or Swimming WA. Each request is summarised below:

Event Manager	TriEvents – Duathlon
Event	Australian Duathlon Championships – Champion Lakes City of Armadale Duathlon
Date	October 6 2013
Number of competitors	< 600
Summary of event	<p>This is the largest participation Duathlon event in Australia, forming a round of the Triathlon Australia’s National Duathlon Series and is a qualifying race for the Australian team for 2014 World Duathlon Championships.</p> <p>It will be a free un-ticketed event for spectators and supporters with most participants and spectators coming from outside the City of Armadale.</p> <p>Participant ages range from 7 to over 70 years old, attracting people of all abilities including professional athletes through to corporate and family teams.</p> <p>TriEvents aim to promote healthy and active lifestyles while providing for local and business and sporting organisations.</p>
Summary of event managers	<p>TriEvents is a leading sports event management organisation experienced in conducting numerous major events in Western Australia annually. Events run by TriEvents managed events include;</p> <ul style="list-style-type: none"> • Western Mudd Rush • HBF Run for a Reason • Busselton 70.3 Half Ironman
Level (national / state)	National
Targeted demographics	<ul style="list-style-type: none"> • Primarily between 25 – 39 years old • 65% male 35% female • Professional (earning an average of \$70k+) • Social and Corporate groups

<p>Benefits to the City Community</p> <p>Economic</p> <p>Public relations</p>	<ul style="list-style-type: none"> • Novice men and women • Free spectator event • Opportunity for local volunteers and sport clubs • Exposure to the growing multi-sport industry • Attracting interstate and local visitors <ul style="list-style-type: none"> • Opportunity for local businesses to be promoted • Naming rights to the event • Potential to attract new people to the area • Local business involvement • Extensive logo exposure over the series through event signage, marketing materials, newsletters, entry forms and websites. • Extensive logo exposure at the event on finish line tape, race bibs, stickers and t-shirts. • Announcements during the event. • Exposure at various events in the lead up to the Duathlon • Host naming rights 'City of Armadale Duathlon'
<p>Requesting</p>	<p>\$15,000</p>
<p>COA In-kind contribution</p>	<p>Promotion only</p>
<p>Officer recommendation</p>	<p>Officers recommend sponsoring the Australian Duathlon Championships the full request \$15,000. The Australian Championships will attract visitors looking for accommodation and staying in Armadale for the day following the event.</p> <p>TriEvents have requested an additional \$10,000 in 2013, the major additional benefits to the City include;</p> <ul style="list-style-type: none"> • National level event, including trials for World Duathlon Championships. This event will attract elite Australian athletes and possibly an increase in media coverage. • Interstate visitors requiring accommodation and other services in the area. • Opportunities for the City of Armadale promote the region at the event. • Increase in spectator viewing as a result of the elite athletes attending. <p>Officers will focus on direct involvement to promote the region in the lead up to the event and on the day through updates in e-news, social media and displays on at the event.</p> <p>Being the third year as a sponsor the focus will also be on increasing local community participation through promotion within our sport clubs and recreation centres and opportunities to maximise the 5 free entries we will receive for residents.</p>

Event Manager	TriEvents
Event	Telstra Triathlon Series 2012/13
Date	Armadale – January 11 th 2014
Number of competitors	< 1000
Summary of event	<p>The TriEvents Triathlon Series is the Premier triathlon series in Western Australia, made up of 5 races, each run in centrally located venues including Hillarys, Champion Lakes Regatta centre, Rockingham and Mandurah.</p> <p>The event is seeing continual growth with Champion Lakes seeing 1000 participants.</p>
Summary of event managers	<p>TriEvents is a leading sports event management organisation who is experienced in conducting numerous major events in Western Australia annually. Events run by TriEvents managed events include;</p> <ul style="list-style-type: none"> • Western Mudd Rush • HBF Run for a Reason • Busselton 70.3 Half Ironman
Level (national / state)	State
Targeted demographics	<ul style="list-style-type: none"> • Tri-athletes and Sports enthusiasts • School aged groups for the ‘Tadpoles’ section • Social and Corporate groups • Novice men and women
<p>Benefits to the City Community</p> <p>Economic</p> <p>Public relations</p>	<ul style="list-style-type: none"> • Free spectator event • Exposure to the growing multi-sport industry • Local club fundraising opportunities • Potential to attract new people to the area • Local business • Extensive logo exposure over the series (3 months) through event signage, marketing materials, newsletters, entry forms and websites. • Extensive logo exposure at the event on swimming caps, finish line tape, race bibs, stickers and t-shirts. • Announcements during the event. • Exposure throughout the various locations • Host naming rights ‘City of Armadale Triathlon
Requesting	\$8,000
COA In-kind contribution	Promotion only
Officers recommendation	Officers recommend sponsoring the City of Armadale Triathlon the full request \$8,000. The investment in this event has benefits through logo exposure for the duration of the series, with the logo on publications for the whole series and

	<p>banners displayed at each event.</p> <p>This year officers will further increase the focus on direct involvement to promote the region in the lead up to the event and on the day through updates with displays at the event.</p>
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Event Manager	Perth Integrated Health Cycling Group in partnership with Cycling WA
Event	2014 Grand Fondo and Kermesse
Date	17 May 2014
Number of entrants	Year 2: 1000 Year 3: 2000
Summary of event	<p>The event consists of a tour style ride the 'Grand Fondo' and road race 'Kermesse'. The 2 events complement each other to create a day of cycling in the City of Armadale. Combined both events are anticipated to attract 1000 riders to Armadale for the day.</p> <p>City of Armadale Grand Fondo A Grand Fondo is a set distance cycle covering distances between villages and generally through hills and mountains. Participants traditionally enter in teams or as individuals and set off at dawn at their own pace. Armadale's terrain offers the ideal location to host this event.</p> <p>The City of Armadale Grand Fondo consists of a 70km or 150km distance, showcasing the scenic hills in Armadale and stop points at local businesses.</p> <p>City of Armadale Kermesse A Kermesse is a modified road race that traditionally commences from the city centre.</p> <p>The Armadale Kermesse is recognised in the national road racing calendar and covers races for all levels including 30km, 60km and 70km. Registration and presentations are held in Memorial Park with the actual race through the Sienna Woods estate and Haynes area.</p>
Level (national / state)	New State Event
Targeted demographics	<ul style="list-style-type: none"> • Recreational Cyclist groups • National and international riders • Elite riders • Social or Corporate teams • Middle aged men and women • Empty Nesters who have taken up cycling as a new challenge for fun and fitness
Benefits to the City Community	<ul style="list-style-type: none"> • Free spectator event

<p>Economic</p> <p>Public relations</p>	<ul style="list-style-type: none"> • Tour start and finish points in Memorial Park • Exposure for local businesses • Accommodation for those needing to travel for the event • Stops at local tourism points and businesses • Cycle through new estates and housing developments • Showcasing Armadale's local businesses and sights to spectators and entrants who may otherwise not visit the area. • Exposure of new cycling/training routes to be utilised year round • Logo exposure through event promotion, including a active database of 12,000
<p>Requesting COA In-kind contribution</p>	<p>\$22,000 Promotion & logistical support</p>
<p>Officer Recommendation</p>	<p>Officers recommend sponsoring the City of Armadale Grand Fondo the full request \$22,000. The inaugural event was successful and well received by participants. The event organiser successfully engaged local businesses in the CBD and tourist destinations.</p> <p>Perth Integrated Health Cycling Group have requested an additional \$7,000 in sponsorship for 2014, the major additional benefits to the City include;</p> <ul style="list-style-type: none"> • The Cycling WA Kermesse, which wasn't included in the 2012 sponsorship. This creates a well-rounded cycling day for all participants. • Participation numbers are forecast to double, with 1000 expected in 2014. • Unique event in Western Australia showcasing the entire City of Armadale, including the new growth area and tourism destinations. 97% of participants in 2013 were visitors to the City. • Organisers will be targeting interstate participants, subsequently increasing visitors to the region. • A 100 kilometre ride in the Grand Fondo to accommodate mid-level cyclists. <p>This year officers will further increase the focus on direct involvement to promote the region in the lead up to the event and on the day through updates with displays at the event.</p>

<p>Event Manager</p>	<p>Rachael Doherty Foundation</p>
<p>Event</p>	<p>Rachael Doherty Fun Run</p>
<p>Date</p>	<p>To Be Confirmed</p>
<p>Number of entrants</p>	<p>Unknown</p>

Summary of event	Over 250 participants to in the inaugural Rachael Doherty Fun Run event held at Champion Lakes. The event comprises of a 5 and 10 kilometre run and kayaking events. The event attracts people from all over the state.
Level (national / state)	New State Event
Targeted demographics	<ul style="list-style-type: none"> • Participants from all of the state
Benefits to the City Community Economic Public relations	<ul style="list-style-type: none"> • Free spectator event • Opportunity to participate in a fun run • Participants to the event might stay in the area for the day. • Possibility of setting up an event on the day • New visitors to the Armadale region
Requesting	\$1,500
COA In-kind contribution	Promotion support
Officer Recommendation	It was felt that the information provided did not include enough detail to warrant consideration under the Major Events Sponsorship program; however after further consultation with the event organiser, officers will process the submission through the Financial Assistance Donations program.

DETAILS OF PROPOSAL

The following table summarises the recommended proposals for sponsorship for 2013/14.

Event	Recommended Sponsorship
City of Armadale Grand Fondo	\$22,000
City of Armadale Duathlon	\$15,000
City of Armadale Triathlon	\$8,000
Rachael Doherty Fun Run	Nil
Total	\$45,000

COMMENT

Four organisations have submitted a total of \$46,500 in sponsorship requests for state and national events that would benefit the City of Armadale with community interaction, economic opportunities and positive promotion of the region. Major events attract a cross-section of visitors to the City creating promotional opportunity, economic growth and an improved public image of Armadale. In addition to the financial sponsorship, officers will also identify opportunities to maximise promotion at the event promote the region.

ANALYSIS

The table below summarises the requests that Council may consider sponsoring for the 2013/2014 financial year and identifies the requested amount and recommended amount.

Event	Requested Sponsorship	Recommended Sponsorship
City of Armadale Grand Fondo and Armadale Kermesse	\$22,000	\$22,000
City of Armadale Duathlon	\$15,000	\$15,000
City of Armadale Triathlon	\$8,000	\$8,000
Rachael Doherty Fun Run	\$1,500	Not supported
Total	\$46,500	\$45,000

OPTIONS

1. Refer sponsorship of \$45,000 as recommended in the report for consideration and approval in the 2013/14 Draft Budget. This is the recommended option.
2. Refer a different amount for sponsorship for consideration and approval in the 2013/14 Draft Budget.
3. Not endorse the sponsorship, as presented, at this time.

CONCLUSION

The recommended events for sponsorship meet the criteria as outlined in REC N7 Sponsorship of Major Events.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Committee discussed the recommendation in response to its amended recommendation for Item 1.1 – Armadale FilmFest and with consideration that the budget estimates for Major Events Sponsorship is currently \$50,000 for the 2013/2014 budget.

In determining revised sponsorship amounts for the individual Events, Committee was mindful of the promotional opportunities for the City and requested that further information be provided in relation to that prior to the Council meeting of Monday 10 June 2013.

Officers Recommendation

1. Refer \$45,000 for sponsorship of major events, as listed below, for consideration of inclusion in the 2012/13 draft Budget.

<i>Event</i>	<i>Event Manger</i>	<i>Recommended Sponsorship</i>
<i>City of Armadale Grand Fondo</i>	<i>Perth Integrated Health Cycling Group</i>	<i>\$22,000</i>
<i>City of Armadale Duathlon</i>	<i>TriEvents</i>	<i>\$15,000</i>
<i>City of Armadale Triathlon</i>	<i>TriEvents</i>	<i>\$8,000</i>
<i>Total</i>		<i>\$45,000</i>

C19/6/13

RECOMMEND

That Council:

- 1. Refer the Sponsorship of Major Events as listed below, for consideration of inclusion in the 2013/14 draft Budget:**

Event	Event Manager	Amount
City of Armadale Grand Fondo	Perth Integrated Health Cycling Group	\$20,000
City of Armadale Duathlon	TriEvents	\$10,000
City of Armadale Triathlon	TriEvents	\$5,000
Armadale FilmFest	Armadale FilmFest	\$15,000
TOTAL		\$50,000

- 2. Subject to additional information prior to the Council meeting on Monday 10 June 2013.**

**Moved Cr C M Wielinga
MOTION CARRIED (5/0)**

3.1 - ARMADALE TO FREMANTLE RAILWAY LINE COMMEMORATIVE PLAQUES WORDING

WARD : ALL
FILE No. : M/341/13
DATE : 27 May 2013
REF : PW
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This agenda item recommends that Council endorse the style and wording for commemorative plaques to be installed at the locations of sidings on the former Armadale to Fremantle Railway Line.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

1.3.1 Promote and support community arts, historical and cultural facilities and events

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Three plaques at \$1,200 each plus additional artwork - total \$4,000 maximum
\$10,000 included in 2012/2013 budget.

Remaining \$6,000 will be recommended for carry forward to cover cost of installation of the plaques

Consultation

1. History Reference Group
2. Manager Parks

BACKGROUND

The Community Services Committee agenda item of April 2 2013 related to the Armadale to Fremantle Railway line matter advised:

“.... the opportunity to interpret the history of the Armadale to Fremantle Railway line at other significant locations such as the sidings and stopping places within the City of Armadale could be carried out, particularly where shared paths are already installed along Armadale Road. It is suggested that an appropriately designed plaque could be installed at

the four locations identified by Jeff Austin in his research paper. Comments on the current status of the shared paths, has been provided by the Executive Manager Planning Services as:

- Taylor's Crossing – located about 500 meters east of the intersection of Armadale and Taylor Roads. *No shared path at this stage. Future possible location for shared path when Armadale Road is reconstructed into 4 lanes.*
- Pine Tree Crossing – located at about the intersection of Armadale and Nicholson Roads. *There is a shared path on the south side of Armadale Road, between Nicholson Road and Forrestdale Townsite. So this is a possible location for a plaque, if it is near the original station.*
- Forrestdale No.2 Siding - located at about the intersection of Armadale and Wirin Roads, Forrestdale. *There is a shared path on the south side of Armadale Road, so this is a possible location for a plaque or in the median of Armadale Road as the median is very wide and there is a crossing, if it is near the original station.*
- Westfield Public Siding – located just west of the current Armadale and Lake Road intersection. *There is a shared path on the south side of Armadale Road, so this is a possible location for a plaque, if it is near the original station.*

Council resolved at its normal meeting of April 8 2013:

C15/4/13 RECOMMEND

That Council:

1. Request investigation of options for the design, and significantly historical locations for, memorial plaques to be placed on shared paths along Armadale Road, the route of the Armadale –Fremantle Railway Line, and that a further report be presented to Council on the design, wording and location of the plaques.

DETAILS OF PROPOSAL

It is proposed that Council approve the recommended design to be used for the Armadale to Fremantle Railway commemorative plaques and approve wording for plaques to be located at the Pine Tree Crossing passenger stopping place, Forrestdale No.2 Siding and the Westfield Public Siding initially. This same wording would be used for any future plaques with just the site marked being changed appropriately.

COMMENT

ANALYSIS

When considering the interpretation of the railway line, Council acknowledged that the Armadale to Fremantle Railway Line is an important aspect of the history of Armadale and is worthy of recognition and interpretation. It determined that locating memorial plaques at appropriate historic locations along shared paths be pursued. Additionally, the option to include an artistic interpretation of the Armadale to Fremantle Railway Line has been referred to the Jull Street Mall Revitalisation Project for consideration of inclusion in the project as per Council Recommendation C15/4/13.

Options for design of the plaques were discussed with the supplier of the City's plaques, taking into consideration the wording required and the locations. The option of a rectangular plaque with a representative train outline, with colour as per the attached illustration, is recommended as an appropriate one for the plaques. (Note that the train outline will include markings as illustrated in the example of the aeroplane on the military plaque). The

recommended wording for each plaque would remain the same, with only the site wording to change as appropriate. The attached illustration includes the words 'Westfield Public Siding' while the other two plaques would include 'Pine Tree Crossing passenger stopping place' and 'Forrestdale No.2 Siding'.

The final location of each plaque will be as close as possible to the original location of the sidings. Additional detail has been provided by Jeff Austin, Research Officer, Rail Heritage WA. He has advised that:

The WAGR drawings for some of these sidings are held in the State Records Office, Alexander Library, Perth. The SRO reference for these plans is shown where applicable.

Pinetree Crossing (25m 68c); *Located south side of Armadale Road, just east of Nicholson Road.*

Forrestdale (26m 72c): SRO Ref: ACC1642/591 – Forrestdale; Progress Plan
This site is today is largely underneath Armadale Road, opposite Wirin Road.

Westfield (28m 75c): SRO Ref: ACC1642/592 – Westfield; Progress Plan
This site today is largely underneath Armadale Road, just west of Lake Road.

It is recommended that the actual method of installation of the plaques be determined by the City's Technical Services Directorate, being cognizant of the actual location, visibility and security.

OPTIONS

- 1. Approve the recommended design and wording for the Armadale to Fremantle Railway Line commemorative plaques.**
- 2. Not approve the design and wording and suggest alternative options.**

CONCLUSION

The locating of plaques of the recommended design and wording, as close as possible to the original sidings, would be an appropriate recognition of the importance of the Armadale to Fremantle Railway line. Method of installation of the plaques is best determined by the City's Technical Services Directorate once the plaques have been received. Completion of this first part of the project by 23 February 2014 would mark the 50th anniversary of the date that the last train ran on the line.

ATTACHMENTS

1. Fremantle to Armadale Train Line
2. Fremantle to Armadale Train Line - Planes

Committee Discussion

Committee discussed the opportunity to have slightly different information on each plaque, at each site, so as to create a progressive additional site specific information of the recognition of the Armadale to Fremantle Railway Line. As such it was determined to recommit the item to enable further research to be undertaken in conjunction with relevant Advisory Groups.

Officer recommendation

That Council:

1. *Endorse the wording for interpretive plaques for the Armadale to Fremantle Railway Line as follows:*

Fremantle to Armadale Railway Line

July 1907 saw the first train run on the railway line from Fremantle to Armadale along what is now Armadale Road.

The official opening by James Price, Minister for Works on 15 July was celebrated “amidst scenes of jubilation by the Armadale railway route supporters at a banquet at the Railway Hotel”. Popham, First Stage South.

The railway transported goods and passengers and played an important part in the development of the Armadale region until the last train ran on the line on the 23 February 1964. This plaque marks the site of the (insert as below)

1. *Pine Tree Crossing passenger stopping place*
2. *Forrestdale No.2 Siding*
3. *Westfield Public Siding*

C20/6/1 RECOMMEND
3

That Council

Recommit the wording of the Fremantle to Armadale Railway Line plaque to the relevant Advisory Group of Council and provide a further report to the Community Services Committee.

Moved Cr R Butterfield
MOTION CARRIED (5/0)

4.1 - APPOINTMENT OF DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

WARD : ALL
FILE No. : M/342/13
DATE : 27 May 2013
REF : BW
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- That Council appoint two Deputy Chief Bush Fire Control Officers (DCBFCO's) for the City of Armadale
- Recommend that Council appoint Mr. Matthew Plowman and Mr. Gavin Fancote as Deputy Chief Bushfire Control Officer for the City of Armadale.

Tabled Items

1. Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Bush Fires Act 1954 – Section 38 (1)

A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

1. DFES
2. Fire Control Officers: Roleystone/Bedfordale
3. Local Volunteer Bush Fire Brigades

BACKGROUND

In July 2002 Mr. Robbie Van Uden was appointed Deputy Chief Bush Fire Control Officer (DCBFCO) and has performed that role with distinction for the past eleven (11) Years. Mr. Van Uden recently signalled his intention to retire as DCBFCO effective 1 July 2013.

DETAILS OF PROPOSAL

Due to the impending retirement of Mr. Robbie Van Uden as DCBFCO, and in order to provide the City with an expanded level of service it is proposed to appoint Mr. Matthew Plowman and Mr. Gavin Fancote as Deputy Chief Bush Fire Control Officer's

COMMENT

Matthew Plowman and Gavin Fancote are currently appointed as Fire Control Officers for the Roleystone and Bedforddale Volunteer Bush Fire Brigades (VBFB) respectively, and have the required knowledge, skills qualifications and importantly, the experience to perform the duties of DCBFCO.

The proposal has been canvassed with both local brigades who are supportive of the appointments.

CONCLUSION

<Type text here>

ATTACHMENTS

There are no attachments for this report.

C21/6/13

RECOMMEND

That Council:

Appoint Mr. Matthew Plowman and Mr. Gavin Fancote as Deputy Chief Bush Fire Control Officer's for the City of Armadale, commencing 1 July 2013

**Moved Cr C M Wielinga
MOTION CARRIED (5/0)**

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

6.1 St Mary in the Valley Anglican Church

The St Mary in the Valley Anglican Church historic organ has now been fully restored, thanks to a LotteryWest grant of \$34,546. This, together with the City's donation of \$10,000, fundraising and various other bequests has enabled the organ to be fully restored.

A report in the West Australian of Monday 27 May and an interview on the ABC's 720 am Breakfast Show with Graham Devenish, whose Bayswater business restored the organ, has given the project extensive public promotion.

The newspaper article stated that the 260 year old organ has been returned as close as possible to its 1750s condition with its 472 pipes being tuned to its original specifications. It advised that the first recital of the organ was to take place in the repair workshop on Friday 31st May and Mr Devenish said in his radio interview that the organ would be returned to the Kelmscott church within the next two weeks. Public recitals of the organ would follow.

MEETING DECLARED CLOSED AT 8.18pm

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF "A" ATTACHMENTS		
4 JUNE 2013		
ATT NO.	SUBJECT	PAGE
1.1 ARMADALE FILMFEST		
1.1.1	Armadale FilmFest Support May 2013	48
3.1 ARMADALE TO FREMANTLE RAILWAY LINE COMMEMORATIVE PLAQUES WORDING		
3.1.1	Fremantle to Armadale Train Line	67
3.1.2	Fremantle to Armadale Train Line - Planes	68





WE IMAGINE
WE INVOLVE
WE INSPIRE

**WE IMAGINE
WE INVOLVE
WE INSPIRE**



Armadale FilmFest, Western Australia's community focused competitive, independent film festival for emerging WA filmmakers, returns to Armadale November 29 - 1 December 2012.

We seek to bring the world to Armadale and bring Armadale to the world through film. We are passionate promoters of Western Australian's and our unique cultural heritage and landscape. The principle aim of Armadale FilmFest is to be the premier industry and community event for showcasing Western Australian independent films. We believe in supporting a vibrant creative economy where filmmakers are recognised and rewarded for their creative endeavours.

OUR VALUES

- » Empower people to share their stories through film making.
- » Provide a creative platform for young talent.
- » Show films that make people think, feel, laugh and cry.
- » Foster arts and culture in Armadale.
- » Engage with schools, community organisations, indigenous groups and local businesses.

OBJECTIVES

INDUSTRY AND COMMUNITY ENGAGEMENT

- » Increased number of film competition entries in open and local categories
- » Implementation of community projects including masterclass programme and collaborative programme delivery of FTI's Film in a Box initiative through Youth Resources Armadale, targeting youth at risk.
- » Strong partnerships with sponsors, education institutions, City of Armadale and local businesses.
- » Local people have the opportunity to participate in a film festival





AUDIENCE ENGAGEMENT

- » Film lovers come to Armadale to watch feature films, documentaries, short films and shortlisted competition entries.
- » Film makers and industry professionals come to Armadale to lead master classes and appear at festival events.
- » A viable and sustainable annual event.

INDUSTRY RECOGNITION

THROUGH THE RED DOG AWARD FOR THE BEST WA FEATURE FILM

The Inaugural 2011 Festival film competition received 70 entries across five categories (all WA based). In 2012, there will be ten awards presented across seven categories. Films can be entered in more than one category and are eligible to receive prizes for all categories entered, at the discretion of the judges. We reserve the right to withhold award prizes in categories where films of sufficient merit have not been received. Our judging panel is comprised of two industry and one non-industry, arts professional. **In 2012, the Red Dog Award was not awarded as no WA film of sufficient merit was deemed suitable to receive the Red Dog Award.**

2012 COMPETITION CATEGORIES

CATEGORY	TIME LIMIT	AWARD(S)
Best Local Organisation	3 minutes	Local*
Best Narrative Film	15 minutes	National
Best Documentary Film	15 minutes	State-wide and National
48-hour Film Making Challenge	3 minutes	National

*To qualify as a Local entrant, the nominee must live and/or work in the City of Armadale. To qualify as a state entrant, the nominee must live/or work in Western Australia. To qualify as a National entrant, the nominee must be an Australian citizen or resident.



FESTIVAL FAST FACTS



The City of Armadale is the local government representing the communities of Armadale, Bedforddale, Brookdale, Camillo, Champion Lakes, Forrestdale, Haynes, Hilbert, Kelmscott, Karragullen, Mt Nasura, Mt Richon, Roleystone, Seville Grove and Wungong.

GROWTH

The municipality has an estimated population of 55,000. The City of Armadale is experiencing rapid growth and estimates its population will increase from 55,000 to 85,000 over the next ten years. According to the ABS, Armadale and nearby Serpentine-Jarrahdale and Kwinana were Perth's fastest growing suburbs in 2011, up a collective 17.6% on the previous year.

LOCATION

Located only 30 minutes south east of the CBD and the gateway to WA's Great South (Albany Highway), South West (South West Highway) and The Central Wheatbelt (Brookton Highway).

ATTENDANCE

In 2012, 400 people attended the Festival over the amended 2 day programme. Over 200 people attend the adjunct AFF co-sponsored 20th anniversary screening of The Joys of Women at Luna Cinemas on Thursday 29 November 2012. With the support of AFF, Serpentine Jarrahdale will host a re-screening of The Sapphires and Short Film Competition winners in the National Narrative and Documentary Categories on February 16th 2013 at Serpentine Jarrahdale Camping Centre; over 400 people attended this event.

- **Budget:** A variety of factors contributed to lower audience numbers than the inaugural year. Budgetary insecurity in the leadup to the event made early promotion of the film competition and event weekend difficult.
- **Staffing:** Resignation of our Festival Director due to family circumstances (April) and resignation of our Schools Programme Coordinator and CEO in June led to the late appointment of an acting Festival Director in July.
- **Weather:** Severe storms and low temperatures in the week leading up to the Festival had a negative impact on audience numbers, particularly for the Friday night programme. Friday night's weather was unseasonably cool, although dry, and the low temperatures kept many planned members from attending.
- **Programming:** 2012 programming was diverse. Mad Bastards carried an MA 15+ rating and appealed to a smaller cross-section of the population. The Sapphires (screened on Saturday), proved the more popular choice, garnering 75% of the overall Festival audience.



2012 FESTIVAL RUNNING ORDER



ALL EVENTS ARE OPEN COMMUNITY EVENTS AND FREE OF CHARGE UNLESS OTHERWISE INDICATED.

THURSDAY 29 NOVEMBER 2012

7pm - 10pm	Joys of Women Anniversary Screening	Luna Leederville (Fee Payable)
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FRIDAY 30 NOVEMBER 2012

10am	Bump in	Memorial Park Armadale
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6.00pm - 7.00pm	Live Music	Festival Main Stage
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7pm	Welcome to Country	Festival Main Stage
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7.15 - 7.30pm	Opening Presentation	Festival Main Stage
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7.30 - 7.45pm	Screening: Narrative Film Winner (local)	Festival Main Screen (outdoor)
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7.45 - 8.00pm	Screening: 48 hour film challenge winner(s)	Festival Main Screen (outdoor)
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8:00 - 8.30pm	Feature Music Set: Jarred Wall (WAMI Award Winner)	Festival Main Stage (outdoor)
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8.30 - 10.00pm	Feature Film Screening: Mad Bastards	Festival Main Screen (outdoor)
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SATURDAY 1 DECEMBER 2012

6.00pm - 7.00pm	Live Music	Festival Main Stage
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6pm - 7pm	Pre-awards sponsors and filmmakers function	VIP Marquee
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7pm	Industry Q & A, Awards & Competition winner screenings	Festival Main Stage & Screen
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8.00pm	Feature Music Set: The Merindas Sapphires Tribute	Festival Main Stage
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8.30 - 9.30pm	Feature Film Screening: The Sapphires	Festival Main Screen
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9.30 - 11.00pm	Bump out	Memorial Park
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MARKETING
STRATEGY

MARKETING STRATEGY



OVERALL STRATEGY



Armadale Film Fest 2012 focused on marketing within digital media, redeveloping our brand, website and social media profiles. Particular focus was given to the website and social media profiles in the leadup to the event.

BRANDING

In 2012, following the completion of our Business Plan via LotteryWest and IMEKA Consulting, the decision was made to rebrand the Festival from Armadale Independent Film Festival, Inc. to Armadale Film Fest. This included developing a new visual identity that reflected the uniquely Western Australian nature of the Festival while allowing for future positioning within an international marketplace.

Previous Brand:



New Brand:



New Website:



PRINT STRATEGY



POSTERS, FLYERS, SIGNAGE & ADVERTISING

With the assistance of MRA Sponsorship, we were able to produce promotional posters and flyers. 150 posters were printed and distributed. 1500 flyers were printed and distributed by the Festival Committee at various events and sites around Armadale and the surrounding areas. Two signs (1 x 1m and 2 x 1m) were printed and displayed at Memorial Park in the leadup to the event. One advertisement was run in the Comment News (27/11/12). **NOTE:** In future, increased budget allocated to print advertising would assist audience engagement with the Festival.



MEMORIAL PARK AMPHITHEATRE
ARMADALE, WESTERN AUSTRALIA

FRI 30th NOVEMBER
AFF AWARDS FOLLOWED BY FEATURE FILM MAD BASTARDS
SAT 1st DECEMBER
AFF AWARDS FOLLOWED BY FEATURE FILM THE SAPPHIRES
FROM 6PM
COME EARLY & ENJOY ARMADALE CENTRAL MARKET RESTAURANTS CAFES AND FOOD COURT



48-HOUR FILM CHALLENGE

CALLING ALL STUDENT FILM MAKERS
(PRIMARY & SECONDARY SCHOOL AGE)
ENTER THE ARMADALE FILM FEST 48-HOUR FILM CHALLENGE
CAN YOU WRITE, STORYBOARD, ACT AND SHOOT A
3 MINUTE SHORT FILM AROUND A SECRET THEME IN JUST 48 HOURS?
REGISTER FOR OUR 48-HOUR FILM CHALLENGE FOR YOUR CHANCE TO HAVE YOUR
SHORT FILM SCREENED ON THE FESTIVAL. TO SCREEN ON HIGH TV NOW 30 ON DEC 1
FOR MORE DETAILS, VISIT THE WEBSITE



Community News Advertisement (printed 27/11/12)



Banner Signage (placed adjacent to Memorial Park)



PR & MEDIA STRATEGY



PRESS RELEASES

A database of local and national press outlets, both print and digital, was developed. Targeted press releases were developed according to angle, outlet and demographic. Examples below:

FOR IMMEDIATE RELEASE
Monday 12 November 2012



Armadale Film Fest celebrates emerging Australian Filmmakers

Armadale Film Fest returns to Memorial Park, Armadale on November 30 and December 1 to kick off summer in a celebration of Australian film.

Committed to showcasing local, state and national 'home-grown' talent, Armadale Film Fest once again called for entries into its 'Get Real' Short Film Competition and its newly launched 48-hour film challenge for WA youth filmmakers. So far, the response has been excellent and organisers have extended the submission deadline to Wednesday 21 November.

Winning entries are screened on the Festival big screen 'Cinema under the Stars' in conjunction with a live awards ceremony, high-profile local music acts and award winning feature Australian Films. Local musos xxx and xxx, as well as WAMI award winning Jake and the Cowboys will perform over the Festival weekend.

Last year, the feature film Red Dog drew a huge crowd and this year's Saturday night family feature is sure to be a crowd favourite. Festival organisers are excited to announce this year's festival programme:

Friday 30 November

From 6pm, live music by local musos Gerard Maunick and Tina Simone

Welcome to Country by xxx

Awards ceremony and screening of winning shorts in the Indigenous and Coco categories

Live Performance by WAMI Award Winning Jake and the Cowboys

Feature Film Screening: Mad Bastards

Saturday 1 December

From 6pm, live music by local local musos Gerard Maunick and Tina Simone

Awards ceremony and screening of winning shorts in the Local Hero, 48-hour film challenge and Narrative categories

Live performance by xxx

Feature Film Screening: The Sapphires

Thanks to the City of Armadale, the Metropolitan Redevelopment Authority and Bendigo Bank (Rolyzone - Karagullet), Armadale Film Fest is a free community event. Armadale Shopping City (77) food court will be open on the night for Festival goers to enjoy an array of dining options.

For more details, please contact Heather DeBis, Festival Director on 0417 976 362 or director@armadalefilmfest.com.au

Address: PO Box 616 Armadale, Western Australia 6112 | Email: info@armadalefilmfest.com.au | Web: www.armadalefilmfest.com.au | ABN: 9334714422

FOR IMMEDIATE RELEASE
Tuesday 20 November 2012



Award Winning Aussie Feature Film 'The Sapphires' comes to AFF 2012

Winning hearts and awards both nationally and overseas, feature film 'The Sapphires' will be the jewel in the crown of the Armadale Film Fest 2012 programme.

Armadale Film Fest returns to Memorial Park, Armadale on November 30 and December 1 to kick off summer in a celebration of Australian film.

Committed to showcasing local, state and national 'home grown' talent, winning entries from the festival's 'Get Real' Short Film Competition and its newly launched 48-hour film challenge for WA youth filmmakers will be screened alongside blockbuster Australian films across the two night festival programme. Kicking off the festival features programme on Friday night will be critically acclaimed WA film 'Mad Bastards' starring Dean Cainy Jones. Saturday night will feature the award winning film 'The Sapphires' starring Jessica Mauboy and directed by Wayne Blair.

Friday will also feature a set by WAMI award winning muso Jared Wall from Jake and the Cowboys and award winning local band Madley by Andy White, Gerard Maunick and Tina Simone will open proceedings on Saturday night with their Heartland/Circle challenge. The Medicine will perform their custom tribute to 'The Sapphires' prior to the screening of the film on Saturday.

Tony Dubs, local MP, will MC the Festival weekend.

Thanks to the City of Armadale, the Metropolitan Redevelopment Authority and Bendigo Bank (Rolyzone - Karagullet), Armadale Film Fest is a free community event. Armadale Shopping Centre food court will be open on the night for Festival goers to enjoy an array of dining options.

For more details, please contact Heather DeBis, Festival Director on 0417 976 362 or director@armadalefilmfest.com.au

Address: PO Box 616 Armadale, Western Australia 6112 | Email: info@armadalefilmfest.com.au | Web: www.armadalefilmfest.com.au | ABN: 9334714422

The event featured in SCOOP Magazine September Issue in the What's on in the Arts section under Film. The Festival was listed on all standard event websites including:

- Eventbrite
- sixthousand
- Everguide
- ShowMePerth
- WhatsOn

SOCIAL MEDIA STRATEGY (July '12)



We will combine engaging content with the right technology to build an invaluable tribe of Armadale FilmFest followers and advocates designed to increase brand awareness for independent film, create local, national and international networking opportunities, increase website traffic and improve search rankings for the festival.

Social Media humanises brands. It creates bonds between employees and customers, improves reputations and allows organisations to listen to their audience. In this context, it offers a tangible channel to engage with customers and bring the festival experience to life online.

There are a number of reasons and ways to structure a Social Media Strategy, however a targeted approach is required to use resources effectively in a world of indefinite platforms and possibilities.

Combining engaging content with the right technology will help build an invaluable tribe of followers and brand advocates.

SOCIAL MEDIA CAN HELP THE FESTIVAL WITH:

- » Brand Awareness
- » Network Building
- » Lead creation
- » Increased website traffic
- » Search Engine Optimisation (SEO)

THIS WILL BE ACHIEVED THROUGH:

- » Strategy Development
- » Account Creation & Management
- » Facebook, Twitter and LinkedIn Marketing & Advertisements
- » Location-based Social Marketing
- » Monitoring & Evaluation

PLATFORMS & FREQUENCY OF ACTIVITY FOR ARMADALE FILMFEST:

- » Facebook (Social Networking) - Requires 1-2 Posts / day
- » Twitter (Micro-blogging) - Requires 5-7 posts / retweets per day
- » YouTube or Vimeo (Video Sharing) - Regular updating when new content is available
- » Flickr (Photo Sharing) - Regular updating when new content is available
- » Tumblr / or another Blog interface - 1-2 Posts per week
- » Pinterest (online Pinup Board) 1-2 boards / week



BUDGET

BUDGET



PROPOSED BUDGET ONGOING- 2 DAY FESTIVAL

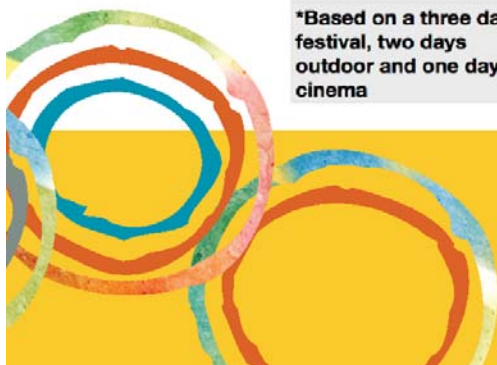
	Units	Unit Value	Unit Total	Total
Employment				
Festival Director	0.2	\$72,000	\$14,400	
Operations Coordinator	60	\$40	\$2,400	
Marketing Coordinator	0.2	\$65,000	\$13,000	
Events Assistant	18	\$25	\$450	
Events Intern	NA	Unpaid		
			<i>Sub-total</i>	\$30,250
Phone/Motor Vehicle Allowances				
			\$2,700	
Marketing				
Website fees (domain registration etc)	1	\$500	\$500	
Print	1	\$2,000	\$2,000	
Advertising (print & digital)	1	\$6,000	\$6,000	
Promotion (inc Social Media and PR)	1	\$2,000	\$2,000	
Prizes			\$7,000	
			<i>Sub-total</i>	\$17,000
Administration				
Postage etc	1	\$500	\$500	
Operations Cost*				
Screen/Projection	1	\$2,100	\$2,100	
Performers/Workshops	1	\$2,000	\$2,000	
Stage	1	\$1,100	\$1,100	
Audio	1	\$1,000	\$1,000	
Marquee	1	\$650	\$650	
Toilets	1	\$600	\$600	
Misc Equipment	1	\$300	\$300	
Security	1	\$400	\$400	
First Aid	1	\$500	\$500	
Catering	1	\$300	\$300	
Contingency	1	\$500	\$500	
Event Insurances	1	\$1,800	\$1,800	
Screening Fees/Licences	1	\$3,000	\$3,000	
			<i>Sub-total</i>	\$14,250
			TOTAL	61,500

*Based on two day festival as per 2012



PROPOSED BUDGET ONGOING- 3 DAY FESTIVAL

	Units	Unit Value	Unit Total	Total
Employment				
Festival Director	0.2	\$72,000	\$14,400	
Operations Coordinator	68	\$40	\$2,720	
Marketing Coordinator	0.2	\$65,000	\$13,000	
Events Assistant	25	\$25	\$625	
Events Intern	NA	Unpaid		
			<i>Sub-total</i>	\$30,745
Phone/Motor Vehicle Allowances				
			\$2,700	
Marketing				
Website fees (domain registration etc)	1	\$500	\$500	
Print	1	\$2,000	\$2,000	
Advertising (print & digital)	1	\$6,000	\$6,000	
Promotion (inc Social Media and PR)	1	\$2,000	\$2,000	
Prizes			\$7,000	
			<i>Sub-total</i>	\$17,000
Administration				
Postage etc	1	\$500	\$500	
Operations Cost*				
Screen/Projection	1	\$2,100	\$2,100	
Performers/Workshops	1	\$2,000	\$2,000	
Stage	1	\$1,100	\$1,100	
Audio	1	\$1,000	\$1,000	
Marquee	1	\$650	\$650	
Toilets	1	\$600	\$600	
Misc Equipment	1	\$300	\$300	
Security	1	\$400	\$400	
First Aid	1	\$500	\$500	
Catering	1	\$300	\$300	
Contingency	1	\$500	\$500	
Event Insurances	1	\$1,800	\$1,800	
Screening Fees/Licenses	1	\$3,000	\$3,000	
In-Cinema Fee (1 day)	1	\$3,000	\$3,000	
			<i>Sub-total</i>	\$17,250
			TOTAL	64,995
*Based on a three day festival, two days outdoor and one day in cinema				



CITY OF ARMADALE FUNDING REQUEST

City of Armadale

Financial

We request for ongoing support is two-fold:

- a) \$2,000 Community Film Prize Sponsorship
- b) \$14,250/\$17,250 to cover operations costs associated with the Festival
 - Our preference is to run a three-day Festival, so the desired amount is \$17,250

In-Kind (Marketing)

We request in-kind marketing support via City of Armadale community newsletters, website, edm databases, signage placement opportunities (ie banner signage in public parks in leadup to event, promotion via COA events signage, advertising access to skate park screen to promote the festival and associated events, co-promotion with Minnawarra Arts Festival (or similar) and any arts/ community event associated press/advertising/PR.

We envisage a strong marketing partnership and many opportunities for cross-promotion, particularly via active Social Media platforms.

In-Kind (Personnel)

We request event liaison support in the form of a consistent point of contact in the COA events department for all matters related to the Festival. This point of contact would field all inquiries and requests and action any COA related in-kind marketing support, funding acquittals, co-promotion and coordination with Minnawarra Arts Festival (or similar). It would be beneficial for this person to attend any major operations planning meetings (not all board meetings) to ensure consistency in planning and to identify and resolve any event related conflicts in the planning phase of the Festival.



Bendigo Bank

Bendigo Bank Roleystone-Karagullen Branch provided \$2,500 sponsorship towards website development.

OTHER FUNDING SOURCES



Additional funding sources will be approached as follows:

- MRA to cover Staffing costs.

Initial discussions indicate support for a three-year period (please note these discussions are ongoing and unconfirmed at this stage), after which AFF would renegotiate or have sourced funding for these positions from alternate sources (ie festival income streams, national arts grant funding etc)

- Bendigo Bank to contribute to Marketing costs.
- Lotterwest to contribute to Marketing costs.
- ScreenWest to contribute to Marketing costs.
- Private sponsorship to contribute to Administration Expenses.
- Private Sponsorship to contribute to Prizes and associated costs.

Should we be unable to attain funding from these sources, particularly to cover staffing costs, we will investigate in-kind support directly with associated personnel.

AKNOWLEDGING SUPPORTERS

As in 2012, a comprehensive sponsorship package will be developed by the Festival Director with the assistance of the Marketing Coordinator to ensure all sponsors are acknowledged and receive benefit from supporting the Festival. As a guide to see how supporters will be acknowledged in 2014, please see attached document 'Sponsorship Proposal'.



KEY PERSONNEL

In coordination with the AFF Board, the below personnel will manage the festival and associated events and partnerships. Board members provide key support, idea initiation, budget and expenditure approvals. The Boards primary purpose is to ensure AFF remains true to its Vision, Mission and Values. The Board, led by the Chairman, are integral to assisting the Festival Director to develop community and organisational partnerships in the City of Armadale and beyond.

Festival Director

ROLE: Oversee strategic direction, curate programme, oversee event coordination, work with Chairman To secure funding, prepare grant/ sponsorship applications, coordinate Get Reel short film competition, Liaise with industry contacts to garner support, attend industry events on behalf of Armadale Film Festival, manage event budgets and acquittals, coordinate committee and volunteers.

Festival Marketing Coordinator

ROLE: Develop and oversee marketing strategy, coordinate graphic design & collateral production, draft and distribute press releases, manage and maintain AFF branding, website and social media profiles. Where time permits, assist implementation of social media strategy.

Operations Coordinator

ROLE: Book, organise and bump in/out all required infrastructure Develop site map, risk management strategy and operational procedures for physical requirements of the Festival. Liaise with all suppliers. Report to Director as necessary.

Event Assistant/Intern

ROLE: Assist Marketing Coordinator & Director as required. Assist Operations Coordinator with bump in/out and stage managing event.

UNTIL FUNDING IS SECURED, NO PERSONNEL WILL BE CONTRACTED INTO ANY OF THE ABOVE ROLES.





CERTIFICATES OF INSURANCE



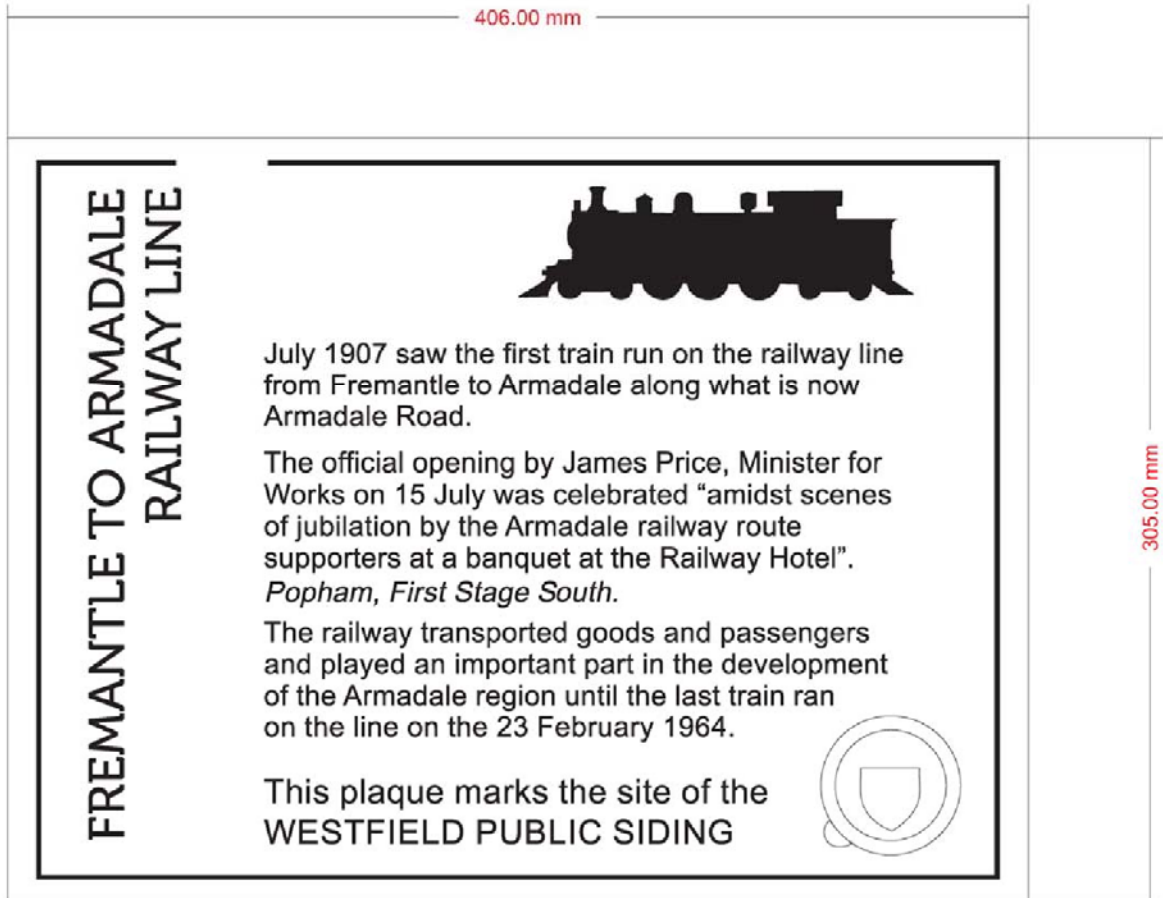


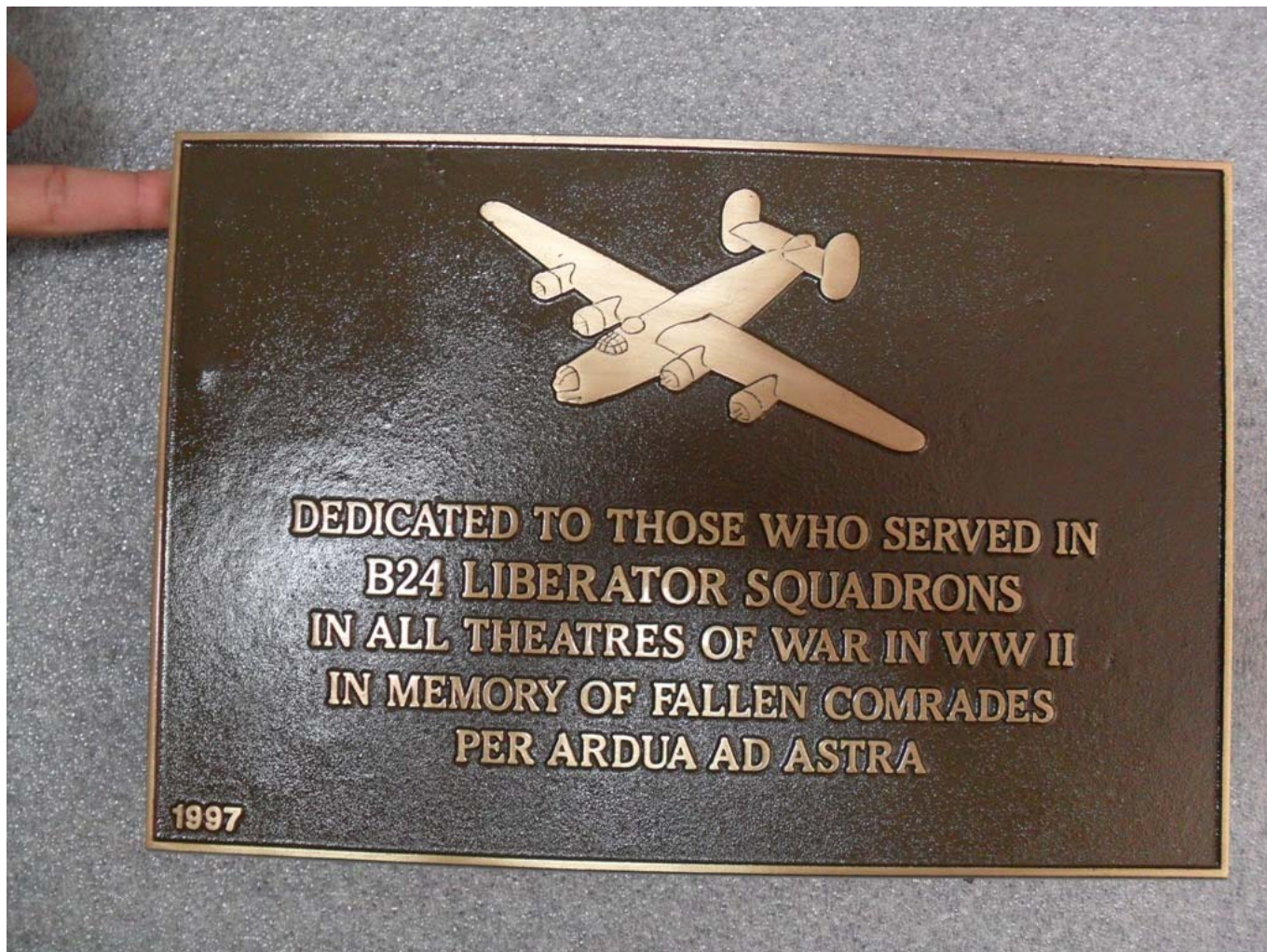
CONTACT

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CITY OF ARMADALE

MINUTES

OF TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON
WEDNESDAY, 5 JUNE 2013 AT 7:00 PM.

PRESENT: Cr R Butterfield (Chair)
Cr K Busby
Cr J H Munn JP CMC
Cr L Sargeson

APOLOGIES: Cr G Nixon (Leave of Absence)
Cr D M Shaw
Cr G A Best (Attendance at Conference)

OBSERVERS: Nil

IN ATTENDANCE: Mr K Ketterer Executive Director Technical Services
Mr J Gossmann Acting Executive Manager Technical
Services
Mr P Lanternier Manager Parks
Ms Y Longridge Minute Secretary

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 to be read.

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

CONFIRMATION OF MINUTES

T37/6/13 **RECOMMEND**

Minutes of the Technical Services Committee Meeting held on 6 May 2013 be confirmed.

Moved Cr K Busby
MOTION CARRIED (4/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

The following items were referred via Issue No. 9/2013:

- **Outstanding Matters and Information Items**
Resolution T/18/4/13 – Accessible Playground
- **Monthly / Quarterly Departmental Reports**
Technical Services Works Programme
Property Services
- **Miscellaneous**
Local Government Conference Update – May 2013
Bungendore Park Management Committee – Annual Report 2011-2012
Kelmscott Agricultural Society – 2012 SmokeFree WA Kelmscott Annual Show
Letter of Thanks

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

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1.1 - WASTE PROCESSING UPGRADE - PHASING IN OF RATE INCREASE

WARD : ALL
FILE No. : M/335/13
DATE : 21 May 2013
REF : RS
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The City of Armadale is a member of the Rivers Regional Council.
- The Rivers Regional Council is tendering for the disposal of municipal solid waste, which could cost \$60/tonne more than the City of Armadale is currently paying at its landfill.
- **Recommend:**

That Council:
 1. Increases the waste rate over seven years by of \$9 per year, adjusted for CPI from 2014 to 2020, to meet the predicted increase in waste disposal costs of an alternative waste treatment plant.
 2. Adjusts the waste rate in subsequent years once the results of the Rivers Regional Council tender are known.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.

- 2.10 Best practice integrated waste management.
 - 2.10.1 Deliver improved municipal waste and recycling collection services.
 - 2.10.2 Promote recycling, reuse and minimisation of waste materials to the community and industry.
 - 2.10.3 Provide and manage waste disposal and recycling facilities.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 (As Amended) – Section 6.16 – Imposition of Fees and charges.
- Local Government Act 1995 (As Amended) – Section 6.17 – Setting Level of Fees and Charges.

Council Policy/Local Law Implications

General assessment has not revealed any applicable Policies/Local Laws.

Budget/Financial Implications

This report recommends an increase waste tariff which will result in additional income. This accumulated income will be used to contribute to the anticipated higher waste disposal costs associated with the alternate waste treatment (AWT) technology which will be applied as part of the Rivers Regional Council (RRC) tender to be implemented in 2017 approximately.

Consultation

- Member Councils of Rivers Regional Council (RRC).

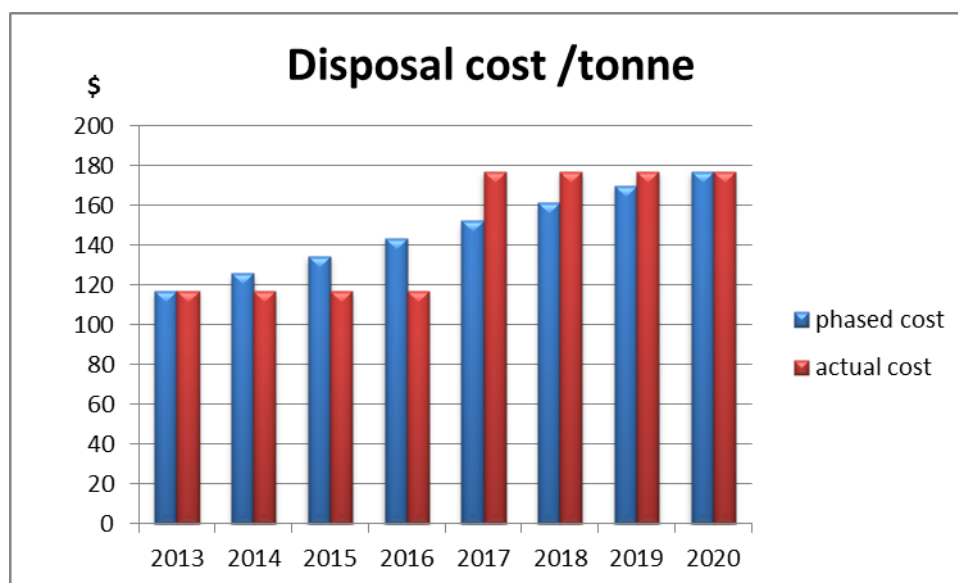
BACKGROUND

The City of Armadale has been a member of the Regional Council, South East Metropolitan Regional Council (SEMRC), and more recently Rivers Regional Council since its inauguration in August 2001. Prior to the inauguration an officer group met for approximately 10 years to examine various waste disposal options available to member councils as landfill space decreased.

Over this period new landfill sites and composting and thermal processing of municipal solid waste (MSW) have been considered with regards to environmental, financial and social issues. Studies were also conducted into community acceptance of the various processing options and the preparedness to pay for superior outcomes. Overwhelmingly the community was prepared to pay the extra.

Cautiously the RRC has scheduled a tender for waste processing options based on incineration or composting to be called and finalised in the next six months. It is expected that new waste processing infrastructure will be operational within three years.

Gate prices for the various composting plants currently operating in Perth, range from \$166 to \$185 per tonne, which is approximately \$60 over the Armadale Landfill price. Preliminary estimates for incineration put the gate price at \$100 to \$130. It should be noted that no incinerators have been constructed in Australia and that the United Kingdom experience shows that incineration is more expensive than organic processing.



* Rates unadjusted for CPI.

If Council intends to proceed down the alternative waste treatment path, which eventually it must, the waste rate must be increased to cater for the increased processing cost.

DETAILS OF PROPOSAL

Assuming the waste processing plant will be running in 2017 with the predicted gate price increasing by \$60 per annum, the waste rate can be increased by the full amount in 2017, or can be phased in over seven years with increases of \$9 per year from 2014 to 2020. To reduce the impact it is proposed that the phased option be adopted.

COMMENT

The funds collected for waste disposal, over and above what is currently being paid for the first three years, would be placed in the waste reserve to cover the deficit of the latter years.

If it should happen that the tender due in six months comes in over or under the predicted gate price, the \$9 per year can be adjusted accordingly.

CONCLUSION

It is therefore recommended that the waste rate be increased over seven years, with increases of \$9 per year, adjusted for CPI from 2014 to 2020, to meet the predicted increase in waste disposal costs of an alternative waste treatment plant, and when the results of the RRC tender are known, the waste rate is adjusted accordingly in subsequent years.

ATTACHMENTS

There are no attachments for this report.

T38/6/13 RECOMMEND

That Council:

- 1. Increases the waste rate over seven years by of \$9 per year, adjusted for CPI from 2014 to 2020, to meet the predicted increase in waste disposal costs of an alternative waste treatment plant.**
- 2. Adjusts the waste rate in subsequent years once the results of the Rivers Regional Council tender is known.**

**Moved Cr K Busby
MOTION CARRIED (4/0)**

2.1 - PETITIONS RECEIVED FOR AND AGAINST PROVISION OF A PUBLIC TOILET FACILITY AT BORRELLO PARK, ROLEYSTONE

WARD : ALL
FILE No. : M/315/13
DATE : 16 May 2013
REF : KK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Council is in receipt of five petitions relating to the provision of a public toilet facility at Borrello Park, Roleystone.
- Two petitions were reported to Council in May 2013.
- The City of Armadale Public Toilet Strategy has been adopted, including an assessment methodology for the provision of public toilets.

▪ **Recommend:**

That Council resolve to await the outcome of the City of Armadale Public Toilet Strategy assessment workshop prior to a decision being made on the provision of a public toilet at Borrello Park.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1. Community Wellbeing
 - 1.6 A safe community.
 - 1.6.3 Promote and support planning and activities that encourage a safe and responsible community.
2. Enhanced Natural and Built Environments
 - 2.4 Attractive and user friendly streetscapes and open spaces.
 - 2.4.2 Maintain and improve where required the quality, amenity and accessibility of open spaces.
 - 2.6 Council buildings and facilities that meet community needs.
 - 2.6.2 Develop new buildings and facilities in accordance with asset management principles and based on a planned and prioritized approach.

- 2.7 Assets and infrastructure managed over the long term to meet current and future needs.
- 2.7.1 Develop and implement long term Service and Asset Management Plans for all Council assets, having regard for current and future asset needs and the City's long term financial plan.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Town Planning and Development Act 2005;
- Local Government Act 1995 (as amended);
- Crown Land Administration and Registration Practice – Section 20A – Public Recreation Reserves;
- Health Act 1911;
- Town Planning Scheme No 4; and
- Health Act 1911.

Council Policy/Local Law Implications

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

- Public Open Space (POS) Strategy.
- Policy and Management Practice ENG 13 – Asset Management Vision.
- City of Armadale Toilet Strategy 2013.
- City of Armadale Parks Facility Strategy 2013 (Draft).

Budget/Financial Implications

There is no direct financial implication which would result from the consideration of the recommendation in this report.

Consultation

No consultation has been had with the community on these specific petitions, although consultation was carried out relating to the application of POS funding, where the Borrello Park toilet was presented as one alternative for the funding.

BACKGROUND

Council is in receipt of five petitions, as follows:

1. A petition carrying 161 signatures was presented by Cr C Wielinga at the Ordinary Council Meeting of 27 June 2011, the prayer of which reads:

“We the undersigned respectfully request the Councillors of the City of Armadale to include an allocation of funds for public toilet facilities at Borrello Park from the Roleystone Public Open Space Trust Funds in addition to the Skate Park facility upgrade at Cross Park.”

This petition was received and referred to the Development Services committee.

2. A petition carrying 55 signatures was presented by Cr L Sargeson at the Ordinary Council Meeting of 11 March 2013, the prayer of which reads:

“We, the undersigned, are strongly against the erection of a toilet block at Borrello Park in Roleystone.”

This petition was received and referred to the Technical Services Committee.

3. A petition carrying 69 signatures was presented by Cr L Sargeson at the Ordinary Council Meeting of 13 May 2013, the prayer of which reads:

“We the undersigned are strongly against the erection of a toilet block at Borrello Park in Roleystone.”

This petition was received and referred to the Technical Services Committee.

4. A second petition carrying 49 signatures was presented by Cr L Sargeson at the Ordinary Council Meeting of 13 May 2013, the prayer of which reads:

“We the undersigned request Council not support the proposed toilet facility at Borrello Park.

- *The toilets have been costed at hundreds of thousands of dollars to build and \$20,000 per annum to service from the ratepayer’s purse.*
- *The target of graffiti, vandalism, anti social behavior, and possible environment impact will reduce the quality of the park.*
- *An independent survey of 1,000 Roleystone residents initiated by the City of Armadale identified 68% oppose the Borrello toilet construction and prefer the money is spent in park improvement over all of Roleystone.*
- *Borrello is a small park dedicated to young children’s entertainment for casual use and not a large sporting facility.”*

This petition was received and referred to the Technical Services Committee

5. A petition carrying 30 signatures was presented by Cr L Sargeson at the Ordinary Council Meeting of 27 May 2013, the prayer of which reads:

“We the undersigned request Council not support the proposed toilet facility at Borrello Park.

- *This area is dedicated to the play are for young children’s entertainment and casual use and not a large sporting facility.*
- *Public toilets will have a significant detrimental impact on local residents / community and alters the purpose of the park.*

- *The toilets have been costed at hundreds of thousands of dollars to build and \$20,000 per annum to service from the ratepayer's purse.*
- *The target of graffiti, vandalism, antisocial behavior and possible environment impact will reduce the quality of the park.*
- *An independent survey of 1,000 Roleystone residents initiated by the City of Armadale identified 61% oppose the Borrello toilet construction and prefer the money is spent in park improvement over all of Roleystone."*

This petition was received and referred to the Technical Services Committee

COMMENT

A report addressing the first two petitions was considered by Council on 8 April 2013, and Council resolved (T/14/4/13) as follows

- “1. *That a presentation be made to the Technical Service Committee Meeting scheduled for 6 May 2013, providing an assessment of all regional and relevant district facilities to determine:*
 - *Whether a toilet at such locations are warranted; and*
 - *A priority for such provision.*
2. *That Council resolve to await the outcome of this assessment before a decision is made on the provision of a public toilet at Borrello Park and the utilization of the Roleystone Public Open Space Trust Funds."*

This report therefore only addresses the last three petition requests.

Since the receipt of the initial petition in 2011, the subject of the provision of a public toilet has been considered by Council on a number of occasions, mainly related to the allocation of funds in the Public Open Space (POS) Strategy Fund.

At the Council meeting of 11 February 2013, when considering the allocation of POS funds in Precinct I, Council resolved (T/7/2/13) that the matter of the provision of a toilet in Borrello Park be referred to Technical Services, and be considered in the context of a Public Toilet Strategy.

This Strategy has been completed and was adopted by Council in May 2013. This Strategy provides for a methodology for the assessment of the suitability of locations for the provision of public toilets. The Strategy recommends the prioritisation of locations for the provision of new public toilet facilities within the City and provides a rational assessment for future provision of public toilets.

The following staged decision making process is recommended for use regarding proposed public toilet facilities:

- Stage One - take cognisance of the City's current Strategic Community Plan;
- Stage Two - evaluate existing studies and decisions;
- Stage Three - gives consideration to the City's Parks and Reserves hierarchy;
- Stage Four - consider site-specific information, using a proposed assessment tool; and
- Stage Five - evaluate funding/resources in terms of the 15 Year Financial Plan.

The provisional assessments were carried out in April 2013, and considered by Council in May 2013. These assessments were then referred back for deliberation in a workshop environment. The date for this workshop is yet to be confirmed.

CONCLUSION

A clearly defined process, as outlined in the draft City of Armadale Public Toilet Strategy, to assess and evaluate new sites considered for provision of public toilets, has been adopted by Council, and is recommended for application in the consideration of the requests contained in the petitions.

ATTACHMENTS

There are no attachments for this report.

T39/6/13 RECOMMEND

That Council resolve to await the outcome of the City of Armadale Public Toilet Strategy assessment workshop prior to a decision being made on the provision of a public toilet at Borrello Park.

**Moved Cr K Busby
MOTION CARRIED (4/0)**

3.1 - CITY OF ARMADALE PARKS FACILITIES STRATEGY 2013

WARD : ALL
FILE No. : M/327/13
DATE : 20 May 2013
REF : PL
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- At its ordinary meeting of 8th April 2013, Council considered the matter of the Parks Facilities Strategy 2013 T17/4/13. Recommend “*That Council receives the draft of the City Parks Facilities Strategy 2013 and that Councillors provide feedback by 30 April 2013*”.
- Comments received were incorporated into this final report with the view that Council adopts the report as the City of Armadale Parks Facilities Strategy 2013.
- **Recommend:**
That Council adopt the City of Armadale Parks Facilities Strategy 2013.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1. Community Wellbeing.
 - 1.1 Services that support community growth and development.
 - 1.2 Optimum quality of life for all citizens.
 - 1.5 Sport, recreation and leisure opportunities that contribute to community health and wellbeing.
2. Enhanced Natural and Built Environments.
 - 2.4 Attractive and user friendly streetscapes and open spaces.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Compliance with Australian Standards.
- Australian and New Zealand Standard AS/NZS 4486.1: Playgrounds and Playground Equipment
Part 1: Development, Installation, Inspection, Maintenance and Operation.
- Australian and New Zealand Standard AS/NZS 4422: Playground Surfacing - Specifications, Requirements and Test Methods.

- Australian Standard AS 1428: Design for Access and Mobility.
- Australian Standard AS 4685: Playground Equipment.
- Australian and New Zealand Standard AS/NZS ISO 31000: Risk Management - Principles and Guidelines.
- Disability Discrimination Act 1992.
- Disabilities Services Act 1993 – Amended 2004.
- Disability Access to Premises Standards 2010.
- State Government Disability Future Directions Strategy Document.

Council Policy/Local Law Implications

- The City's Disability Access and Inclusion Plan 2011-2016 outlines in outcome 1.5 Accessible and Inclusive Parks states that the City will, '*continue to improve and develop inclusive and accessible parks.*'
- Positive Ageing Strategy.

Budget/Financial Implications

The financial implications of the Parks Facilities Strategy 2013 have not been included in the current 15 Year Financial Plan of the City.

There are no immediate financial implications with the adoption of the recommendations contained in this report.

With any new budget implications arising from either new or upgrade works, there will be a requirement to include both an ongoing maintenance cost (2% of capital) as well as an asset renewal allowance (10% of capital), in the next 15 year financial plan of the City.

Consultation

- Intra Directorate
- Parks and Leisure Australia
- Department of Sport and Recreation
- Positive Ageing Working Group

BACKGROUND

A comprehensive report relating to the provision of a range of Parks Facilities within the City of Armadale has been prepared with the view that Council adopt the report as the City of Armadale Parks Facilities Strategy 2013.

DETAILS OF PROPOSAL

The aim of the Parks Facilities Strategy 2013 is to provide a decision making process to assess, design and develop Public Open Spaces (POS) to ensure that the best functional design outcomes are achieved for the residents of the City and its visitors. The Strategy will provide a logical basis by which the equitable distribution of facilities and functions will be achieved within the City's POS.

POS, particularly in urban residential areas, has a significant positive influence on community health and wellbeing. Accessible, good quality POS are important as it provides the community with opportunities to gather and interact socially as a community, connect with the natural environment and undertake active outdoor pursuits.

With the rapid growth of the residential development within the City of Armadale, it is important to ensure the provision of a functional and accessible POS network that meets the recreational, social and conservation needs of the community.

To achieve these outcomes, it is important that the City has a clear understanding of how communities use POS the potential benefits they can receive and how design decisions may impact on end use. It is also essential to understand how POS will be sustainably managed and maintained by the City and to ensure decisions made in the design process will be sustainable and achievable in the long term. This City of Armadale Parks Facilities Strategy 2013 will provide the basis for this design process to ensure all the critical elements are considered.

PARKS CLASSIFICATIONS

The Parks Facilities Strategy 2013 for the City of Armadale provides a park hierarchy (classification) categorizing parks into four-tiers: Neighbourhood, District, Regional and Estates.

The Strategy/Matrix guides decision making by providing a framework, taking into consideration each parks hierarchical status, existing infrastructure level, current and future asset management, maintenance programs and community expectation.

The matrix is a guide and all developments will be assessed on a site by site basis to ensure the best functional design outcomes are achieved for residents of the City.

The aim of this document is to guide the City in its provision of new community infrastructure development within existing and new development areas. Provisions should be made for communities as they are built and grow by providing a range of POS to cater for the needs of all the community. These POS will facilitate the development of sustainable communities through quality planning, design and construction of infrastructure in the City of Armadale.

This strategy will assist with the upgrade and redevelopment of existing infrastructure as well as the establishment of new communities throughout the municipality. It is important to plan, design and construct community infrastructure in a responsible and sustainable way.

POS is most often defined in relation to hierarchical systems based on size, such as local, district, or regional open space (classification). While useful in most circumstances it provides little information about open space form or function or the facilities present within each space. POS may be set aside for sport, recreation, community purposes including parklands, sporting fields, playgrounds, bushland and civic places (function).

POS is often described as 'active' or 'passive'. Active space is generally considered to include sports fields and grounds suitable for structured, competitive sport. Passive space is generally considered to include public parklands and playgrounds, areas with walk paths and cycle ways or areas where people might seek relaxation/participate in unstructured activity.

The City seeks to provide a range of accessible open spaces, with a balance between small spaces accessed at a local level and larger spaces which are accessed by a number of neighbourhoods. A number of anomalies across existing sites exist as development has occurred at different times under different sets of needs and trends.

This hierarchy of POS (classification, function, purpose) is a planning system which will aid in the provision of POS within the City of Armadale to enable a consistent approach to the provision of supporting amenity citywide.

Community infrastructure needs to be considered from a Neighbourhood, District and Regional perspective.

ANALYSIS

The City's Parks Department manages over 625 parks and amenity areas covering an area of approximately 1847 hectares with an additional approximate 21 hectares anticipated in the 2013/14 financial year.

The City of Armadale continues to undergo significant expansion and will continue to do so in the coming years. With its extensive parklands it will need to allocate and develop additional areas and funding as the City continues to expand into new neighbourhoods.

The current hierarchy of POS within the City of Armadale includes the following classifications (purpose);

- Active
- Passive
- Natural areas
- Community facilities (halls, kindergarten, community centres etc.)
- Street gardens
- Public access ways
- New estates

These are now further defined to show function such as:

- Neighbourhood
- District
- Regional
- Conservation

The hierarchy of POS showing purpose and function is a planning system which will aid in the defining of POS within the City of Armadale to enable a consistent approach to the provision of supporting amenity citywide.

COMMENT FROM COUNCILLORS

At its ordinary meeting of 8th April 2013, Council considered the matter of the Parks Facilities Strategy 2013 and the resolution (T17/4/13) is as follows.

RECOMMEND

“That Council receives the draft of the Parks Facilities Strategy 2013 and that Councillors provide feedback by 30 April 2013.”

The requested comment on the Parks Facilities Strategy 2013 was received from one Councillor. The City Manager Parks discussed the comments with the Councillor and has made the necessary changes and corrections.

None of the comments have had any major influence on the content or context of the report and the report is presented to Council with only minor changes from the initial submission.

OPTIONS

1. Council could resolve to adopt the City of Armadale Parks Facilities Strategy 2013.
2. Council could resolve not to adopt the City of Armadale Parks Facilities Strategy 2013.

CONCLUSION

The City of Armadale Parks Facilities Strategy 2013 is a needs-based approach with the developed rationale linked to the Parks Hierarchy Matrix 2013.

The City’s Parks department will continue to carry out parks and open space audits enabling the City to develop long term development and re-development programmed for inclusion in the 15 year financial plan of the City.

The City of Armadale Draft Parks Facilities Strategy 2013 as presented at its ordinary meeting of 8th April 2013 is now resubmitted following comment from one Councillor and the necessary amendments being made.

ATTACHMENTS

1. City of Armadale Parks Facilities Strategy 2013

T40/6/13 RECOMMEND

That Council adopt the City of Armadale Parks Facilities Strategy 2013.

**Moved Cr J H Munn
MOTION CARRIED (4/0)**

4.1 - TENDER NO 12/13 FOR THE SUPPLY AND LAYING OF HOT ASPHALT ROAD SURFACING – ITEM WITHDRAWN

This item has been withdrawn and will be deferred to the Technical Services Meeting scheduled for 1 July 2013.

4.2 - TENDER NO 15/13 FOR THE CONSTRUCTION OF CONCRETE FOOTPATHS

Cr Busby declared a non-financial interest in this item as he has an association with two of the tenderers. As a consequence, there may be a perception that his impartiality on the following matter may be affected, but declared that he would disregard this association, consider the matter on its merits and vote accordingly.

WARD : ALL
FILE No. : M/302/13
DATE : 13 May 2013
REF : JC
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 15/13 was recently called for the Construction of Concrete Footpaths.
- The Request for Tender seeks the provision of the required services for a period of 16 months with an option for a further two (2) periods of 12 months, subject to satisfactory performance and in accordance with Clause 4.1 in the Special Conditions of Contract.
- **Recommend**
That with Tender No 15/13 for the Construction of Concrete Footpaths, Council:
 1. Accepts the tender from Dowsing Concrete for a period of 16 months commencing on 1 July, 2013 for an annual cost of approximately \$800,000.00, in accordance with the submitted tender, Councils contract documentation, and Budget allocation.
 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 31 October, 2016, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2 Enhance Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 Local Government Act 1995 (as amended) – 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 Policies/Local Laws indicates that the following are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/14 Civil Works Budgets.

Consultation

Intra Directorate.

BACKGROUND

Tender No 15/13 being for the Construction of Concrete Footpaths was advertised in the Saturday 6 April 2013 edition of the 'West Australian' newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The City contracts out the construction of concrete footpaths as it is a specialised operation for which it does not have the appropriate resources to effectively undertake. The City's current footpath construction program requires a specialised contractor who can complete the large volume of concrete work in order to continue with the improvements to the footpath network within the City.

In addition to the above, the successful contractor will also be completing footpaths as per the annual road construction program.

DETAILS OF PROPOSAL

The successful tenderers will be required to complete the footpath construction program and other footpaths required as part of the road construction programs.

The Contractor shall prepare, supply and lay the concrete as directed by the Principal.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	16 months
Commencement Date	1 July 2013
Expiry Date	31 October 2014
Extension Permitted	Yes as per Request for Tender Clause 4.1 (two (2) x 12 month extensions)
Annual Contract Cost	\$800,000.00 (Approximately)
Total Contract Cost (3 years)	\$2,400,000.00 (Approximately)
Rise and Fall Clause Included	Yes for concrete price only

COMMENT

Evaluation

Tender No 15/13 for the Construction of Concrete Footpaths closed at 2:00PM on Tuesday 23 April 2013. Tender submissions were received from:

	Tenderer's OR Respondent's Name
1.	Dowsing Concrete
2.	Nextside Concrete Pty Ltd
3.	Grayson's Concrete Services
4.	Yarnell Civil & Mining Pty Ltd
5.	HAS Group (WA) Pty Ltd

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	10	15	10	50	50	100	
Dowsing Concrete	12.75	9.00	12.75	6.60	43.25	47.44	90.69	1
Grayson's Concrete Services	11.63	7.75	11.25	8.25	38.88	48.66	87.54	2
HAS Group (WA) Pty Ltd	11.63	7.25	11.63	8.50	39.00	41.75	80.75	3
Nextside Concrete Pty Ltd	6.98	5.50	9.38	6.75	28.60	50.00	78.60	4
Yarnell Civil & Mining Pty Ltd	6.60	6.00	5.25	6.00	23.85	35.99	59.84	5

Each company's past record of achievements, experience, personnel, resources, and understanding of the request for tender have been closely examined and assessed based on the selection criteria.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price the submission from Dowsing Concrete represents the most advantageous submission. This company has been working for various Local and State Government authorities for a number of years and has received high recommendations from their referees.

It is therefore recommended that this firm be selected as the City's preferred supplier for the construction of concrete footpaths.

Conclusion

Tenders for the Construction of Concrete Footpaths were recently invited with five (5) conforming tenders being received and assessed by an evaluation panel against compliance, qualitative criteria and price.

The result was that the submission received from Dowsing Concrete represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that Tender No 15/13 for the Construction of Concrete Footpaths be awarded to Dowsing Concrete at a total cost of approximately \$800,000.00 per year for a period of 16 months with the option to be extended for a further two (2) periods of 12 months.

ATTACHMENTS

There are no attachments for this report.

T41/6/13 RECOMMEND

That with Tender No 15/13 for the Construction of Concrete Footpaths, Council:

- 1. Accepts the tender from Dowsing Concrete for a period of 16 months commencing on 1 July, 2013 for an annual cost of approximately \$800,000.00, in accordance with the submitted tender, Councils contract documentation, and Budget allocation.**
- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 31 October, 2016, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.**

**Moved Cr J H Munn
MOTION CARRIED (4/0)**

4.3 - TENDER NO 17/13 FOR THE REPAIR AND MAINTENANCE OF ASPHALT SURFACES

WARD : ALL
FILE No. : M/311/13
DATE : 16 May 2013
REF : JC
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 17/13 was recently called for the Repair and Maintenance of Asphalt Surfaces.
- The Request for Tender seeks the provision of the required services for a period of one year with an option for a further two (2) periods of 12 months, subject to satisfactory performance and in accordance with Clause 4.1 in the Special Conditions of Contract
- **Recommend**
That with Tender No 17/13 for the Repair and Maintenance of Asphalt Surfaces, Council:
 1. Accepts the tender from Mark Harry Wright (Absolut Asphalt Pty Ltd) for a period of one year commencing 1 July, 2013 for an annual cost of approximately \$85,000.00, in accordance with the submitted tender, Council's contract documentation and budget allocation.
 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 30 June, 2016, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2 Enhance Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 Local Government Act 1995 (as amended) – 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 Policies/Local Laws indicates that the following are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/14 Civil Works Budgets.

Consultation

Intra-Directorate.

BACKGROUND

Tender No 17/13 being for the Repair and Maintenance of Asphalt Surfaces was advertised in the Saturday 20 April 2013 edition of the 'West Australian' newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

Works for this tender include the repairs of failed road pavement and asphalt footpaths sections, widening of small sections of pavement, repair and relay of crossovers and repair of sections of pavement in car parks within the City boundaries.

It is expected that this service will compliment the City's day labour crews in particular for pavement and asphalt footpaths repairs.

DETAILS OF PROPOSAL

The City of Armadale invited tenders for the repair and maintenance of asphalt surfaces on 20 April 2013. The works include the repairs of failed road pavement and asphalt footpaths sections and other minor asphalt surface works. The successful tenderer will be required to prepare and supply materials necessary to complete the works within the City boundaries.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	One year
Commencement Date	1 July 2013
Expiry Date	30 June 2014
Extension Permitted	Yes as per Request for Tender Clause 4.1 (two (2) x 12 month extensions)
Annual Contract Cost	\$85,000.00 (Approximately)
Total Contract Cost (3 years)	\$255,000.00 (Approximately)
Rise and Fall Clause Included	Yes as per CPI (for Perth Capital City)

COMMENT

Evaluation

Tender No 17/13 for the repair and maintenance of asphalt surfaces closed at 2:00PM on Tuesday 20 April 2013. Tender submissions were received from:

	Tenderer's OR Respondent's Name
1.	Mark Harry Wright (Absolut Asphalt Pty Ltd)
2.	D & T Asphalt Pty Ltd
3.	Ultimate Drainage Trading as Allwest Plant Hire

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	10	15	10	50	50	100	
Mark Harry Wright (Absolut Asphalt Pty Ltd)	12.00	7.00	10.50	7.00	36.50	33.60	70.10	1
D & T Asphalt Pty Ltd	3.53	4.50	6.75	4.00	18.78	50.00	68.78	2
Ultimate Drainage Trading as Allwest Plant Hire	7.13	5.75	9.38	7.00	29.25	29.13	58.38	3

Each company's past records of achievements, experience, personnel, resources and understanding of the request for tender have been closely examined.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price the submission from Mark Harry Wright (Absolut Asphalt Pty Ltd) represents the most advantageous submission.

Mark Harry Wright (Absolut Asphalt Pty Ltd) has been providing road, footpaths and car park repairs for the past 10 years to the City of Armadale and this firm has always provided reliable and quality services to the City's operations.

It is therefore recommended that this firm be selected as the City's preferred supplier for the repair and maintenance of asphalt surfaces.

Conclusion

Tenders for the Repair and Maintenance of Asphalt Surfaces were recently invited with three (3) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from Mark Harry Wright (Absolut Asphalt Pty Ltd) represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that Tender No 17/13 for the Repair and Maintenance of Asphalt Surfaces the contract be awarded to Mark Harry Wright (Absolut Asphalt Pty Ltd) at a price of approximately \$85,000.00 per year for a period of one year with the option to be extended for a further two (2) periods of 12 months.

ATTACHMENTS

There are no attachments for this report.

T42/6/13 RECOMMEND

That with Tender No 17/13 for the Repair and Maintenance of Asphalt Surfaces, Council:

- 1. Accepts the tender from Mark Harry Wright (Absolut Asphalt Pty Ltd) for a period of one year commencing on 1 July, 2013 for an annual cost of approximately \$85,000.00, in accordance with the submitted tender, Council's contract documentation and budget allocation.**
- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 30 June, 2016, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.**

**Moved Cr K Busby
MOTION CARRIED (4/0)**

4.4 - TENDER NO 20/13 PROVISION FOR EXTRUDED KERBING

WARD : ALL
FILE No. : M/312/13
DATE : 16 May 2013
REF : JK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 20/13 was recently called for the Provision for Extruded Kerbing.
- The Request for Tender seeks the provision of the required services for a period of 14 months with an option for a further one (1) period of 12 months, subject to satisfactory performance and in accordance with Clause 4.1 in the Special Conditions of Contract.
- **Recommend**
That with Tender 20/13 for the Provision of Extruded Kerbing, Council:
 1. Accepts the tender from LD Total for a period of 14 months commencing 1 July, 2013 for an annual cost of approximately \$245,000.00, in accordance with the submitted tender, Council's contract documentation and budget allocation.
 2. Authorise the Chief Executive Officer to extend the contract for one (1) period of 12 months up to 31 August, 2015, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2 Enhance Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 Local Government Act 1995 (as amended) – 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 Policies/Local Laws indicates that the following are applicable

- Council Policy ADM 19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/14 Civil Works Budgets.

Consultation

Intra Directorate.

BACKGROUND

Tender No 20/13 for the Provision of Extruded Kerbing was advertised in the Saturday 20 April 2013 edition of the 'West Australian' newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

Works for this tender include the repair of damaged kerbing, construction of concrete pram ramps as well as installation of new kerbing within the City boundaries.

The successful tenderer will be required to prepare and supply materials necessary to complete these works.

DETAILS OF PROPOSAL

Council approval is sought to award the tender for the Provision of Extruded Kerbing for a period of 14 months from 1 July 2013 to 31 August 2014 with an option to be extended for a further one (1) period of 12 months.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	14 months
Commencement Date	1 July 2013
Expiry Date	31 August 2014
Extension Permitted	Yes as per Request for Tender Clause 4.1 (one (1) x 12 month extensions)
Annual Contract Cost	\$245,000.00 (Approximately)
Total Contract Cost (26) months	\$531,000.00 (Approximately)
Rise and Fall Clause Included	Yes. All prices for services offered under this Tender are to be <u>fixed</u> for a 12 month period but subject to <u>rise and fall in the cost of concrete only</u> .

COMMENT

Evaluation

Tender No 20/13 for the Provision for Extruded Kerbing closed at 2:00PM on Tuesday 20 April 2013. Tender submissions were received from:

	Tenderer's OR Respondent's Name
1.	LD Total
2.	All State Kerbing & Concrete
3.	Glenview Machine Kerbing

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	10	15	10	50	50	100	
LD Total	10.90	6.75	9.00	6.00	32.65	50.00	82.65	1
Glenview Machine Kerbing	9.00	6.25	9.00	6.00	30.25	38.41	68.41	2
All State Kerbing	6.75	5.00	7.50	5.00	24.25	32.25	56.5	3

Each company's past records of achievements, experience, personnel, resources and understanding of the request for tender have been closely examined.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price the submission from LD Total represents the most advantageous submission.

LD Total has been providing kerbing services to the City of Wanneroo, Cockburn and Rockingham over the few years and the city believes, this firm has the ability to deliver reliable and quality services to the City's operations.

It is therefore recommended that LD Total be selected as the City's preferred supplier for the Provision of Extruded Kerbing.

Conclusion

Tenders for the Provision of Extruded Kerbing were recently invited with three (3) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from LD Total represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that Tender No 20/13 for the Provision of Extruded Kerbing be awarded to LD Total at a price of approximately \$245,000.00 per year for a period of 14 months with the option to be extended for a further one (1) period of 12 months.

ATTACHMENTS

There are no attachments for this report.

T43/6/13 RECOMMEND

That with Tender No 20/13 for the Provision of Extruded Kerbing, Council:

- 1. Accepts the tender from LD Total for a period of 14 months commencing on 1 July, 2013 for an annual cost of approximately \$245,000.00, in accordance with the submitted tender, Council's contract documentation and budget allocation.**

- 2. Authorise the Chief Executive Officer to extend the contract for one (1) period of 12 months up to 31 August, 2015, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.**

**Moved Cr K Busby
MOTION CARRIED (4/0)**

4.5 - TENDER NO 14/13 SUPPLY OF CONCRETE DRAINAGE PIPES

WARD : ALL
FILE No. : M/314/13
DATE : 16 May 2013
REF : JK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 14/13 was recently called for the Supply of Concrete Drainage Pipes.
- The Request for Tender seeks the provision of the required services for a period of 16 months with an option for a further one (1) period of 12 months, subject to satisfactory performance and in accordance with Clause 4.1 in the Special Conditions of Contract.

▪ **Recommend**

That with Tender No 14/13 for the Supply of Concrete Drainage Pipes, Council:

1. Accepts the tender from Rocla Pipeline Products for a period of 16 months commencing on 1 July, 2013 for an annual cost of approximately \$140,000.00, in accordance with the submitted tender, Councils contract documentation, and Budget allocation.
2. Authorise the Chief Executive Officer to extend the contract for one (1) period of 12 months up to 31 October, 2015, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2 Enhance Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 Local Government Act 1995 (as amended) – 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 Policies/Local Laws indicates that the following are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/14 Civil Works Budget.

Consultation

Intra Directorate.

BACKGROUND

Tender No 14/13 being for the Supply of Concrete Drainage Pipes was advertised in the Saturday 6 April 2013 edition of the 'West Australian' newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The City undertakes the construction and maintenance of drainage as part of its annual civil works program and as such the supply of high quality drainage pipes is essential.

DETAILS OF PROPOSAL

The successful tenderers will be required to supply and deliver precast concrete pipes of variable diameters as required for each individual project as directed by the principal. The quantity of the pipes varies depending upon the scope of works as specified in the construction program.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	16 months
Commencement Date	1 July 2013
Expiry Date	31 October 2014
Extension Permitted	Yes as per Request for Tender Clause 4.1 (one (1) x 12 month extensions)
Annual Contract Cost	\$140,000.00 (Approximately)
Total Contract Cost (28 months)	\$326,000.00 (Approximately)
Raise and Fall Clause Included	Yes. Fixed for the first Term. Negotiated price adjustments for the extended period

COMMENT

Evaluation

Tender No 14/13 for the Supply of Concrete Drainage Pipes closed at 2:00PM on Tuesday 23 April 2013. Only one tender submission was received.

Tenderer's OR Respondent's Name	
1.	Rocla Pipeline Products

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	10	15	10	50	50	100	
Rocla Pipeline Products	9	5	9	5	28	50	78	1

The company's past record of achievements, experience, personnel, resources, and understanding of the request for tender have been closely examined and assessed based on the selection criteria.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from Rocla Pipeline Products represents the most advantageous submission.

This company has been working for various Local and State Government authorities for a number of years including the City of Armadale, to an acceptable standard.

It is therefore recommended that Rocla Pipeline Products be the City's preferred supplier for the supply of Concrete Drainage pipes.

Conclusion

Tender for the Supply of Concrete Drainage Pipes was recently invited with one (1) tender being received and assessed by an evaluation panel against compliance, qualitative criteria and price.

The result was that the submission received from Rocla Pipeline Products represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that Tender No 14/13 for the Supply of Concrete Drainage Pipes be awarded to Rocla Pipeline Products at an annual cost of approximately \$140,000.00 for a period of 16 months with the option to be extended for a further one (1) period of 12 months.

ATTACHMENTS

There are no attachments for this report.

T44/6/13 RECOMMEND

That with Tender No 14/13 for the Supply of Concrete Drainage Pipes, Council:

- 1. Accepts the tender from Rocla Pipeline Products for a period of 16 months commencing on 1 July, 2013 for an annual cost of approximately \$140,000.00, in accordance with the submitted tender, Councils contract documentation, and Budget allocation.**
- 2. Authorise the Chief Executive Officer to extend the contract for one (1) period of 12 months up to 31 October, 2015, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.**

**Moved Cr K Busby
MOTION CARRIED (4/0)**

4.6 - TENDER NO 13/13 SUPPLY OF HIRED PLANT: WET HIRE OF GRADERS

WARD : ALL
FILE No. : M/316/13
DATE : 16 May 2013
REF : JK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 13/13 was recently called for the Supply of Hired Plant: Wet Hire of Graders.
- The Request for Tender seeks the provision of the required services for a period of 16 months with an option for a further one (1) period of 12 months, subject to satisfactory performance and in accordance with Clause 4.1 in the Special Conditions of Contract.
- **Recommend**
That with Tender No 13/13 for the Supply of Hired Plant: Wet Hire of Graders, Council:
 1. Accepts the tender from Ultimate Drainage for a period of 16 months commencing on 1 July, 2013 for an annual cost of approximately \$246,000.00, in accordance with the submitted tender, Councils contract documentation, and Budget allocation.
 2. Authorise the Chief Executive Officer to extend the contract for one (1) period of 12 months up to 31 October, 2015, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2 Enhance Natural and Built Environments
 - 2.5 Safe and efficient movement of goods, services and people.
 - 2.5.1 Provide a safe and efficient movement network, including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 Local Government Act 1995 (as amended) – 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 Policies/Local Laws indicates that the following are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/2014 Civil Works Budget.

Consultation

Intra Directorate.

BACKGROUND

Tender No 13/13 for the Supply of Hired Plant: Wet Hire of Graders, was advertised in the Saturday 6 April 2013 edition of the 'West Australian' newspaper, and in a notice displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The City undertakes the construction and maintenance of roads and pathways as part of its annual civil works program with a combination of day labour staff, hired plant operator and operator. As an essential component of road construction, is the use of a grader and a proficient operator. The City has been unable to attract a suitable operator for full time employment within the last few years and as such has been appointing a contractor to fill this role.

DETAILS OF PROPOSAL

The successful tender will be required to supply the hired plant (wet hire of graders) as required for each individual project, which includes supply, deliver and maintaining the hired plant as directed by the Principal. The 'wet hire' refers to hiring of plant together with the skilled operator.

Council approval is sought to award the tender of the Supply of Hired Plant: Wet Hire of Graders to Ultimate Drainage for a period of 16 months from 1 July 2013 to 31 October 2014 with an option to be extended for a further one (1) period of 12 months, subject to satisfactory performance.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	16 months
Commencement Date	1 July 2013
Expiry Date	31 October 2014
Extension Permitted	Yes as per Request for Tender Clause 4.1 (one (1) x 12 month extensions)
Annual Contract Cost	\$246,000.00 (Approximately)
Total Contract Cost (28 months)	\$574,000.00 (Approximately)
Raise and Fall Clause :	Fixed for the first Term. Negotiated price adjustments for the extended period.

COMMENT

Evaluation

Tender No 13/13 for the Supply of Hired Plant: Wet Hire of Graders closed at 2:00PM on Tuesday 23 April 2013. Six (6) tender submissions were received.

	Tenderer's OR Respondent's Name
1.	HAS Group
2	Tiger Trac Pty Ltd
3	Mayday Earthmoving
4	Mining Maintenance Solutions
5	Aussie Earthworks
6	Ultimate Drainage

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	10	15	10	50	50	100	
Ultimate Drainage	8.7	5.3	8.2	5.8	27.9	50	77.9	1
HAS Group.	7.9	5.3	9	5.8	28	41.34	69.34	2
Aussie Earthworks	9	4.75	7.5	4.5	25.9	41.88	67.78	3
Mayday Earthmoving	7.5	5	7.5	5	25	41.34	66.34	4
Mining Maintenance Solutions	7.9	4.75	6.8	4.5	23.7	34.14	57.84	5
Tiger Trac Pty Ltd	7.1	5	6.8	4.5	23.4	32.67	56.07	6

Each company's past record of achievements, experience, personnel, resources, and understanding of the request for tender have been closely examined and assessed based on the selection criteria.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price the submission from Ultimate Drainage represents the most advantageous submission. It is therefore recommended that Ultimate Drainage be selected as the City's preferred supplier for the Supply of Hired Plant: Wet Hire of Graders.

Conclusion

Tender for the Supply of Hired Plant: Wet Hire of Graders was recently invited with six (6) tenders being received and assessed by an evaluation panel against compliance, qualitative criteria and price.

The result was that the submission received from Ultimate Drainage represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that Tender No 13/13 Supply of Hired Plant: Wet Hire of Graders be awarded to Ultimate Drainage at a total cost of approximately \$246,000.00 per year for a period of 16 months with the option to be extended for a further one (1) period of 12 months.

ATTACHMENTS

There are no attachments for this report.

T45/6/13 RECOMMEND

That with Tender No 13/13 for the Supply of Hired Plant: Wet Hire of Graders, Council:

- 1. Accepts the tender from Ultimate Drainage for a period of 16 months commencing on 1 July, 2013 for an annual cost of approximately \$246,000.00, in accordance with the submitted tender, Councils contract documentation, and Budget allocation.**

- 2. Authorise the Chief Executive Officer to extend the contract for one (1) period of 12 months up to 31 October, 2015, subject to satisfactory performance by the contractor and price adjustments as specified in the Request for Tender document Clause 4.1.**

**Moved Cr J H Munn
MOTION CARRIED (4/0)**

**4.7 - TENDER NO 19/13 FOR THE CITYWIDE WEED MANAGEMENT AND
GENERAL TURF INSECT CONTROL SERVICES**

WARD : ALL
FILE No. : M/333/13
DATE : 21 May 2013
REF : GM
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Tender No 19/13 was recently called for the Citywide Weed Management and General Turf Insect Control Services.
- The Request for Tender seeks the provision of the required services for a period of 12 months with an option for a further two (2) periods of 12 months, subject to satisfactory performance and in accordance with Clause 4.1 in the Special Conditions of Contract.
- **Recommend:**
That with Tender No 19/13 Citywide Weed Management and General Turf Insect Control Services, Council:
 1. Accepts the tender from Supa Pest and Weed Control for a period of 12 months commencing on 1 September, 2013 for the annual cost of approximately \$150,000.00 inclusive of GST in accordance with the submitted tender, Councils contract documentation, and Budget allocation.
 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 31 August, 2016, subject to satisfactory performance by the contractor.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1. Community Wellbeing
 - 1.5 Recreation and leisure opportunities that contribute to community health and wellbeing.
 - 1.5.1 Provide and promote Council sport, recreation and leisure facilities.

2. Enhance Natural and Built Environments
 - 2.4 Attractive and user-friendly streetscapes and open spaces.
 - 2.4.1 Implement townscape, streetscape and parkland improvements to enhance the distinctive character of the City.
 - 2.4.2 Maintain and improve where required the quality, amenity and accessibility of open spaces.
 - 2.7 Assets and infrastructure managed over the long term to meet current and future needs.
 - 2.7.1 Develop and implement long term Service and Asset Management Plans for all Council assets, having regard for current and future asset needs and the City's long term financial plan.

Legislation 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 Policies/Local Laws indicates that the following are applicable

- Council Policy ADM 19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/14 Civil Works and Parks Operations Budgets.

Consultation

Intra Directorate.

BACKGROUND

Tender No 19/13 being for Citywide Weed Management and General Turf Insect Control Services was advertised in the Saturday 20 April 2013 edition of the 'West Australian' newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

This Contract includes weedspraying in the City's Parks, Reserves, Road Verges and Pedestrian Accessways and is a specialised operation for which the City does not have the appropriate resources to effectively undertake, hence the need to contract out these works.

DETAILS OF PROPOSAL

The successful tenderer will be required to supply and apply various herbicides for weedspraying projects within the City boundaries.

The Contractor shall supply and apply such herbicides as directed by the Principal.

Council approval is sought to award the tender for Citywide Weed Management and Turf Insect Control Services for a period of 12 months from 1 September 2013 to 31 August 2014 with an option to be extended for further two (2) periods of 12 months.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Contract Duration	12 months
Commencement Date	1 September 2013
Expiry Date	31 August 2014
Extension Permitted	Yes as per Request for Tender Clause 4.1 [two (2) x 12 month extensions]
Annual Contract Cost	\$150,000.00 GST inc. (Approximately)
Total Contract Cost (3 years)	\$450,000.00 GST inc. (Approximately)
Rise and Fall Clause Included	No

COMMENT

Evaluation

Tender No 19/13 for Citywide Weed Management and General Turf Insect Control Services closed at 2:00PM on Tuesday 7 May 2013. Only one tender submission was received from:

	Tenderer's OR Respondent's Name
1.	Supa Pest and Weed Control

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	15	15	15	60	40	100	
Supa Pest and Weed Control	7.95	9.45	7.95	9.00	34.35	40.00	74.35	1

Supa Pest and Weed Control (SP&WC) has been the contractor for the above contract for the past 5 years. SP&WC have provided quality works to the City construction and maintenance operations areas over this period.

A comparison on pricing was carried out to assess the percentage increase from the current contract to that tendered in the new contract. The percentage increase is approximately 10%. Based on the panel's evaluation using a combination of the above selection criteria and price, the tender from Supa Pest and Weed Control is considered to be a fair and reasonable one considering that no "rise and fall" price clauses apply to any contract extensions.

Conclusion

Tenders for the Citywide Weed Management and Turf Insect Control Services were recently invited with one tender being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from Supa Pest and Weed Control represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that Tender No 19/13 for the Citywide Weed Management and Turf Insect Control Services be awarded to Supa Pest and Weed Control for the annual cost of approximately \$150,000.00 inclusive of GST for a period of 12 months with the option to be extended for a further two (2) periods of 12 months.

ATTACHMENTS

There are no attachments for this report.

T46/6/13 RECOMMEND

That with Tender No 19/13 for Citywide Weed Management and Turf Insect Control Services, Council:

- 1. Accepts the tender from Supa Pest and Weed Control for a period of 12 months commencing from 1 September, 2013 for the annual cost of approximately \$150,000.00 inclusive of GST in accordance with the submitted tender, Councils contract documentation, and Budget allocation.**
- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 31 August, 2016, subject to satisfactory performance by the contractor.**

**Moved Cr J H Munn
MOTION CARRIED (4/0)**

4.8 - TENDER NO 18/13 FOR LANDSCAPE MAINTENANCE SERVICES - HERON PARK ESTATE

WARD : HERON
FILE No. : M/334/13
DATE : 21 May 2013
REF : GM
RESPONSIBLE MANAGER : Executive Director
Technical Services

In Brief:

- Tender No 18/13 was recently called for Landscape Maintenance Services – Heron Park Estate.
- The Request for Tender seeks the provision of the required services for a period of 12 months with an option for a further two (2) periods of 12 months, subject to satisfactory performance and in accordance with Clause 4.1 in the Special Conditions of Contract.

▪ **Recommend:**

That with Tender No 18/13 Landscape Maintenance Services – Heron Park Estate, Council:

1. Accepts the tender from Cobey Maintenance Services for a period of 12 months commencing from 1 September, 2013 for the consideration of \$86,291.64 inclusive of GST in accordance with the submitted tender, Councils contract documentation, and Budget allocation.
2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 31 August 2016, subject to satisfactory performance by the contractor.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1. Community Wellbeing
 - 1.5 Recreation and leisure opportunities that contribute to community health and wellbeing.
 - 1.5.1 Provide and promote Council sport, recreation and leisure facilities.

2. Enhance Natural and Built Environments
 - 2.4 Attractive and user-friendly streetscapes and open spaces.
 - 2.4.1 Implement townscape, streetscape and parkland improvements to enhance the distinctive character of the City.
 - 2.4.2 Maintain and improve where required the quality, amenity and accessibility of open spaces.
 - 2.7 Assets and infrastructure managed over the long term to meet current and future needs.
 - 2.7.1 Develop and implement long term Service and Asset Management Plans for all Council assets, having regard for current and future asset needs and the City's long term financial plan.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 Local Government Act 1995 (as amended) – 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 Policies/Local Laws indicates that the following are applicable

- Council Policy ADM 19 – Procurement of Goods or Services.

Budget/Financial Implications

Works can be accommodated within the 2013/14 Parks Operations Budget.

Consultation

Intra Directorate.

BACKGROUND

Tender No 18/3 being for Landscape Maintenance Services – Heron Park Estate was advertised in the Saturday 20th April 2013 edition of the 'West Australian' newspaper and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

This Contract includes the supply of labour, materials, plant and equipment for the landscape maintenance in the City's built parks, reserves and streetscapes in Heron Park Estate. This is a specialised operational service for which the City does not have the appropriate resources to effectively undertake, hence the need to contract out these works.

DETAILS OF PROPOSAL

The successful tenderer will be required to supply, labour, materials, plant and equipment for the landscape maintenance in the City's built parks, reserves and streetscapes in Heron Park Estate.

The Contractor shall supply and apply frequency of service as directed by the Principal.

Council approval is sought to award the tender for Landscape Maintenance Services – Heron Park Estate for a period of 12 months from 1 September 2013 to 31 August 2014 with an option to be extended for a further two (2) periods of 12 months.

Contract Type	Fixed Price Contract
Contract Duration	12 months
Commencement Date	1 September 2013
Expiry Date	31 August 2014
Extension Permitted	Yes as per Request for Tender Clause 4.1 (two (2) x 12 month extensions)
Annual Contract Cost	\$90,000.00 (Approximately)
Total Contract Cost (3 years)	\$270,000.00 (Approximately)
Rise and Fall Clause Included	No

COMMENT

Evaluation

Tender No 18/13 for Landscape Maintenance Services – Heron Park Estate closed at 2:00PM on Tuesday 7 May 2013. There were six (6) tender submissions received from:

	Tenderer's OR Respondent's Name
1.	Cobey Maintenance Services
2.	LD Total
3.	Programmed Property Services
4.	GLG Green Life Group Pty Ltd
5.	Frogmat
6.	Environmental Industries Pty Ltd

No tenders were received after the close of deadline.

No non-conforming tenders were received.

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total Overall	Ranking
	15	15	15	15	60	40	100	
Cobey Maintenance Services	15.00	15.00	14.72	15.00	59.72	35.78	95.50	1
GLG Green Life Group Pty Ltd	13.33	13.12	13.58	13.66	53.69	40.00	93.69	2
LD Total	14.74	12.48	14.15	13.51	54.89	38.41	93.30	3
Programmed Property Services	10.32	9.20	11.60	12.18	43.30	31.96	75.26	4
Environmental Industries Pty Ltd	14.74	13.11	15.00	13.96	56.81	16.95	73.76	5
Frogmat	8.40	8.32	6.79	6.83	30.34	11.66	42.00	6

Cobey Maintenance Services (CMS) has been the contractor for the above contract for the past 12 months. CMS have provided quality works on time and on budget for the City's Parks Operations Services over this period. Parks staff are extremely pleased with the current levels of service and performance by CMS.

CMS have been able to hold their cost structure and price to a competitive rate similar to that of the current contract for each of the next three years.

Based on the panel's evaluation using a combination of the above selection criteria and price, the tender from Cobey Maintenance Services represents the most advantageous submission.

Conclusion

Tender for Landscape Maintenance Services – Heron Park Estate was recently invited with six (6) tenders being received and assessed by an evaluation panel against compliance, qualitative criteria and price.

The result was that the submission received from Cobey Maintenance Services represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that Tender No 18/13 for Landscape Maintenance Services – Heron Park Estate, be awarded to Cobey Maintenance Services for the tender price Year 1 \$86,291.64 inclusive of GST for a period of 12 months with the option to be extended for a further two (2) periods of 12 months.

ATTACHMENTS

There are no attachments for this report.

T47/6/13

RECOMMEND

That with Tender No 18/13 for Landscape Maintenance Services – Heron Park Estate, Council

- 1. Accepts the tender from Cobey Maintenance Services for a period of 12 months commencing from 1 September 2013 to 31 August 2014 for the consideration of \$86,291.64 inclusive of GST in accordance with the submitted tender, Councils contract documentation, and Budget allocation.**
- 2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of 12 months up to 31 August, 2016, subject to satisfactory performance by the contractor.**

**Moved Cr K Busby
MOTION CARRIED (4/0)**

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Progress Report: Asset Management Plans

The preparation of Asset Management Plans (AMP) is a standard requirement for good asset management practice. AMPs provide detail on the approach to asset management, provide condition ratings of assets, and detail funding requirements in order to either retain current conditions, or the cost of a recommended improvement strategy. The AMPs also stipulate forward funding requirements, and in the case of the City of Armadale, this forward financial planning would be included in the 15 Year Financial Plan.

AMPs are therefore currently being prepared for the following asset classes, with some detail on progress provided.

Pathways

The draft plan received from the consultant has been reviewed and feedback was provided on the 30 May 2013. The final draft is expected to be returned by the 15 June 2013.

The renewal gap as determined in this plan is based on the age of the network, as opposed to the norm based on the condition of the network. Some paths were given a default age due to a lack of accurate design information and therefore the resultant renewal gap calculation was substantially higher than expected. Once a full condition assessment has been completed for the entire pathway network, it is expected that the renewal gap will be more accurate, and at lower levels than currently indicated.

Stormwater Drainage

The draft plan as received from the Consultant is currently being reviewed and feedback will be provided by latest 5 June 2013. The final draft is expected to be returned by 20 June 2013.

The renewal gap in this plan has also been calculated by using the age of the network. Once again for some assets in the network a default age has had to be used and therefore the renewal gap is not deemed to be sufficiently accurate. Once finalised it is expected that the renewal gap will be more accurate, and at lower levels than currently indicated.

Roads

The first draft of the AMP is expected by 7 June 2013. The Asset Team will review the draft and should provide feedback by 21 June 2013. The final draft can be expected early in July should there be no major issues. The renewal gap in this plan has been calculated by using the actual condition of the network. It is expected that the renewal gap will be fairly accurate.

Buildings & Parks and Reserves

The draft Buildings and Parks and Reserves AMPs are expected by 21 June 2013. The Asset Team will review the details of the plans and provide feedback to ensure that the final draft is received by 15 July 2013. The renewal gap in these plans will be calculated by using the actual condition of the assets. It is expected that the renewal gap will be fairly accurate.

All amended provisional and estimated renewal amounts provided by these provisional draft AMPs will then have been included in the draft version of the 15 Year Financial Plan, apart from the known anomalies in the Pathways and Drainage AMPs, where more realistic figures will be inserted, until more accurate figures based on actual condition assessments are available.

It is planned to submit all the AMPs to the Technical Services Committee in August 2013 for consideration. The Manager Assets will be present to respond to any queries arising from the reports.

Rivers Regional Council (RRC)

Alternate Waste Treatment (AWT) Tender

It was recently reported that the RRC AWT tender process was reaching the final stages, and that the tender was to be submitted to the RRC Council for approval to advertise.

In preparation for this submission, the Technical Advisory Committee, comprising officers of the member Councils, has been through a process of compiling the tender and contract documents. These were discussed at a RRC representative workshop on 30 May 2013, at which workshop the documents were accepted, but where additional comment was encouraged.

The two documents, the two Term Sheets relating to the Agreement and the Request for Tender, will be provided for information.

For information.

Strategic Community Plan

All Councils in WA are required to produce a set of long term planning documents, these being described as the Integrated Planning Reporting Framework, comprising Strategic Community Plan, and Corporate Business Plan together with associated informing strategies.

The RRC has been in the process of compiling these documents, and at a workshop on 30 May 2013, considered the first draft of the Corporate Business Plan and the Strategic Community Plan.

These documents are being finalised and will be presented to the June meeting of RRC for adoption.

For information.

MEETING DECLARED CLOSED AT 7:45PM

TECHNICAL SERVICES COMMITTEE		
SUMMARY OF "A" ATTACHMENTS		
5 JUNE 2013		
ATT NO.	SUBJECT	PAGE
3.1 CITY OF ARMADALE PARKS FACILITIES STRATEGY 2013		
3.1.1	City of Armadale Parks Facilities Strategy 2013	121

City of Armadale Parks Facilities Strategy 2013



EXECUTIVE SUMMARY

In an effort to effectively influence the orderly and effective planning for community facilities and service development, the City of Armadale Parks Facilities Strategy 2013 has been prepared.

Community Facilities offer diverse opportunities, services and are commonly provided directly by Local Government. The provision of facilities needs to be planned and land allocated accordingly, whoever the provider, manager, and deliverer of the facility service might be.

Community infrastructure needs to be considered from a Neighbourhood (local), District and Regional perspective.

This strategy provides guidance by establishing a hierarchy of parks i.e. Regional, District, Neighbourhood, and Estates based on their classification i.e. function/use which in turn identifies using the matrix tool, a range of locations and uses ultimately through the use of the adopted Parks Facilities Strategy.

A number of evidence-based approaches to assessing the supply and demand of community facilities were identified; and is seen as an important step as a growth Council in establishing a sound strategy to achieve better provision of community facilities by having an appropriate approach. Establishing planning tools for assessment and delivery all have strengths and weaknesses and need to be modified relative to particular local circumstances with consensus on the most appropriate approach being agreed.

The City of Armadale Parks Facilities Strategy 2013 is essentially a needs-based approach with the developed rationale based on sound research including industry trends and demographic analysis, industry benchmarking (relating to design, standard provision and emerging practices), targeted or broad community consultation, qualitative and quantitative analysis.

The real test will come as we are challenged on these guidelines – ‘City of Armadale Parks Facilities Strategy 2013’.

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The real test will come as we are challenged on these guidelines – ‘City of Armadale Parks Facilities Strategy 2013’.

1. INTRODUCTION

The City of Armadale Parks Facilities Strategy 2013 has been prepared to facilitate the development of sustainable communities through quality planning, design and construction of infrastructure in the City of Armadale. This will assist with the upgrade and redevelopment of existing infrastructure as well as the establishment of new communities throughout the municipality.

2. SUSTAINABLE COMMUNITIES

The City aims to create environments that:

- Are places where people want to live, work and play.
- Meet diverse needs of existing and future residents.
- Offer a high quality of life and promote community connectedness.
- Lead the way with environmental outcomes and maximising natural settings.
- Are safe, inclusive and engaging.
- Possess economic vitality that promotes diverse activity.
- Focus' on integrated planning on all aspects of community and liveability.
- Offer good access to quality services and community facilities.
- Are well connected and welcoming for residents and visitors.

Community infrastructure is the collection of physical and publicly accessible assets used by the community that support its health, wellbeing, sense of place and community. The City of Armadale expects that infrastructure will be of high quality, responsive to changing community needs and aspirations and will be able to be maintained within operational budgets. Minimum standards may be specified to ensure an acceptable standard for development is achieved; however creative design that maximises sites natural settings and features will be encouraged.

Innovative design solutions and construction techniques will result in communities that are individual and promote their unique qualities.

It is important to plan, design and construct community infrastructure in a responsible and sustainable way because such infrastructure:

- Affects people's ability to go about their everyday life.

- Can incorporate adaptable and flexible environments that cater for changing needs over time.
- Increases people's chance of meeting others, accessing services and being active members of communities.
- Preserves natural values and incorporate environmental features.
- Enhances health and wellbeing through opportunities for physical activity and active lifestyle.

The City of Armadale Parks Facilities Strategy 2013 will be used by Developers, Authorities and Consultants on behalf of Clients, Council Officers and Elected Members.

The City of Armadale Parks Facilities Strategy 2013 is intended to be used as a guide for design, planning and development. While there are many aspects of the strategy that are quite specific about development outcomes, the City (Council) encourages innovation and creative solutions to the development of sustainable communities.

It is intended that the City of Armadale Parks Facilities Strategy 2013 be reviewed annually along with the 'City of Armadale Landscape Design Guidelines for Public Open Space and Streetscapes' (currently in draft) to define improvements and changes in the management of infrastructure while ensuring new standards and industry trends are included in the strategy.

3. OBJECTIVES

The provision of sport, recreation and open space in communities is vital to provide for the long term recreation and sporting needs of an active and healthy community.

The objectives for the development of sport, recreation and open space are designed to promote a 'sense of place' and community for all ages and provide opportunities to meet and interact in appropriate spaces with appropriate infrastructure. They can also give character to an area, define landscapes and provide a focus to connect a community.

Open space should provide popular and responsive active (sport and active recreation) and passive (including walking, sitting, contemplating and picnicking etc.).

Spaces should be well designed and create places that are 'fit-for-purpose', useable and be places where people want to be. They should maximise active and passive surveillance from adjoining areas and passers-by. Benefits for the community should be easily and clearly defined.

Active recreation spaces and facilities should be designed to facilitate shared use, including schools, community, and different community users. Open space should have due regard to the environmental and cultural heritage values within the landscape.

4. PRINCIPLES

The City of Armadale Parks Facilities Strategy 2013 is intended to be Council endorsed principles that are applicable to the provision of open space within the City of Armadale. These form the basis of the following principles:

Conserve and protect the natural and cultural environment;

- Protect and enhance natural and cultural environments, particularly areas of remnant vegetation/habitat and indigenous cultural value.
- Maximise visual amenity and maximise views into and out of each space.

Reflecting community needs

- Decisions guided/influenced by community interests, needs and aspirations, actual participation trends and demographic characteristics.
- Encourage participation in physical and social activities to connect people within a community.

Enhancing recreation and tourism opportunities;

- Reflecting importance of recreation and tourism to the City of Armadale and regional economies.

Improving provision and optimising access;

- Creating an equitable distribution of open space types linkages between various origins and destinations throughout communities.
- Optimising circulation, parking access and egress in sites to provide safe and accessible arrival and departure for users.

Ensuring diversity of provision;

- Open spaces with a wide range of characteristics will be developed, ensuring that conservation and heritage values are retained and where possible, enhanced.

Expanding the network of linkages;

- Enhance existing pedestrian and cyclist path networks to meet recreation and commuter needs.

Providing for people with disabilities;

- Providing for the needs of all community members, including those who may have disabilities.

Site responsive uses;

- Ensuring appropriate uses of the open space for the sustainable capacity of the site to meet the characteristics of the site.
- Maximising amenity and safety of sites and minimising hazards.
- Minimising the use and reliance on portable water.

Maintenance;

- Ensuring that sites are located, planned and maintained to agreed service and safety standards with due regard for economic sustainability.

Providing clear guidance to Council;

- Planning processes must provide Council with clear actions that are affordable and consistent with policy and funding criteria.

Contribute to social and/or economic well being

- Planning and provision should contribute to the social and/or economic wellbeing of the community.

A flexible and long-term focus;

- A focus on long-term strategic outcomes will provide flexible opportunities to meet and adapt to future needs.

Provision partnerships;

- Opportunities for partnerships in planning and management should be integral to any planning process.

5. RELEVANT STANDARDS, POLICY & LEGISLATION

Compliance with Australian Standards:

- Australian and New Zealand Standard AS/NZS 4486.1: Playgrounds and Playground Equipment.
- Part 1: Development, Installation, Inspection, Maintenance and Operation.
- Australian and New Zealand Standard AS/NZS 4422: Playground Surfacing - Specifications, Requirements and Test Methods.
- Australian Standard AS 1428: Design for Access and Mobility.
- Australian Standard AS 4685: Playground Equipment.
- Australian and New Zealand Standard AS/NZS ISO 31000: Risk Management - Principles and Guidelines.
- Disability Discrimination Act 1992.
- Disabilities Services Act 1993 – amended 2004.
- State Government Disability Future Directions Strategy.
- City of Armadale – Disability Access & Inclusion Plan 2011 – 2016.
- Positive Aging Strategy.
- City of Armadale Public Toilet Strategy 2013.
- Disability Access to Premises Standards 2010.
- State Government Disability Future Directions Strategy Document.

6. PARKS HIERARCHY (FUNCTION) – EXAMPLES AND DESCRIPTION

Neighbourhood:

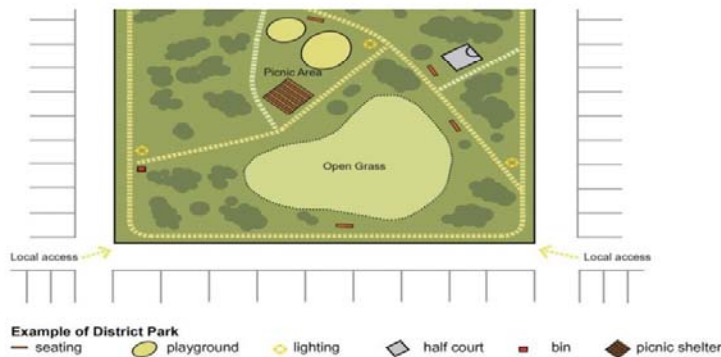
These Parks serve the recreation and social needs of small, discrete and somewhat isolated neighbourhoods. Users would typically be casual short-term and come from residences located in the immediate short walking distance of the park. Accordingly the integration of higher value facilities such as BBQ's, toilets and bins would be excluded and users would be expected to take their waste away with them.

Typically these parks are very small and may be irrigated or dry parks. They generally exhibit low to medium level quality grass or seasonal weed cover.



District:

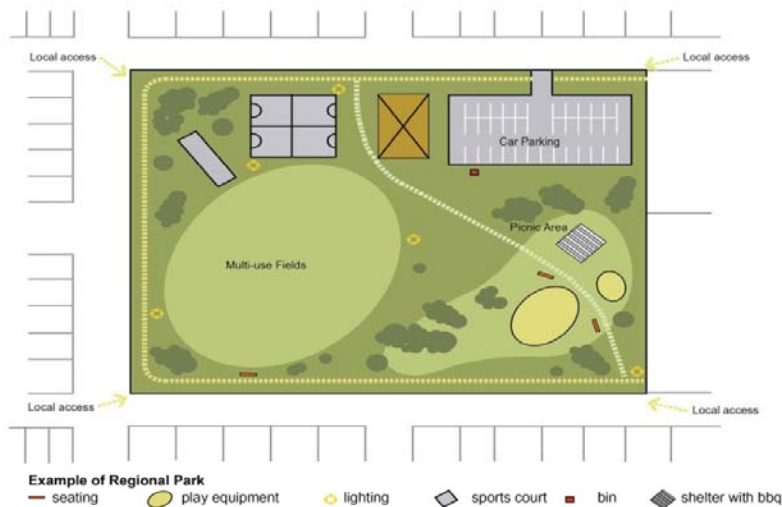
These parks serve to meet the community based needs of multiple neighbourhoods. Sites are frequented by children, adolescents and adults and may include mixed ages play areas e.g. ball kicking, kite flying, resting places and small intimate spaces etc. Parks may be irrigated but could be dry with generally low to medium quality grass/seasonal weed cover. A slightly higher asset value and an array of facilities may be appropriate for inclusion but the provision of high maintenance facilities may be deemed inappropriate. Within selective District Parks it may be appropriate to include a broader range of facilities, as noted on the Parks Hierarchy/Asset Matrix. Shown as (C) conditional inclusion.



Regional:

These parks serve the broader community needs, in a multi-faceted approach. Grassed areas are provided for functions/events, informal games, organised club sporting activities and hard surfaces for games i.e. netball. Parks would be typically irrigated and a higher level quality turf.

A broader range of facilities including toilets, BBQ's, lighting, and public buildings would be deemed appropriate for such parks due to their size, regional location and intended longer term use for specialised recreation.



Estates: Note: All estates will be redefined following a review and full asset pick up of current locations into other relevant function types shown if applicable.

1. POS serves a dual function for recreation and urban water management. Dedicated passive, recreational play and social areas offer a variety of features and facilities often with unique characteristics to identify with the new suburb. These parks generally are long linear transitions/greenway linkages as now seen in much of the City's new Estate POS areas.

7. PARKS CLASSIFICATIONS

The City's Parks and Reserves can be classified under fourteen different classes, particular to their built form, designed use, stage of development or location.

Classification (Purpose)	Hierarchy	DESCRIPTION	AREA	NO
	(Function)			
Active Reserve	Regional	Irrigated sports field, booked on a regular basis.	75 Ha	12
Irrigated Passive Reserve CBD	District & Neighbourhood	Irrigated grasslands with or without gardens or facilities Minnawarra & Memorial	41.97 Ha	19
	Regional			2
Dry Park	District & Neighbourhood	Non irrigated reserve with or without facilities.	55.75 Ha	64
Unclassified	-	Unclassified Reserves	25.00 Ha	74
Natural Areas	Conservation	Dedicated conservation or bushland areas including rivers and foreshores.	271.8 Ha	50
Undeveloped POS	-	Where annual basic maintenance is the extent of management.	93.82 Ha	72
Comm. Facility		Comm. Centres/ buildings and surrounds	NA	21
Regional Bushland	Conservation	Dedicated conservation or bushland areas including rivers and foreshores of regional significance and size.	1027 Ha	4
Roundabouts and Street Gardens	-	Areas maintained in road reserves, median strips, roundabouts and occasional verges that contain irrigation.	1.50 Ha	61
Townscape Amenity & Industrial Areas	-	Streetscapes within the Armadale and Kelmscott CBD areas.	5.3 Ha	2
	-	Shopping precincts. Includes pavement, mall, gardens, verges and facilities.		3
	-	Industrial Areas		2
Public Access Ways	-	Walkways and paths for public use.	7.8 Ha	236
Estates POS NB: To be reviewed and reclassified (if applicable)	Estates	High quality open space including entry statements, irrigated parks and gardens and extensive park infrastructure/facilities	est. 87 Ha	36
Street Trees	-	Planted trees within the cities road network citywide on street verges.	Est. 17,000 trees	
1847.3 Ha				

8. PARKS FUNCTIONS

Methodology

The City of Armadale Parks Facilities Strategy 2013 for the City of Armadale provides a park hierarchy (function) categorizing parks into four-tiers: Neighbourhood, District, Regional and Estates.

The Strategy/Matrix guides decision making by providing a framework, taking into consideration each parks hierarchical status, existing infrastructure level, current and future asset management and maintenance programs and community expectation.

The matrix is a guide and all developments will be assessed on a site by site basis to ensure the best functional design outcomes are achieved for residents of the City.

The aim of this document is to guide the City in its provision of new community infrastructure development within existing and new development areas. Provisions should be made for communities as they are built and grow by providing a range of POS to cater for the needs of all the community. These POS will facilitate the development of sustainable communities through quality planning, design and construction of infrastructure in the City of Armadale.

This strategy will assist with the upgrade and redevelopment of existing infrastructure as well as the establishment of new communities throughout the municipality. It is important to plan, design and construct community infrastructure in a responsible and sustainable way.

The City maintains 68 playground sites at this present time in accordance with the 'Playground Strategy- A Safer and Fun Direction for all at the City of Armadale' – 2008.

The way we develop and maintain the physical infrastructure including both the hard and soft landscapes of our City has a big impact on quality of life and the protection of our environment.

The Parks Services Unit endeavours to constantly enhance the City's natural and built environments by reviewing existing management practices & programs, undertake regular assessments of soft and hard landscapes and develop plans for future development projects.

The Facilities Matrix guides decision making, taking into consideration each parks hierarchical status, existing infrastructure level, current use patterns, current and future asset management and maintenance programs, whilst gauging foreseeable community expectation into the future.

This matrix integrated with the 'City of Armadale Landscape Design Guidelines for Public Open Space and Streetscapes in New Residential Developments' Developer Guidelines for POS development in

This matrix integrated with the 'City of Armadale Landscape Design Guidelines for Public Open Space and Streetscapes in new Residential Developments' Developer Guidelines for POS development in new areas is currently being finalised for working group comment in May 2013. This, along with already adopted strategies which will enable Council to provide a clearer direction to land developers, internal project/design officers and residents as to what the City's expected infrastructure levels are according to the parks location and expected usage patterns.

Local governments with a clear policy on provision and design of POS have been most successful in negotiation POS provision and its associated infrastructure requirements.

In rationalising the Facilities Matrix an existing tiered Playground Hierarchy and Playground Strategy were used in conjunction with extensive local knowledge of parks usage patterns to evaluate and determine each particular classifications suitability for facility inclusion. This classification system assists as an effective planning tool in determining the most appropriate type, style and level of facilities for inclusion in the City's existing and future Parks and Reserves. The matrix considers the minimum standards and facility provision for Regional, District, Neighborhood and Estate POS.

It is critical to recognise the difficulty determining an "overarching" set or rules that fit every situation due to the highly variable distribution of parks throughout the City, in some cases a general lack of opportunity to utilise or connect into existing supporting services, and the ongoing issue of determining cost versus true benefit.

POS need to be diverse, flexible and adaptive to meet community needs and expectations and to respond to changing environmental conditions. The City of Armadale expects that infrastructure will be of high quality, responsive to changing community needs/aspirations and will be able to be maintained within operational budgets. The City encourages innovation and creative solutions to the development of sustainable communities.

POS is most often defined in relation to hierarchical systems based on size such as Local, District, or Regional open space. While useful in most circumstances, it provides little information about open space form or function or of the facilities present within each space. POS may be set aside for sport/sporting fields, recreation, community purposes including parklands, bushland playgrounds, and civic places.

POS is often described as 'active' or 'passive'. Active space is generally considered to include sports fields and grounds suitable for structured, competitive sport. Passive space is generally considered to

include public parklands and playgrounds, areas with walk paths and cycle ways or areas where people might seek relaxation or participate in unstructured activity.

The City seeks to provide a range of accessible open spaces, with a balance between small spaces accessed at a local level and larger spaces which are accessed by a number of neighbourhoods. A number of anomalies across existing sites exist, as development has occurred at different times under different sets of needs and trends.

9. PARKS HIERARCHY & FACILITIES MATRIX 2013

The Matrix outlines the Parks hierarchy and the facilities potentially associated with each classification.

CITY OF ARMADALE PARKS HIERARCHY & FACILITIES MATRIX 2013																							
PLANNING CRITERIA			ASSET FACILITY																	Y	N	C	
PARK CLASSIFICATION (COA DEFINED)	KEY RECREATIONAL FUNCTIONS (COA DEFINED)	ADEQUACY / PROVISION ON CRITERIA	\$ PLAY GROUND	RUBBISH & DOG BINS	PICNIC SHELTER/ TABLE	SEATING	PUBLIC TOILET	BBQ	DRINK FOUNTAIN	LIGHTING	IRRIGATION	SHADE SAILS	HARD-COURT AREAS	ARTWORK SOUND MOTION	PATHWAYS	BRIDGES	EXERCISE EQUIPMENT	SKATE PARKS	DOG AGILITY				
NEIGHBOURHOOD Generally less than 400m ²	Parks that serve the recreation and social needs of discrete neighbourhoods. They provide basic park infrastructure commensurate with short stays. Typically very small. May be irrigated or dry parks. Generally low to medium level quality grass or seasonal weed cover.	150-300m safe walking distance to residence. Good visual supervision	<\$40,000	N	N	Y	N	N	N	C	C	N	N	N	Y	N	N	N	N				
DISTRICT Generally 400m ² -2Ha	Parks serving to meet the community based needs of multiple neighbourhoods attracted by a variety of features, facilities and opportunities to socialize. Children & adolescents play areas e.g. kicking areas, kites playgrounds, resting places, small intimate spaces. This form of open space should be designed for longer stays and therefore amenities such as bbq's and public toilets may be appropriate. May be irrigated or dry and generally low to medium quality grass/seasonal weed cover.	Maximum 400m walk from most dwellings, serves about 600 houses. District distributors and other major roads should be identified as barriers to walking	\$40,000 - \$75,000	Y	Y	Y	C	C	Y	Y	C	C	C	N	Y	C	C	C	C				
REGIONAL PARK Generally 2.5/4hec	Serves the broader community needs in a multi faceted approach. Grassed areas for informal games, organised club sporting activities, hard surfaces for games i.e. netball. Irrigated higher level quality turf.	Maximum 600m - 1km walk from most houses, serves about 1800 houses	>\$75,000 - \$100,000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	C	Y	Y	Y				
ESTATES (To be reviewed and reclassified if applicable)	POS serves dual function for recreation and urban water management. Dedicated passive, recreational, play and social areas with long linear transitions forming greenway linkages.		\$15,000 - \$50,000	Y	Y	Y	N	Y	Y	Y	Y	C	Y	Y	Y	Y	Y	N	N				
Y: Included																							
N: Not included																							
C: Conditional Inclusion			Conditional inclusion (C) elements will be considered on a site by site basis, and will be driven by actual community needs, functional design, intent of POS & ongoing maintenance costs																				

CONDITIONAL INCLUSION
NOT INCLUDED
INCLUDED

10. PARKS PLANNING HIERARCHY

The following table outlines the City's parks in relation to their classification, hierarchy and location. Note: Many of the tabled Parks and Reserves names shown are not approved by the Geographic Names Committee. Parks shown within the classification of Estates currently are to be reviewed and reclassified if applicable. Conservation areas such as Regional Bushland and Natural Areas.

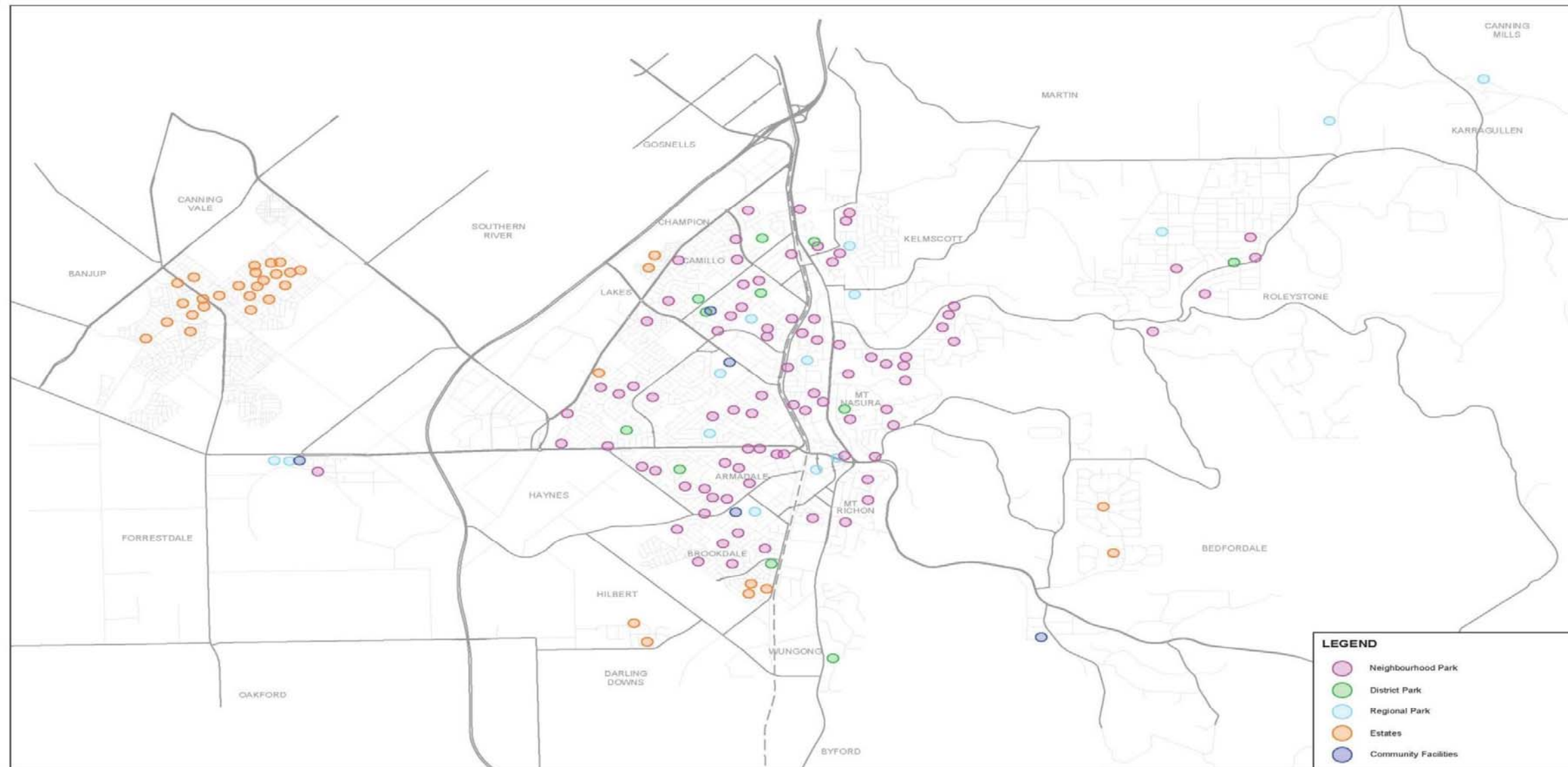
NEIGHBOURHOOD PARK	CLASSIFICATION	WARD
Abingdon Reserve	Irrigated Passive	Heron
Adair Reserve	Dry Park	Neerigen
Alderson Reserve	Dry Park	Minnawarra
Allawah Reserve	Dry Park	Minnawarra
Alice Reserve	Dry Park	Jarra
Amethyst Reserve	Dry Park	Neerigen
AngeloSt Reserve	Dry Park	Lake
Apex Park	Dry Park	River
Arbour Reserve	Dry Park	Heron
Asplin Reserve	Dry Park	River
Bamlett Reserve	Dry Park	Neerigen
Barry Poad Reserve	Dry Park	Palomino
Bavich Reserve	Dry Park	Minnawarra
Blackburne Reserve	Dry Park	River
Bronzewing Reserve	Irrigated Passive	Lake
Burrowa Reserve	Dry Park	Lake
Champion Drive Residential Verdant Crc	Irrigated Passive	Palomino
Callow Park	Dry Park	Lake
Clements Grove Reserve	Dry Park	Minnawarra
Coachmans Estate Reserve(Saddlers Rtt)	Dry Park	Kelmscott
Cordelia Reserve	Dry Park	Lake
Corondale Park Isaba Reserve	Irrigated Passive	Palomino
Dale Reserve	Dry Park	Minnawarra
Damerham Reserve	Dry Park	Minnawarra
Dawson Reserve	Dry Park	Lake
Don Simmons Reserve	Irrigated Passive	Lake
Ellis Reserve	Dry Park	Neerigen
Emerald Place Reserve	Dry Park	Neerigen
Eva and Bill Moore Reserve	Irrigated Passive	Heron
Fancote Park	Irrigated Passive	River
Foster Reserve	Dry Park	River
Gemsarna Reserve	Dry Park	River
George Foster Reserve	Dry Park	Minnawarra
Gillam Dve Reserve	Dry Park	Heron

NEIGHBOURHOOD PARK	CLASSIFICATION	WARD
Gobey's Driving Range	Dry Park	River
Grovelands Drive Reserve	Irrigated Passive	Heron
Gunnamatta Place Reserve	Dry Park	Heron
Hamersley Reserve	Dry Park	River
Heather Locke Reserve	Dry Park	Heron
Henrietta Reserve	Dry Park	Neerigen
Hicks/Savage POS	Dry Park	Neerigen
Hilltop Reserve	Dry Park	River
Horrie Hill Reserve	Irrigated Passive	Lake
Lina Hart Memorial Reserve	Dry Park	Jarrah
Lions Park/Caradine Reserve	Dry Park	Neerigen
Matron Olive Galliers Park	Dry Park	Minnawarra
Mazega Park	Dry Park	Neerigen
Meyer Reserve	Dry Park	River
Migrant Park	Dry Park	River
Millen Reserve	Dry Park	Neerigen
Mimosa Reserve	Dry Park	Heron
Mogo Reserve	Dry Park	Minnawarra
Murray Reserve	Dry Park	Minnawarra
Pamplona Reserve (Corandale Park)	Irrigated Passive	Palomino
Patterson Park	Dry Park	Neerigen
Peaceful Pond	Dry Park	Neerigen
Pelham Reserve	Dry Park	Lake
Powell Reserve	Dry Park	Lake
Regina Rd Reserve	Dry Park	Heron
Redtingle Reserve	Dry Park	Heron
Ringwood Reserve	Dry Park	Minnawarra
Riverside Reserve	Dry Park	Palomino
Robin Reserve	Dry Park	Minnawarra
Roly Pool	Dry Park	Jarrah
Rotary Park	Irrigated Passive	Minnawarra
Rushton Terrace Reserve	Dry Park	Neerigen
Russellia Reserve	Dry Park	Jarrah
San Jacinta Reserve	Dry Park	Palomino
Sanctuary Lake	Irrigated Passive	Minnawarra
Seminole Gardens Reserve	Irrigated Passive	Palomino
Sexty Reserve	Dry Park	Minnawarra
Sheriff Reserve	Dry Park	Minnawarra
Skeet Memorial	Irrigated Passive	Lake
Slab Gully Reserve	Dry Park	Jarrah
Tollington Park	Dry Park	Heron
Wallaby Reserve	Irrigated Passive	Lake
Wandoo Reserve	Dry Park	River
Ward Reserve	Dry Park	River

NEIGHBOURHOOD PARK	CLASSIFICATION	WARD
Werdley Reserve	Dry Park	Lake
Westfield Park Reserve	Dry Park	Heron
Whittington Reserve	Dry Park	Neerigen
Wilcannia/Toongabbie	Dry Park	Minnawarra
William Turner Reserve	Dry Park	Minnawarra
Wye Reserve	Dry Park	Lake
DISTRICT PARK	CLASSIFICATION	WARD
Bernice Hargrave Reserve	Irrigated Passive	Heron
Borrello Park	Irrigated Passive	Jarra
Bryan Gell Reserve	Irrigated Passive	Heron
Derry Reserve	Dry Park	Neerigen
Fancote Park	Irrigated Passive	River
Harber Drive Reserve	Irrigated Passive	Lake
Kuhl Park	Irrigated Passive	Heron
Matthew Stott Reserve	Irrigated Passive	Palomino
Rails Crescent Bridal Trail/Coolaberra Reserve	Dry Park	Neerigen
Reg Williams Reserve	Irrigated Passive	Lake
Westfield Heron Reserve	Dry Park	Heron
REGIONAL PARK	CLASSIFICATION	WARD
Alfred Skeet Oval	Active	Lake
Bob Blackburn	Active	Palomino
Creyk Park	Active	River
Cross Park	Active	Jarra
Frye Park	Active	River
Gwynne Park	Active	Minnawarra
John Dunn Oval	Active	Heron
Karragullen Oval	Active	Jarra
Memorial Park	Irrigated Passive	Minnawarra
Minnawarra Park	Irrigated Passive	Minnawarra
Morgan Park	Active	Palomino
Rushton Park	Active	River
Springdale Park	Active	Jarra
William Skeet Oval	Active	Lake
ESTATE	CLASSIFICATION	WARD
Ashworth/Flematti Reserve	Dry Park	Lake
Allwood Reserve	Dry Park	Lake
Benalla Reserve	Irrigated Passive	Heron
Bill Clare Park	Irrigated Passive	Lake
Bluebeech Reserve	Irrigated Passive	Heron
Broadway Reserve	Irrigated Passive	Heron
Burtonia Gdns Reserve	Irrigated Passive	Lake
Chiltern Ave Reserve	Irrigated Passive	Lake
Churchmans Brook Reserve	Irrigated Passive	Lake

ESTATE	CLASSIFICATION	WARD
Conical Reserve	Irrigated Passive	Lake
Erade Reserve	Irrigated Passive	Lake
Foundry Turn Reserve	Irrigated Passive	Lake
Gallinago Cnr Reserve	Irrigated Passive	Neerigen
Gerald Russell Park	Irrigated Passive	Lake
Greenshank Reserve	Irrigated Passive	Lake
Heron Lakes Reserve	Irrigated Passive	Lake
Heronwood Reserve	Irrigated Passive	Lake
Jim & Alma Baker Park	Irrigated Passive	Lake
Joe Saunders Park	Irrigated Passive	Lake
Lauraine Reserve	Irrigated Passive	Lake
Letterkenny Reserve	Irrigated Passive	Lake
Marseilles Gardens	Irrigated Passive	Lake
Massell Way Reserve	Irrigated Passive	Heron
Mossgreen Link	Irrigated Passive	Lake
Northerly Reserve	Irrigated Passive	Lake
Rosette Place Reserve	Irrigated Passive	Lake
Silvershot Reserve	Irrigated Passive	Lake
Sotheby Drv Reserve	Irrigated Passive	Lake
Splendid Gardens Reserve	Irrigated Passive	Lake
Teal Brook Reserve	Irrigated Passive	Lake
Tolarno Bend	Irrigated Passive	Lake
Turin Reserve	Irrigated Passive	Lake
Waterwheel Ridge Reserve	Irrigated Passive	Lake
Whittaker Reserve	Irrigated Passive	Palomino
William Lockard Park	Irrigated Passive	Neerigen
Yellowood Reserve	Irrigated Passive	Lake

11. RESERVE HIERARCHY



PARKS PLANNING HEIRARCHY

550 0 550 1100m SCALE 1 : 54999

Based on information provided by and with the permission of the Western Australian Land Information Authority (Landscape 2012). Aerial photograph supplied by Landgate, Trivestor and SurveyMap.



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12. HIERARCHY BY LOCATION

This table summarises the City's developed Parks & Reserves into a hierarchical level of Community facilities, Neighbourhood parks, District parks and Regional parks. These locations have playgrounds and other associated assets installed in them.

PLAYGROUND HIERARCHY BY LOCATION					
LOCATION	HIERARCHY	SUBURB	LOCATION	HIERARCHY	SUBURB
Armada Arena Creche	CF	Armada	Seminole Gardens	N	Seville Grove
Armada Aquatic	CF	Armada	Sexty Res	N	Armada
Bedforddale Hall	CF	Bedforddale	Skeet Memorial Park	N	Forrestdale
Champion Community Centre	CF	Armada	Splendid Gardens Res	N	Heron Park Harrisdale
Churchmans Brook	CF	Bedforddale	Tollington Park	N	Kelmscott
Forrestdale Community Centre	CF	Forrestdale	Toongabbie Res	N	Armada
Harold King Community Centre	CF	Kelmscott	Tredale Park	N	Mt Richon
Jim & Alma Baker Park	CF	Heron Park Harrisdale	Valentine Res	N	Kelmscott
Kindiamanna Community	CF	Kelmscott	Water Wheel Ridge	N	Bedforddale
Alderson Park	N	Armada	Westfield POS	N	Westfield
Apex Park	N	Kelmscott	Bernice Hargraves Res	D	Kelmscott
Barry Poad Res	N	Seville Grove	Borrello Park	D	Roleystone
Bronzewing Res	N	Brookdale	Bryan Gell Reserve	D	Kelmscott
Champion Drive Estate	N	Seville Grove	Derry Res	D	Mt Nasura
Kindiamanna Community	N	Kelmscott	Don Simmons Res	D	Brookdale
Damerham Reserve	N	Armada	Fancote Park	D	Kelmscott
Dawson Res	N	Armada	Harber Drive Res	D	Brookdale
Eva & Bill Moore Res	N	Camillo	Karragullen Oval	D	Karragullen
Galliers Res	N	Armada	Khul Park	D	Camillo
Grovelands Drive Res	N	Camillo	Matthew Stott Reserve	D	Seville Grove
Heather Lock Res	N	Kelmscott	Reg Williams Res	D	Armada
Horrie Hill Res	N	Armada	William Lockard Park	D	Vertu Estate Harrisdale
Joe Saunders Park	N	Champion Lakes	Westfield Heron Res	D	Westfield
Lina Hart Res	N	Roleystone	Alfred Skeet Res	R	Forrestdale
Mazega Park	N	Mt Nasura	Bob Blackburn	R	Seville Grove
New Haven Estate	N	New Haven Estate - Piera Waters	Creyk Park	R	Armada
New Haven Estate Turin Res	N	New Haven Estate - Piera Waters	Cross Park	R	Roleystone
Northerly Res	N	Arion Estate - Harrisdale	Frye Park	R	Kelmscott
Paterson Park	N	Mt Nasura	Gwynne Park	R	Armada
Rotary Park	N	Armada	John Dunn Oval	R	Kelmscott
San Jacinta Res	N	Seville Grove	Memorial Park	R	Armada
			Morgan Park	R	Armada
			Rushion Park	R	Kelmscott
			William Skeet Oval	R	Forrestdale
CF- COMMUNITY FACILITY, D- DISTRICT, R- REGIONAL, N- NEIGHBOURHOOD			TOTAL SITES 65		

13. PARKS INFRASTRUCTURE

13.1 ACCESS

13.1.1 Pathways

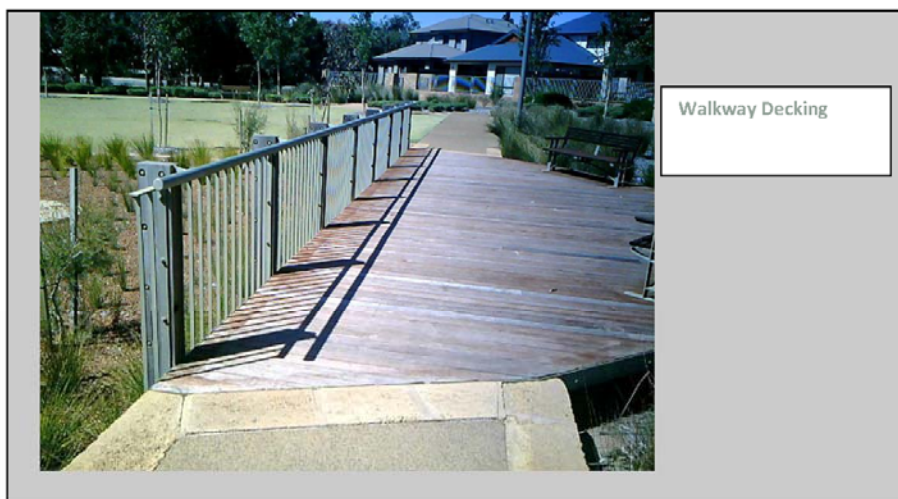
Pathways aid the safe movement of pedestrians and cyclists throughout POS (Public Open Spaces) to link with the greater regional network and neighbourhood facilities such as schools, playgrounds, transport etc. It is important that all residents have the opportunity to access POS and the pathways shall be design accordingly.

- Paths and other paved areas shall be designed and installed in accordance with relevant Australian Standards.

13.1.2 Pedestrian Bridges

Bridges will be considered where connectivity across obstacles such as waterways or sensitive bushland is desired.

- Preference shall be given to the use of timber alternatives such as composite decking or concrete decking.
- All bridges shall be designed and installed in accordance with relevant Australian Standards.



13.1.3 Parking

- Neighbourhood – Nil, other than normal street parking
- District – Generally off-street parking positioned in verge cut-out areas, however in some instances internal parking may be appropriate in specific district parks as identified on the facilities matrix shown as (C) conditional inclusion and/or over provision as a result of having a broader range of facilities particularly for weekend activity. A minimum of 5 bays in most cases would be considered sufficient.
- Regional – As these areas serve the broader community and often regional needs and are intended for longer term periods of usage for specialised recreation purposes they should cater for weekend loads. A minimum of 50 bays in most cases.

13.2 ACTIVE EQUIPMENT

13.2.1 Playgrounds

The outdoor play spaces need to reflect the characteristics, the intended function and classification of each parkland. With the park classification system, there is opportunity to provide diverse play spaces that will meet the varying needs of the community whilst reflecting the individual feel and character of the parks. This will ensure the provision of a diverse range of age appropriate, quality play spaces whilst maintaining an effective use of resources.

The target age and the level of play opportunities shall be relevant to the intended function and classification of each park. Play spaces shall consider other opportunities provided within the same precinct in terms of age appropriateness, interaction and variety. For example Regional and District parks may feature a range of challenging play spaces targeting all age groups and abilities which require a higher level of interaction. Neighbourhood parks may feature an intimate playground reflective of nature of the park and targeting a limited age group and ability.



13.2.2 Playground Design

- Play equipment will be located within one general area with consideration given to passive surveillance principles.
- Seating and connecting pathways are to be provided adjacent to each playground
- Shade is to be considered in the placement of playgrounds with consideration given to natural and constructed shade as appropriate.
- Play equipment, surrounds and soft fall shall comply with Australian Standards.
- Pine park mulch or rubber, white washed sand or softfall is to be used within playground fall zones with a path surrounding the playground acting as an edge.
- Access for people with disabilities shall be provided to all play spaces.
- A diversity of play opportunities shall be considered catering for a range of activities - climbing, balancing etc.
- Play opportunities shall be considered catering for children with a range of abilities.

13.2.3 Exercise Equipment

Sporting or exercise equipment provides an opportunity to better community health and wellbeing. Exercise equipment will be located adjacent to sporting ovals or cycle networks to provide a diversity of active recreation pursuits.

- All equipment and surrounds shall comply with relevant Australian Standards. In the absence of Australian Standards applicable to fitness/exercise equipment the City of Armadale will require Playground Safety Standards to be applied.
- Access for people with disabilities and all age groups shall be considered in the selection of equipment.



13.2.4 Hardcourt's

Hard courts within open parkland provide an opportunity to engage the community in active outdoor play and provide space for a number of sporting pursuits within one resource. As such multi-use courts where a number of sports are catered for are preferred.

- All equipment and surrounds shall comply with relevant Australian Standards.
- Access for people with disabilities and all age groups shall be considered in the selection of equipment.



13.2.5 Skate Park

Skate parks are to be considered within regional parks.

- The placement of Skate Parks shall allow for passive surveillance and consider the surrounding environment, allowing sufficient space for a safe fall zone.
- Skate Parks shall not be placed within close proximity to hazards such as busy roads or water bodies.
- Construction materials and techniques may vary from premium level, custom designed in-situ poured concrete skate parks with rubber softfall and steel elements to “off the shelf” prefabricated steel structures designed to be relocatable.
- Skate parks would typically be associated with other asset types including but not limited to drink fountains, shade/shelter, passive seating and landscaped areas and would support and promote connectivity to surrounding areas.
- Design and development of skate park projects would be commensurate with community expectations and requirements determined through end user community engagement.



13.2.6 Dog Agility

These areas provide exercise, socialisation opportunities and provide an area as a venue for education, enforcement and leisure.

- Off leash areas
- Dog agility parks
- Dog club sports
- Dog training groups
- Community dog events



13.3 PARK FURNITURE

13.3.1 Picnic shelters/tables

Picnic shelters/tables will be located adjacent to, with clear sightlines of, playgrounds and open kickabout grass areas.

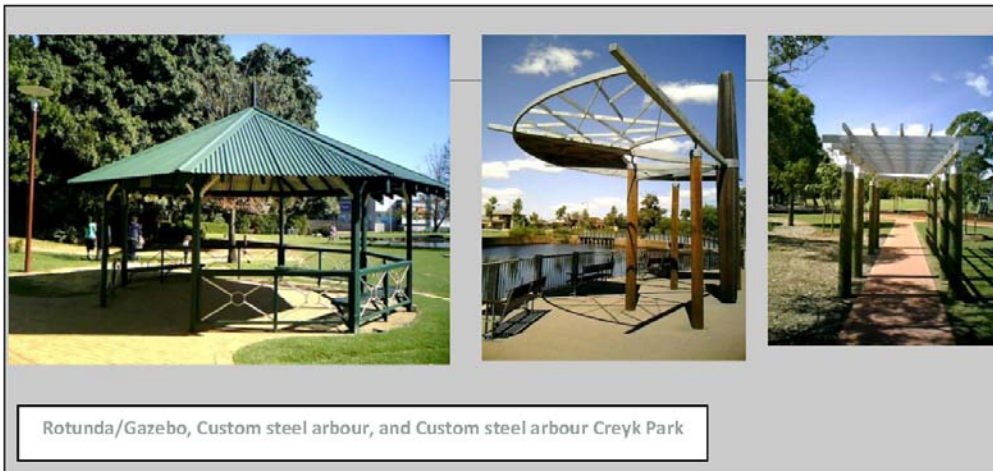
- Preference shall be given to metal shade structures and seating in either an aluminium or steel.
- All free standing structures greater than 1000mm high shall require structural certification by an accredited engineer.



13.3.2 Gazebos/Rotundas/Arbours

Gazebos and arbours will be considered where a larger shade structure is required or as a feature element.

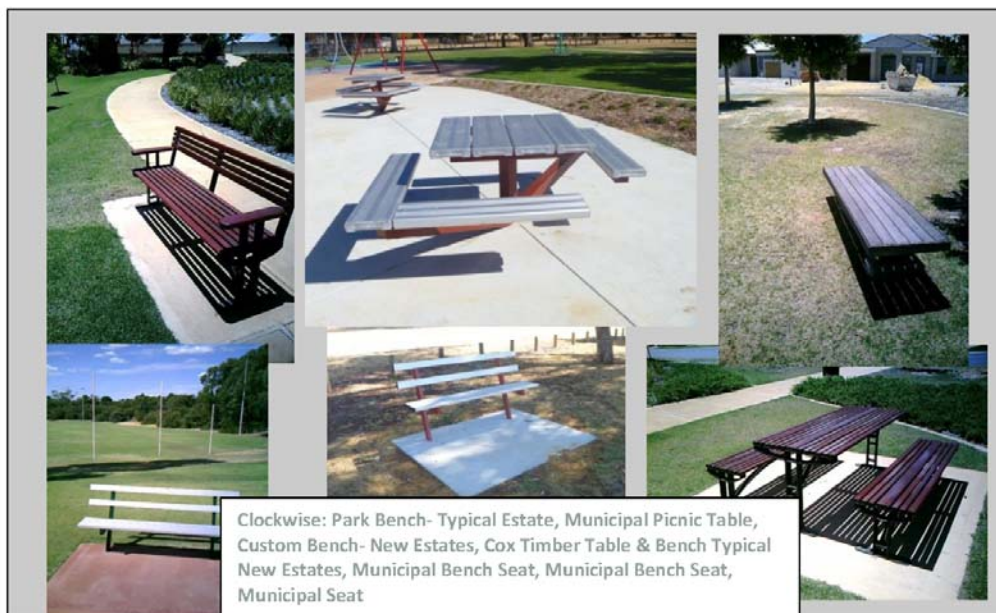
- Preference shall be given to metal shade structures.
- All free standing structures greater than 1000mm high shall require structural certification by an accredited engineer.



13.3.3 Bench Seating

The incorporation of seating will enhance the use of the Park. Seating is to be considered adjacent to active and passive play areas and along paths.

- All seating is to be constructed of steel, aluminium or timber
- Seating shall be generally be installed on a concrete hard stand
- The style of seating will vary greatly to best suit the intended function within the POS.



13.3.4 BBQ's

BBQ's are to be considered within Regional and selective District parklands adjacent to playgrounds, picnic or active play areas.

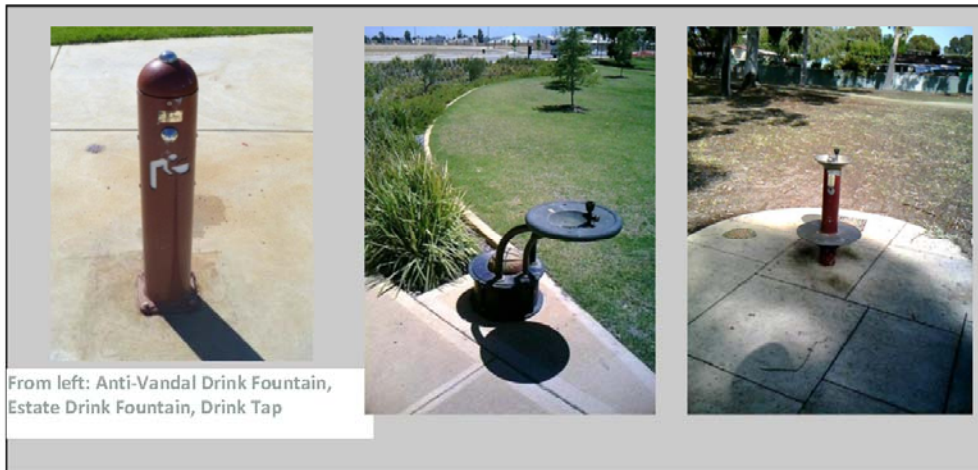
- BBQ's are to be electric and constructed of a brick frame.



13.3.5 Drink Fountains

Drink fountains shall be considered adjacent to active play and picnic areas.

- Drink Fountains are to be constructed of either steel or aluminium
- Drink fountains are to be designed and located to be accessible to people with all abilities.



13.3.6 Lighting

Lighting shall be considered to provide safe connections through the park and in association with park facilities such as playgrounds and picnic areas where night-time use is considered appropriate.

- Within POS lights shall be on 6.0m poles, with preference given to the use of sustainable lighting such as solar powered lights
- Provision of lighting within POS to meet current Australian Standards.



13.3.7 Shade

Shade is an important element in the park design to provide a comfortable and useable space. In exposed open spaces, shade sails will be considered to provide shade to playgrounds and picnic spaces.

- Metal poles shall be used with a high UVR protection
- All free standing structures greater than 1000mm high shall require structural certification by an accredited engineer.



13.3.8 Bollards

Bollards shall be located around the park to delineate the park boundary. They will be post and rail style fencing or similar to restrict unauthorised vehicle access and shall be placed on the property boundary or considered in alignment with peripheral tree planting.

- Preference shall be given to the use of recycled plastic bollards in a charcoal colour
- Retractable bollards or access boom gate shall be located at service level access points.



13.3.9 Bins

The bins are to be located adjacent to the prominent entry to the park and where applicable, adjacent to picnic or BBQ areas.

- Preference shall be given to the use of plastic 120 litre bins
- Alternative metal bin types will be considered where a local theme is considered appropriate or style guide dictates.



13.3.10 Public Art

The City of Armadale recognises the capacity for POS to compliment local area character and build a sense of place for residents. The installation of interpretive public artworks within POS that relate the stories of the City of Armadale's culture, history and achievements are encouraged to create a unique sense of place.

- The location and scale of public art shall be reflective the sense of place, site history and local character
- Artworks are to be safely secured and feature robust and sustainable materials.



13.3.11 Public Toilet

The public using POS require access to good quality public toilets however they should only be anticipated where the following criteria are met within POS:

- Picnic and BBQ and associated recreational infrastructure or sites of frequent public sporting activity.
- Opportunities for casual surveillance.
- Clearly visible from all or most directions.
- Close as practicable to streets, footpaths and car parking area.
- The City of Armadale Parks facilities Strategy 2013 determines that toilet facilities should be prioritized for regional parks. In exceptional cases district parks may be considered. Refer to the City of Armadale Public Toilet Strategy 2013 page 31.



13.3.12 Irrigation

The City of Armadale has irrigation system specification available as a reference for irrigation details.

- Water wise design principles are to be incorporated.
- Water usage is to be in accordance with legislation.
- Dependant on water licence availability.

14. PARKS AND OPEN SPACE AUDITS

Parks departments in Local Governments have generally spent the majority of their time maintaining, managing and redeveloping open spaces based on elected member and resident expectations whilst trying to achieve best practice standards.

The monitoring and management of parks and reserves ensures sound use and enjoyment by the community while protecting them for future generations.

While maintenance and management tend to be the focus of local government, there should be a realistic plan for development and redevelopment.

What do we know?

- How many parks we have.
- Where these parks are.
- How to maintain/manage these parks.
- How much it takes to maintain them.
- Active user groups on the reserves.
- Many intricacies of these parks.

The City's Parks Department has undertaken an asset audit of its infrastructure assets within its POS including their numbers, condition, replacement cost and to varying degrees a replacement programme; albeit the replacement programme is still being developed.

What do we want to know?

- Demographics around POS and the passive uses of parks.
- Strategies to develop parks as a system, criteria and priorities for carrying this out.
- How all the individual parks and reserves service the community as a network and not as an individual piece of land (asset collection).
- The appropriateness and adequacy of the network.
- The change of recreation profile and the way that POS needs to reflect it.

Why carry out an audit?

- An audit enables Council to cross reference its existing park assets with its users.
- An audit enables Council to identify gaps and anomalies in the open space network i.e. What's missing and what's needed.
- An audit enables Council to develop a long-term development programme.
- An audit enables Council to develop a long-term maintenance/management strategy.

How does an audit work?

- An audit can be carried out on an individual reserve or on the network as a whole.
- An individual park can be looked at with regard to its appropriate level of service i.e. does it provide the correct function?
- An individual can be looked at with regard to the quality of its assets.
- The entire open space system can be looked at with regard to its appropriate level of service.
- The entire open space system can be looked at with regard to the quality of its assets.

Benefits of audit:

Community benefits

- A wide range of appropriate open space and park services.
- Available asset information for community use: Bbq locations, playgrounds etc.
- Increase community pride.

Economic benefits

- Consolation of maintenance and management routines.
- Determination of justifiable development plans.
- Increase in productivity.
- Stimulus for tourism.

Environmental benefits

- Proper use of water regimes.
- Creation of bushland corridors and bio-links.
- Preservation of natural habitats.

Where to from here?

- The City's Parks department will continue to carry out parks and open space audits enabling the City to develop long term development and redevelopment programmes for inclusion in the 15 year plan of the City.

WILLIAM LOCKARD PARK

Parks Asset Survey

Estate (Irrigated passive) (*Future District following reclassification of Estates as applicable*)

- ❖ Bores
- ❖ Pumps
- ❖ Aerator
- ❖ Lake & Irrigation Wet Well
- ❖ Irrigation System
- ❖ Playground \$100K
- ❖ Shade Sail
- ❖ Rubber Softfall
- ❖ Drink Fountain
- ❖ Picnic Tables
- ❖ Bins
- ❖ Bench Seats
- ❖ BBQ
- ❖ Passive Lighting
- ❖ Boardwalks/Bridges
- ❖ Arbours /Gazebos
- ❖ Retaining Walls
- ❖ Steel Railing
- ❖ Exposed Aggregate Concrete Pathways



MEMORIAL PARK

Parks Asset Audit

Regional Park (Irrigated Passive)

- ❖ Playground \$75K
- ❖ Rubber Softfall
- ❖ Irrigation Cabinet
- ❖ Bore & Pump
- ❖ Irrigation System
- ❖ Arbour/Shelter
- ❖ Toilet
- ❖ Amphitheatre/Retaining Walls
- ❖ Drink Fountains
- ❖ Lighting (pole /wall /in-ground)
- ❖ Bench Seating
- ❖ Bins
- ❖ Memorial Artwork
- ❖ Exposed Aggregate Concrete Areas
- ❖ Brick Paved Pathways
- ❖ Steel Railing
- ❖ Flagpole
- ❖ Bollarding



REG WILLIAMS RESERVE

Parks Asset Audit

District Park (Irrigated Passive)

- ❖ Bore & Pump
- ❖ Irrigation System
- ❖ Playground \$50K
- ❖ Exercise Equipment
- ❖ Rubber Softfall
- ❖ Basketball Hard Court
- ❖ Paved Bike Riding Circuit
- ❖ Skate Park
- ❖ Bins
- ❖ Picnic Tables
- ❖ Bench Seating
- ❖ BBQ
- ❖ Drink Fountain
- ❖ Combination Picnic Table/Shelter
- ❖ Solar Lighting
- ❖ Concrete Pathways
- ❖ Bollarding



DAMERHAM PARK

Parks Asset Audit

Neighbourhood Park (Dry Park)

- ❖ Playground Equipment \$30K
- ❖ Woodchip Softfall
- ❖ Coloured Concrete Paths
- ❖ Bench Seating
- ❖ Bollarding



15. CONCLUSION

The trend toward higher density development and decreasing private open space is placing new expectations on the role of POS, raising issues for local and regional planners, community facility managers and others concerned with securing the sustainability of urban environments.

Where POS was once considered primarily as a site for sport and recreation, POS is now expected to contribute to a range of community services and environmental functions. Apart from providing spaces for sport/physical activity, children's play and exploration, relaxation/ social interaction and construction of facilities, POS is expected to assist with education, urban water management, improve environmental quality, conserve nature, provide wildlife corridors and enhance the visual amenity of the landscape.

It is also expected that POS will engender a sense of place and community connection, influence feelings of community safety, provide spaces for cultural festivals, arts and events, contribute to economic value of neighbourhoods and significantly enhance residents' quality of life.

The City of Armadale Parks Facilities Strategy 2013 is essentially a needs-based approach with the developed rationale based on sound research including industry trends and demographic analysis, industry benchmarking (relating to design, standard provision and emerging practices), targeted or broad community consultation and qualitative analysis. The resultant strategy will identify a suite of approaches.

These approaches include:

- Quantitative benchmarks for facility provision.
- Policies for potential incorporation of operational and land use purposes.
- Planning tools to justify new and continuing investment in community infrastructure.
- Standard definitions.

The City's Parks department will continue to carry out parks and open space audits enabling the City to develop long term development and re-development programmes for inclusion in the 15 year plan of the City.

The real test will come as we are challenged on these guidelines – 'City of Armadale Parks Facilities Strategy 2013' ahead of further refinement and development.

CHIEF EXECUTIVE OFFICER'S REPORT

10 JUNE 2013

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1. REPORTS

1.1 COUNCILLORS' INFORMATION BULLETIN - ISSUE NO. 10/2013.....170

CITY OF ARMADALE
Chief Executive Officer's Report

Mayor and Councillors
City of Armadale

Following is my Report for the period
ended 6 June 2013

1.1 - COUNCILLORS' INFORMATION BULLETIN - ISSUE NO. 10/2013

WARD : ALL
FILE No. : M/371/13
DATE : 5 June 2013
REF : CT
RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Councillors' Information Bulletin – Councillors are advised to take note of the information submitted in Issue No. 10/2013 to be received by Council.

Strategic Implications

Corporate Services

- 2.1 Identify and implement mechanisms to improve communication and achieve common understanding of corporate issues and objectives.

COMMENT

The following general information and memorandums were circulated in Issue No. 10/2013 on 6 June 2013.

Correspondence & Papers

- **Correspondence**
- **WA Local Government Association (WALGA) News**
- Issue No. 20.13 – 27 May 2013
- Issue No. 21.13 – 3 June 2013
- **Australian Local Government Association (ALGA) News**
- 23 May 2013
- 31 May 2013
- **Media Releases**
- National Support for Local Government in Constitution – 21 May 2013

Information from Human Resources

- Employee Movements

Information from City Strategy

Progress Report

Progress Report on Contingency, Operational & Strategic Projects

- **Outstanding Matters & Information Items**

Report on Outstanding Matters – City Strategy Committee

- **Donations/Grants/Contributions**

August/September/October/November/December 12 January/February/March/April/
May 13

Grants

Annual Contributions

Accounting Reports

Rates Report

Report of the Common Seal

Information from Development Services

- **Outstanding Matters & Information Items**

Report on Outstanding Matters - Development Services Committee

- **Health**

Health Services Manager's Report - May 2013

- **Planning**

Planning Applications Report - May 2013

Reviews before the State Administrative Tribunal (SAT)

Town Planning Scheme No.4 - Amendment Action Table

Subdivision Applications - WAPC Approvals/Refusals - May 2013

Subdivision Applications - Report on Lots Registered for 2012/2013

PAW Closure Report - Significant Actions during May 2013

Compliance Officer's Report - May 2013

- **Building**

Building Services Manager's Report - May 2013

Building Applications Monthly Statistics – May 2013

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

That Council acknowledge receipt of Issue No 10/2013 of the Information Bulletin.
