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Introduction

Parks Services Overview

The City’s Parks Services Department aims to fulfil Council’s strategic objectives through sound management practices that have enabled delivery of programmed works and parks maintenance within agreed service levels, projected timeframes, budget allocation and long term financial plans.

Scope

To develop and maintain new and existing public parks, reserves, natural areas, sports fields, streetscapes and gardens to the highest standard.

Objective

To provide safe, attractive, cost and socially effective areas for public recreation and enjoyment of public open space. Includes the maintenance and construction associated with the provision of recreation grounds, parks, reserves, streetscapes and road verges.

Performance Measures

The performance of Parks Services within the City can be measured by considering the following key indicators:

- Patronage of parks, reserves, playgrounds and sporting reserves
- Maintenance/operational costs as compared to other local government authorities through benchmarking and surveys
- Completion of capital/development projects to budget, within agreed timeframes and to agreed standards
- The extent to which the community is satisfied with Council’s standards of parks and reserves

Core Strategies

Parks Services endeavours to constantly enhance the City’s natural and built environments by reviewing management practices and programs, undertaking regular assessments of soft and hard landscapes and developing plans for future development projects.
At the core of Parks Services decision making are some of the following core strategies:

- To revitalise the City of Armadale
- Plan and implement projects to revitalise the Armadale and Kelmscott CBD areas
- Implement townscape, streetscape and parkland improvements to enhance the distinctive character of the City of Armadale
- Maintain and improve where required, the quality, amenity and accessibility of public open spaces
- Maintenance of assets and other infrastructure over the long term to meet current and future needs
- Develop appropriate policy and long term works programs to protect and enhance the bushland and natural environments under the City’s control
- Provide natural area maintenance and management programs
- Advocate and support management plans and initiatives to improve waterways within the City
- Promote and assess initiatives for effective water use and develop long term water conservation strategies
- Implementation and ongoing management of the City of Armadale’s Urban Forest Strategy

**Strategic Implications**

**Environment**

2.2 Attractive and Functional Public Places

2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities

2.2.1.1 Deliver new and upgraded facilities that are multi-purpose where appropriate

2.2.1.2 Facilitate the delivery of best locations for community facilities including co-location

2.2.3 Revitalise existing neighbourhoods whilst retaining the character of places

2.2.3.1 Implement renewal works to have a greater impact in a designated area
2.3 Well Managed Infrastructure

2.3.1 Apply best practice design and construction methodologies for the provision of infrastructure

2.3.1.1 Implement a best practice project management approach to the planning and delivery of infrastructure

2.3.1.2 Apply the latest technological advancements, and optimal energy reduction strategies, in design criteria of facilities

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.1 Review best practice maintenance activities

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

2.3.3 Develop and implement asset management plans to inform long term funding requirements

2.3.3.2 Deliver Asset Management Plans to address medium to long term requirements for renewal and maintenance funding

Leadership

4.2 An innovative and progressive organisation

4.2.2 Implement business plans and practices that improve service delivery

4.2.2.3 Investigate organisational resources having regard to community needs and expectations
General assessment of relevant legislation (e.g. Local Government Act) has not revealed any restrictions. However, some of the following codes, acts and regulations govern delivery requirements of the Parks and Reserves Department.

- Australian and New Zealand Standard AS/NZS 4486.1: Playgrounds and Playground Equipment
- Part 1: Development, Instillation, 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
- Australian Standard AS 4970-2009: Protection of Trees on Development Sites
- Australian Standard AS 4454-2012: Composts, Soil Conditioners and Mulches
- Australian and New Zealand Standard AS/NZS 4586-2004: Slip Resistance
- Disability Access to Premises Standards 2010
- Disability Discrimination Act 1992
- Disabilities Services Act 1993 – Amended 2004
- Local Government (Functions and General Regulations) 1996
- Building Code of Australia/Building Act 1975
- Australian Standard AS 3972-2007: General Purpose Blended Cement
- Rights of Water Act 1914
- Occupational Health and Safety Act 1984
- Occupational Safety and Health Regulations 1996
- Code of Conduct
- Take 5/JSA/Risk Assessment
Council Policy/Local Law Implications

Planning Policies and Guidelines

Developers are required to be familiar with relevant planning and engineering policies and guidelines.

- City of Armadale Town Planning Scheme No. 4 (TPS No. 4) and associated Local Planning Policies
- Western Australian Planning Commission (WAPC), Liveable Neighbourhoods (LN) Operational Policy
- Institute of Public Works Engineering Australia (IPWEA) and NATSPEC, AusSPEC Standards for Urban and Open Spaces (including NATSPEC Landscape)

Local Planning Policies and Guidelines

The City of Armadale Town Planning Scheme No. 4 (TPS NO. 4) is supported by a suite of City Policies, Local Planning Policies and Strategic Documents to guide decision making.

- City of Armadale Parks Facilities Strategy 2013
- ADM 11: Vesting of Crown Reserves

Other relevant Local Planning Policies include:

- PLN 2.4 Tree Preservation
- PLN 2.5 Erosion Prevention and Sediment Control
- PLN 2.6 Water Sensitive Design
- PLN 2.9 Landscaping
- PLN 4.2 Advertising (Signage)
Other Policies/Standards/Specifications

- Universal design is an inclusive design philosophy which spans age, gender and ability. (Refer to City of Armadale DAIP). DAIP 2016-2021 Implementation Plan – ‘Age Friendly Communities’

- Crime Prevention Through Environmental Design (CPTED)
  “The proper design and effective use of the built environment which can lead to a reduction in the fear of crime and the incidents of crime and to an improvement in the quality of life”

- Naming of Parks, Places and Buildings – Policy Dev. 2

- Public Art and Estate Signage – Local Planning Policy PLN 4.2 Advertising (Signage)

There are several policies dealing with natural resource management and biodiversity conservation:

- Local Biodiversity Strategy – Summary Report

- Local Planning Policy ENG 9 – Managing Phytophthera Dieback

- Plant selection for verge plantings – Fact Sheet 2

- ENG 15 – Constructed Waterbodies (if a constructed water body is being considered in POS design)

Better Urban Water Management is designed to facilitate better management of urban water resources by ensuring an appropriate level of consideration is given to the total water cycle at each stage of the planning system. It provides guidance on the implementation of State Planning Policy 2.9 Water Resources.

Irrigation Systems must comply with:

- The City of Armadale Standard Specification for Irrigation System Design

- Installation and Stand Specification for Bores, Pumps, Headworks and Electrical Cabinets

Hard landscaping must be designed and constructed according to Australian Standards.

Soft landscaping must meet a wide range of criteria. It must also comply with Australian Standards, not impede sightlines in accordance with MRWA and City of Armadale Guidelines. The City of Armadale encourages the use of local species where appropriate and has a recommended plant selection guide for a variety of situations.
The City of Armadale Policy ENG 6 – Street Trees was reviewed in August 2016 and formally adopted by Council in September 2016. The rationale of the policy states; ‘to ensure the City of Armadale becomes a truly leafy City through the appropriate development and management of its street tree Urban Forest’. The policy refers to the development and management of trees on street verges including their promotion, valuation, retention, protection, planting, maintenance, pruning, removal and mapping.

**Strategic Documents**

- The City of Armadale Parks Facility Strategy 2013
- The City of Armadale Urban Forest Strategy 2013
- Public Toilet Strategy 2013
- Urban Forest Implementation Plan 2014
- Groundwater Use Report 2011
- Citywide Strategic Playground Plan 2008
- Armadale Streetscape – Looking After Your Verge “Growing Great Neighbourhoods 2011”
- The Active Sporting Reserves and Community Hubs Study 2011
- DAIP 2016 – 2021 Implementation Plan – Age Friendly Communities
Organisational Structure

The functions of the Parks Services department are delivered by a range of specialist City officers primarily within two (2) distinct areas being Parks Operations/Maintenance and Parks Development Assets. A number of external service providers/contractors are engaged in both of these areas.
The City’s Parks Services department currently operates with forty-five (45) FTEs as follows:

- 7 Managerial/Coordinator/Administrative/Technical Staff City Offices (Technical Services)
- 7 Coordinator/Supervisory/Technical/Administrative Works Depot Offices
- 31 Field Staff

Currently Parks Services manage up to twenty contractors facilitating regular works and services including estates maintenance, street tree management, turf services, irrigation management, gardens and streetscapes maintenance, playground specialists, electrical services and a variety of other specialist services and contractors.
Roles and Responsibilities

Manager Parks Services

- Manage the activities of the Parks department ensuring professional parks services delivery and industry best practice.
- Implement, manage and control annual parks operations and development programs.
- Prepare annual and long term financial plans for operations, asset renewal, capital works and special projects.
- Provide leadership, motivate and manage staff in accordance with Council policies and management practices.
- Prepare policies, procedures and strategic plans, for continuous improvement and practices.
- Advise and assist the Executive Director Technical Services on matters pertaining to the directorate.

Coordinator Parks Development

- Coordinate the activities of the Parks design and technical development team.
- Deliver the Parks Services capital/renewal works program through the application of appropriate contemporary designs and technical applications.
- Oversee the implementation and management of the annual capital development program.
- Assist the Manager Parks Services with budget development and control in area of responsibility.
- Provide input into the strategic management of Parks Services.
- Provide technical advice and assistance to the Manager Park Services in areas of Park development, renewal and asset management.
- Oversee the development of the City’s groundwater operating strategies and objectives.

Landscape Architects x 2

- Design and documentation of Parks Capital Projects, including site analysis, concept plan and design documentation suitable for pricing and construction.
- Provide Landscape Architectural input into interdepartmental projects by Environmental Services, Civil Design and Community Services.
- Working with the City’s Strategic Projects Team to design and document the landscape component of larger projects (eg. New Ovals such as Piara South).
- Review and approve park and landscape components of sub-divisional applications including but not limited to, structure plans, landscape and irrigation plans, landscape masterplans, UWMPs and civil engineering plans.
- Liaison with Developers regarding the implementation and maintenance of Sub-divisional Parks and Landscaping including Practical Completion and Handover.
Parks Technical Officer

- Preparation of Request for Quotation documentation and distribution of documents to Contractors.
- Provide technical responses to tender queries and evaluation of RFQs/tenders.
- Asset management data collection and management.
- Provide technical support and community liaison in relation to parks issues, providing customer service to internal and external customers of the Parks and Reserves Department.
- Investigate and evaluate new products and parks facilities.

Parks Project Officer

- Purchase of all ‘green stock’ for Urban Forest program, city streetscapes and park plantings.
- Liaise with residents regarding verge landscaping requirements to meet the City’s policy.
- Assist Park Supervisors and office personnel within Parks and other departments in the City with queries relating to City local laws, planning and landscape developments.
- Assist Landscape Architects with plant species selection for projects.

Parks and Environment Administration Officer

- Provide administrative and secretarial support to the Manager Parks and Manager Environmental Services.
- Provide financial support to the Manager Parks and Manager Environmental Services.
- Prepare general correspondence and confidential reports as required.
- Monitor political, councillors and customer enquiries efficiently and effectively.
- Provide high level of customer service within the City’s Technical Services Directorate.

Coordinator Parks Operations

- Responsible for the operational activities of the Parks Services Department in close consultation with Park Supervisory staff, ensuring the application of industry best practices for the day to day maintenance and development of Parks assets.
- Assist the Manager Parks Services with budget development/control and strategic management at an operational level.
- Advise and assist the Manager Park Services as required on matters pertaining to the Parks Services department operations.
- Implementation of the Parks Services Operations Works Program, assuming direct responsibility for budget and expenditure control and cost allocation.
- Prepare annual budgets for maintenance works, monitor and control expenditure and prepare budget amendments.
- Prepare reports to Council on Parks operational matters and action Council Resolutions in area of responsibility.
Supervisor Streetscapes

- High quality maintenance and development on the City’s CBD areas, Streetscapes including Urban Forest Program and all street trees, verges and pedestrian access ways through the maintenance and supervision of external contractors and internal Parks Operational Maintenance staff, in accordance with the City’s policies and procedures, established maintenance programs and schedules as directed.
- Assess, arrange and supervise all street tree pruning and removal operations including customer requests, state regulations, safety and hazards activities.
- Fire mitigation assessment, planning and control of citywide verges.

Supervisor Maintenance and Irrigation

- Deliver high quality public open space maintenance on active, irrigated passive and dry parks and reserves through the management and supervision of external contractors and internal Parks Operational Maintenance staff.
- Provide high quality reporting on maintenance issues and when required, engage with relevant stakeholders relating to changing park and reserves conditions and demands.
- Provide supervision and general guidance to the Assistant Supervisor Irrigation to undertake citywide irrigation maintenance and system repairs.

Supervisor Estates Maintenance

- Deliver high quality public open space maintenance through the management and supervision of external estates maintenance contractors and internal parks operational staff.
- Provide high quality reporting on estates maintenance issues and when required, engage with local residents on issues relating to changing estates maintenance conditions.
- Supervise contractors and day labour to undertake annual and programmed maintenance of the City’s playground infrastructure, skate parks, barbecues, bins and organises regular safety inspections and provides information back to the City’s Asset Management team.

Supervisor Natural Areas

- Supervision of Natural Areas Team Landcare workers and contractors and volunteers.
- Bushland conservation and maintenance of over 1028 hectares of remnant bushland, wetlands and constructed natural areas.
- Implementation of current bushland management plans in consultation with the City’s Environment Services department.
- Providing on-ground works within the City’s Bushland Reserves ie. revegetation, weed control and general maintenance.
- Scoping and implementation of capital works projects associated with Landcare projects.
- Liaise with Friends Groups, Armadale Gosnells Landcare, government departments and industry bodies.
Parks Technical Officer Operations

- Assist the Parks and Reserves department within the Technical Services Directorate by providing high level support in the areas of asset management data collection and management, basic landscape design, analysis and drafting, capital project support, limited execution of small capital works projects and technical support.
- Provide technical support and community liaison with relation to parks issues, providing a high level of customer service to internal and external customers of the Parks and Reserves department.
- To participate in the effective operation of the Parks and Reserves department providing assistance with matters of a technical and planning nature.

Parks Operations Administration Officers x 2 (P/T)

- Provide administrative support to the Parks Operations team and for other depot business units as required.
- Maintain high level of customer service and ensure all customer enquiries and concerns at the depot are dealt with politely and promptly.
- Prepare correspondence including letters, memos, reports and draft agenda items for departmental agenda.
- Raise purchase orders for Parks Operations as necessary.
- Organise and maintain accurate records of staff training, conference attendance and workshops.

Parks Field Staff x 31

- Irrigation maintenance – irrigated open space/gardens.
- Parks maintenance – sports fields and passive reserves.
- Streetscape maintenance – street gardens/round-a-bouts.
- Street tree maintenance – street verge trees (including Urban Forest Strategy implementation).
- Estates parklands maintenance – public open space.
- Natural areas – bushland/waterways.
- Parkland infrastructure management.
- Waste Services collections.
<table>
<thead>
<tr>
<th>PARKS INFORMATION REQUESTED</th>
<th>LOCAL COUNCIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Area of Public Open Space (ha) within your LGA</td>
<td>City of Armadale</td>
</tr>
<tr>
<td></td>
<td>1862</td>
</tr>
<tr>
<td>Total Area of LGA (km2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>560.4</td>
</tr>
<tr>
<td>Total Parks and Reserves</td>
<td></td>
</tr>
<tr>
<td>Maintenance/Operational Budget Allocation</td>
<td>$8,489,700.00</td>
</tr>
<tr>
<td>Total Parks and Reserves</td>
<td></td>
</tr>
<tr>
<td>Capital/Development Budget Allocation</td>
<td>$6,181,330.00</td>
</tr>
<tr>
<td>Number of Parks Field Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31</td>
</tr>
<tr>
<td>Number of Parks Administration/Technical/Management Staff</td>
<td></td>
</tr>
<tr>
<td>(If possible include your staff structure)</td>
<td>14</td>
</tr>
<tr>
<td>How much contract labour do you utilise and in what areas of operations?</td>
<td>$3,156,323.00</td>
</tr>
<tr>
<td>(This figure should be a portion of the total Parks and Reserves Maintenance/Operational Budget allocation shown above.)</td>
<td>Streetscape works, estate maintenance, irrigation supplies, playground maintenance and street tree management.</td>
</tr>
</tbody>
</table>
Parks Workforce Planning

A detailed assessment of the City of Armadale Park Services department has been undertaken with regard to the resources and staff levels required not only to maintain existing service levels but to deliver the new outcomes and strategies identified within the strategic community plan. As the City continues to expand, it is important that Parks Services has the necessary human and financial resources to respond as necessary and meet the community’s expectations.

The City has experienced an extremely high rate of growth in recent years and this will likely continue for decades to come. As our community continues to grow, so do the services and facilities we are expected to deliver. The Council is highly aware of its responsibility to maintain and improve the City’s assets. That means our organisation must grow and the challenges of managing and staffing those roles increases, with a current population of almost 90,000 people and a forecast growth to 144,827 by 2036.

While the City is working hard to plan for this growth, our challenge will be to maintain our levels of service in a rapidly expanding portfolio while we participate in the planning of whole new communities, we must ensure existing facilities are well managed.

The City’s Parks Services department continues to strive to continuously improve management practices over its parklands, sports fields, public open space, verges and streetscapes, and reviews its practices and service levels annually.

Comparison with other Local Government authorities has been, and will continue to be, important in order to measure performance, benchmark, make sound and informed decisions and to assist with determining improvement programs to achieve best practice.

Refer to tabled item - Parks Services Comparative Resources Survey – LGA 2016 Benchmark Questionnaire
Proposed ‘New’ Positions 2017/18
**Parks Classifications**

The City’s Parks Services department manages over 795 Classified Parks and Amenity areas including sports fields, parklands, natural areas, community facilities, street gardens and public access ways covering an area of approximately 1862 hectares within an area of 545 square kilometres and includes 19 suburbs and localities from coastal plain suburbs to the hills environment.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>AREA</th>
<th>AVG MAINT $/Ha</th>
<th>NO</th>
<th>COA SERVICE LEVEL</th>
<th>STD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Reserve incl shared use sites (ovals)</td>
<td>Irrigated sports field, booked on a regular basis.</td>
<td>79.5 Ha</td>
<td>$23,660</td>
<td>12</td>
<td>37</td>
<td>52</td>
</tr>
<tr>
<td>Irrigated Passive Reserve CBD</td>
<td>Irrigated grasslands with or without gardens or facilities</td>
<td>53.57 Ha</td>
<td>$15,500</td>
<td>22</td>
<td>17</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Minnawarra &amp; Memorial</td>
<td></td>
<td>$22,500</td>
<td>2</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Dry Park</td>
<td>Non irrigated reserve with or without facilities.</td>
<td>58.41 Ha</td>
<td>$7,500</td>
<td>62</td>
<td>10/17</td>
<td>12</td>
</tr>
<tr>
<td>Dry Park Unclassified</td>
<td>Unclassified Reserves</td>
<td>25.00 Ha</td>
<td>$7,500</td>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Areas</td>
<td>Dedicated conservation or bushland areas including rivers and foreshores.</td>
<td>281.8 Ha</td>
<td>$2,500</td>
<td>50</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Undeveloped POS</td>
<td>Where annual basic maintenance is the extent of management.</td>
<td>84.8 Ha</td>
<td>$4,500</td>
<td>77</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Comm. Facility</td>
<td>Comm. Centres/buildings and surrounds</td>
<td>NA</td>
<td>$750.00</td>
<td>21</td>
<td>9/10</td>
<td>12</td>
</tr>
<tr>
<td>Regional Bushland</td>
<td>Dedicated conservation or bushland areas including rivers and foreshores of regional significance and size.</td>
<td>1027 Ha</td>
<td>$30.00</td>
<td>4</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Roundabouts and Street Gardens</td>
<td>Areas maintained in road reserves, median strips, roundabouts and occasional verges that contain irrigation.</td>
<td>1.50 Ha</td>
<td>$9,000</td>
<td>61</td>
<td>6/8</td>
<td>12</td>
</tr>
<tr>
<td>Townscape Amenity &amp; Industrial Areas</td>
<td>Streetscapes within the Armadale and Kelmscott CBD areas.</td>
<td>5.3 Ha</td>
<td>$43,000</td>
<td>2</td>
<td>52</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Shopping precincts. Includes pavement, mall, gardens, verges and facilities.</td>
<td></td>
<td></td>
<td>3</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industrial Areas</td>
<td></td>
<td></td>
<td>2</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Public Access Ways</td>
<td>Walkways and paths for public use.</td>
<td>7.8 Ha</td>
<td>$7,500</td>
<td>236</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Estates POS (Irrigated Passive)</td>
<td>High quality open space including entry statements, irrigated parks and gardens and extensive park infrastructure/facilities.</td>
<td>est. 73 Ha</td>
<td>$22,500</td>
<td>TBA</td>
<td>26</td>
<td>52</td>
</tr>
<tr>
<td>Street Trees</td>
<td>Planted trees within the cities road network citywide on street verges.</td>
<td>est. 17000 trees</td>
<td></td>
<td></td>
<td>1/2</td>
<td>2</td>
</tr>
</tbody>
</table>

1862 Ha
Parkland Typology/Characteristics

Public Open Space (POS), particularly in urban residential areas, has a significant positive influence on community health and wellbeing. Accessible, good quality POS is 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 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 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.

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 civil, community services and environmental functions. Apart from providing spaces for sport/physical activity, children’s play and exploration, relaxation and social interaction, 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 the economic value of neighbourhoods and significantly enhance quality of life for residents.

Works Services Programmed (Operations/Maintenance)

Maintenance Operations

A total of $8.42 million was allocated to the maintenance operations of the City’s Parks and Reserves during the 2015/16 financial year. This included $1.89 million for active sporting reserves, $1.56 million for irrigated passive reserves and $1.24 million for street tree maintenance and $528,000 natural areas management. Of the total allocation, $3.15 million in Parks maintenance operations was committed to Contractor Contracts across a variety of works and services.
### PARKS & RESERVES

#### HISTORICAL LABOUR/COST ANALYSIS

| YEAR   | 94/95 | 95/96 | 96/97 | 97/98 | 98/99 | 00/01 | 01/02 | 02/03 | 03/04 | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 | 16/17 |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| $ MILLION (Rounded) | $1.3 | $1.4 | $1.5 | $1.6 | $1.6 | $1.7 | $1.9 | $2.1 | $2.3 | $2.8 | $2.9 | $3.3 | $3.6 | $3.6 | $4.2 | $4.7 | $5.2 | $5.8 | $6.4 | $7.1 | $8.1 | $8.2 | $8.5 |
| AREA Ha | 1,310 | 1,320 | 1,341 | 1,678 | 1,692 | 1,744 | 1,818 | 1,818 | 1,641 | 1,641 | 1,641 | 1,663 | 1,663 | 1,663 | 1,663 | 1,811 | 1,845 | 1,847 | 1,851 | 1,868 | 1,876 | 1,884 |
| $ Per Ha | $1,017 | $1,039 | $1,126 | $994 | $941 | $954 | $1,009 | $1,141 | $1,387 | $1,726 | $1,741 | $2,034 | $2,189 | $2,550 | $2,847 | $2,867 | $3,174 | $3,467 | $3,814 | $4,349 | $4,392 | $4,517 |
| No Field Staff | 18 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 18 | 19 | 19 | 21 | 23 | 23 | 23 | 23 | 23 | 28 | 28 | 28 | 28 | 30 |
| No Admin Staff | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 7 | 7 | 7 | 7 | 8 | 8 | 10 | 11 | 11 | 12 | 14 |

#### Maintenance Budget Per Hectare

- **Area Ha**
- **$ Per Ha**
Technical Services Total Expenditure

- Asset Management, 1,154,540
- Civil Works, 10,055,780
- Depot, 4,097,250
- Engineering Design, 1,695,500
- Environment Planning, 1,482,740
- Parks Capital Development, 7,041,063
- Parks Operations/Maintenance, 8,509,700
- Property, 9,070,690
- Project Management, 132,780
- Subdivisions, 537,400
- Waste, 14,018,974
- TS Admin 3,537,330
EXPENDITURE BREAKDOWN - PARKS OPERATIONS BUDGET

- Active Reserves, $1,700,000
- Natural Areas, $520,000
- Street Trees, $1,015,300
- Public Access Ways, $69,000
- Community Facilities, $250,000
- Road Shoulders and Verges, $430,000
- Irrigated Passive Reserves, $1,690,000
- New Estates Amenity (SAR) F, $985,900
- Townscape Amenity (SAR) A, $117,000
- (SAR) B, 78,000
- (SAR) C, 19,500
- (SAR) D, 22,300
- (SAR) E, 22,100
- Streetscapes, $750,000
- Estate POS, $100,000
- Regional Bushland, $60,000
- Undeveloped POS, $135,000
- Dry Parks
- Public Access Ways
- Road Shoulders and Verges
- Active Reserves
- Natural Areas
- Community Facilities
- New Estates Amenity (SAR) F
- Townscape Amenity (SAR) A
- Townscape Amenity (SAR) B
- Townscape Amenity (SAR) C
- Townscape Amenity (SAR) D
- Townscape Amenity (SAR) E
- Undeveloped POS
- Regional Bushland
<table>
<thead>
<tr>
<th>MAINTENANCE OPERATION ACTIVITY/EXPENSE</th>
<th>BUDGET 2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Access Ways</td>
<td>$69,000</td>
</tr>
<tr>
<td>Road Shoulders and Verges</td>
<td>$430,000</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>$250,000</td>
</tr>
<tr>
<td>Irrigated Passive Reserves</td>
<td>$1,690,000</td>
</tr>
<tr>
<td>Active Reserves</td>
<td>$1,700,000</td>
</tr>
<tr>
<td>Natural Areas</td>
<td>$520,000</td>
</tr>
<tr>
<td>Street Trees</td>
<td>$1,015,300</td>
</tr>
<tr>
<td>Townscape Amenity (SAR) A</td>
<td>$117,000</td>
</tr>
<tr>
<td>Townscape Amenity (SAR) B</td>
<td>$78,000</td>
</tr>
<tr>
<td>Townscape Amenity (SAR) C</td>
<td>$19,500</td>
</tr>
<tr>
<td>Townscape Amenity (SAR) D</td>
<td>$22,300</td>
</tr>
<tr>
<td>Townscape Amenity (SAR) E</td>
<td>$22,100</td>
</tr>
<tr>
<td>Dry Parks</td>
<td>$400,000</td>
</tr>
<tr>
<td>Undeveloped POS</td>
<td>$135,000</td>
</tr>
<tr>
<td>Regional Bushland</td>
<td>$60,000</td>
</tr>
<tr>
<td>Estate POS</td>
<td>$100,000</td>
</tr>
<tr>
<td>Streetscapes</td>
<td>$750,000</td>
</tr>
<tr>
<td>New Estates Amenity (SAR) F</td>
<td>$985,900</td>
</tr>
<tr>
<td>New Estates Amenity (SAR) G</td>
<td>$45,600</td>
</tr>
<tr>
<td>Bushfire Hazard Mitigation</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>TOTAL OPERATIONAL BUDGET</strong></td>
<td><strong>$8,509,700</strong></td>
</tr>
</tbody>
</table>
Parks Services Scheduled Operational Services

Parks maintenance programs have been developed over many years, reviewed annually and seasonally adjusted and are undertaken in accordance with Council adopted service levels. Given the City’s minimal number of Parks field staff for the extensive and complex managed area compared to other Local Government Authorities (LGAs), well programmed maintenance schedules and effective service levels are critical.

Refer to tabled items:

- Parks and Reserves 2016/17 Maintenance/Operation Schedule – Team 1, 2 and 3
- Parks and Reserves 2016/17 Maintenance/Operation Schedule – Team 4
Specified Area Rate Comparison/Provision of Service

What do I get from the SAR?

An increase in service level pertaining to key activity areas as identified in the table below. The City currently engages contractors that perform the required maintenance on a programmed basis.

The City is continuing to monitor and evaluate performance of these contracts and determine whether any of the maintenance works could be performed by new internal resources, to be determined through the City’s Workforce Plan process.

This is a Special Area Rate levied as an increase in service level pertaining to the key activity areas identified in the table below:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Frequency of Activity (p/a) according to Location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Passive Irrigated</td>
<td>SAR Areas</td>
</tr>
<tr>
<td>Mowing</td>
<td>17</td>
<td>26</td>
</tr>
<tr>
<td>Fertilising</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Edging</td>
<td>17</td>
<td>26</td>
</tr>
<tr>
<td>Renovations</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Garden Bed</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>New Trees</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Existing Trees</td>
<td>0.05</td>
<td>0.2</td>
</tr>
<tr>
<td>Structures - General</td>
<td>0.2</td>
<td>1</td>
</tr>
<tr>
<td>Structures – BBQ (Winter/Summer cycle)</td>
<td>18</td>
<td>36</td>
</tr>
<tr>
<td>Playground Inspections</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>Playground Audits</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Park Lighting</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Litter Collection (twice weekly SAR areas)</td>
<td>52</td>
<td>104</td>
</tr>
<tr>
<td>Irrigation maintenance</td>
<td>41</td>
<td>52</td>
</tr>
<tr>
<td>Pump/Bore inspection</td>
<td>0.25</td>
<td>1</td>
</tr>
<tr>
<td><strong>Cost per Ha</strong></td>
<td><strong>$15,500</strong></td>
<td><strong>$25,500</strong></td>
</tr>
</tbody>
</table>
SAR F Local Park

- Irrigated Parkland
- Extensive path network
- Significant playground with shade structure
- Water Feature
- General additional parkland infrastructure

Typical COA PARK

- Non Irrigated Parkland
- Minimal path network
- Standard play equipment
- Minor parkland infrastructure

Refer to tabled plans:

- *Harrisdale Piara Waters Residential Estates Specified Area New Estates Amenity Service 2017*
- *Haynes-Hilbert Residential Estate Amenity Service 2017*
- *Champion Lakes Residential Estates Specified Area New Estates Amenity Service 2017*
# Inspections and Services (Operations/Maintenance)

**City of Armadale Parks Services Safety Systems**

This document lists safety systems currently in place and includes timeframes for audits and safety checks of assets such as:

- Playgrounds
- Skate park maintenance
- Lighting Towers
- Bridges and Boardwalks

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Activity</th>
<th>Safety System</th>
</tr>
</thead>
</table>
| Weed control       | Glyphosate spraying | COA Safe Spraying Procedure  
                      |                               | "No Spray" Resident Register  
                      |                               | MSDS Registers (all vehicles)  
                      |                               | WA Health Dept Spray Ticket (all operators) |
| Playground mtce    | Inspections     | COA Weekly Playground Check Form  
                      |                               | Quarterly Inspection Program (Playright) |
| Skatepark mtce     | Inspections     | COA Skatepark Check Form |
| Tree mtce          | Inspections     | COA Significant Tree Inspections (Annual)  
                      |                               | COA Significant Tree Inspections (Events) |
| Light tower mtce   | Inspections     | COA Light Tower Electrical Inspections  
                      |                               | COA Light Tower Structural Inspections |
| Bridges/boardwalks | Inspections     | COA Bridge Inspection Form  
                      |                               | COA Boardwalk Inspection Form |
| BBQs               | Inspections     | COA Gas BBQ Safety Inspections (Quarterly)  
                      |                               | COA Elec. BBQ Safety Inspections (Annual) |
| Park maintenance   | Inspections     | COA Park Safety Inspection Form |
| General            | Machinery operation | COA Pre-Start Procedures Manual  
                      |                               | COA Safe Operation Manual |
|                    | Manual handling | COA Manual Handling Guide |
|                    | Safety awareness | Take 5 Pre-job Checklist  
                      |                               | JSA Register/Usage Procedure  
                      |                               | Heat Awareness Training |
|                    | Training        | Staff Skills/Quals Matrix  
                      |                               | Refresher Training Matrix |
|                    | Meetings        | Toolbox Meetings |
|                    | Reporting       | Incident Report Form  
                      |                               | Near Miss Report Form |
BBQ Cleaning

Clean all parkland barbecues city wide. The aim is to complete every site on a monthly schedule and more frequently at specific locations, particularly in the summer period.

Shade Sails

All shade sails installed over City playgrounds or facilities are removed in winter every year to minimise any potential damage and reinstalled in spring. When they have been removed, the City’s Parks team schedule any required repairs to the sails, for example, rips or tears in the material, replacement fixings or worn parts.

Lighting

The City’s Parks department manage all lighting within the City’s Parks and reserves.

Sports Lighting towers and associated lights are audited twice a year in approximately February and July and any recommended works from these audits are scheduled.

Passive Lighting is checked by internal staff twice a year and repairs are carried out as identified and required.

Play Equipment

The inspection frequency of the City’s 76 playgrounds and softfall material along with a number of exercise equipment, is dependent on the Parks playground hierarchy and location. Tasks Included in these scheduled inspections are:

- Cleaning of Softfall (rubber, sand, bark)
- Graffiti removal
- Vandalism and damage repairs
- Rubbish collection
- Weed control
- Sand mechanical sifting or mulch rotary hoe for foreign objects (quarterly)
- High pressure cleaning (twice per annum)
- Sanding and oiling of timber equipment (once per annum)
- Playground inspection reports (quarterly)
- Playground audits (annually)
**Irrigation**

Irrigation maintenance inspections, repairs and services occur weekly for all Active Sports Ovals, CBDs and Estates and fortnightly for all Passive, Streetscapes and Community Centres. Some tasks included in these scheduled inspections are:

- Complete a full test run
- Check pump, bore, cabinet and general operation
- Check coverage and consistency of water application
- Replace any broken sprinklers, valves, coils or any other parts
- Adjust sprinklers arc and flow rate as required
- Set and program appropriate run times dependent on weather and water allocation, ensure water allocations for each park are adhered to
- Read flow meter readings for all parks, collate and send data to the Water Corporation

**Natural Areas**

The City’s Landcare Workers maintain a large and diverse range of natural areas. Completing scheduled inspections ranging from twice to nine times per annum depending on the complexity, location and intensity of the location, (refer to tabled item - Bushland Reserves Maintenance Schedule). Some tasks included in these scheduled inspections include but not limited to:

- Rubbish collection
- Weed control
- Seed collection
- Fauna and flora monitoring
- Dieback recording data, logging and prevention/minimisation measures

*Refer to tabled item – Bushland Reserves Maintenance Schedule*

**Streetscapes, Public Access Ways (PAW) and Median Islands**

The City’s Parks department manages all landscaped Streetscapes, PAWs and Median islands. The diversity and size of this program make it essential to have a scheduled program, (refer to tabled item for the latest schedule).
Some tasks involved in maintaining the City’s streetscape areas include:

- Litter collection
- Tree and shrub pruning
- Landscaping and improving the amenity of the streetscape through the addition of new plants and trees
- Control of weeds
- Fertilising
- Mulching
- Mowing
- Traffic management

**Street Trees**

The City currently manage a diverse range of approximately 22,000 street trees, all of which all have different characteristics, sizes, ages, health and condition.

Due to the amount of trees and differing requirements, scheduled maintenance programs are not appropriate for a majority of the City’s trees as they will require a detailed inspection prior to scheduling any necessary works. However all of the City’s trees located under powerlines are required to be pruned to meet with legal clearance requirements from utility services, these are scheduled as below and are completed in most cases once annually or more regularly if required.

**Under Wire Pruning/Powerline Clearance/General Works**

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Precinct #</th>
<th>Pruning Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camillo</td>
<td>1</td>
<td>January</td>
</tr>
<tr>
<td>Kelmscott West</td>
<td>2</td>
<td>February</td>
</tr>
<tr>
<td>Seville Grove</td>
<td>3</td>
<td>March</td>
</tr>
<tr>
<td>S/West Armadale</td>
<td>4</td>
<td>April</td>
</tr>
<tr>
<td>Kelmscott East</td>
<td>5</td>
<td>August</td>
</tr>
<tr>
<td>Central Armadale/Kelmscott</td>
<td>6</td>
<td>December</td>
</tr>
<tr>
<td>Bedfordale S/East</td>
<td>7</td>
<td>November</td>
</tr>
<tr>
<td>Mt Nasura/Bedfordale North</td>
<td>8</td>
<td>October</td>
</tr>
<tr>
<td>Roleystone</td>
<td>9</td>
<td>September</td>
</tr>
</tbody>
</table>
All trees are managed in accordance with the City’s Policy and Management Practice ENG 6 and the City’s Urban Forest Strategy.

Some tasks undertaken on Street Trees are:

- New Tree Planting (Winter Planting Program and Urban Forest Strategy Implementation)
- Visual Tree Assessments and Reports
- Detailed Assessments (Consultant)
- Tree Pruning Works
- Tree Removal Works
- Powerline and Utility Clearance Pruning
- Helliwell Amenity Assessments
- General Tree Monitoring and Treatment
- Hazard Reduction/Management
Armadale and Kelmscott CBD Areas

<table>
<thead>
<tr>
<th>Service</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin cleaning</td>
<td>6 x per year</td>
</tr>
<tr>
<td>Bin emptying</td>
<td>3-6 x per week</td>
</tr>
<tr>
<td>Jull/Commerce/Mall bins</td>
<td>6 x per week</td>
</tr>
<tr>
<td>Garden maintenance</td>
<td>Daily - on Weekly program/month schedule</td>
</tr>
<tr>
<td>Hedging</td>
<td>Every 2 weeks</td>
</tr>
<tr>
<td>Mulching</td>
<td>2 x per year</td>
</tr>
<tr>
<td>Fertilizing</td>
<td>2 x per year – 4 x for turf</td>
</tr>
</tbody>
</table>

Parks Sportsground Maintenance

Parks Services maintain 15 active ovals consisting of approximately 51 hectares of maintained turf. The ovals are mowed weekly at a leaf height of approximately 18-20 mm. The active ovals turf surrounds are mowed fortnightly at a leaf height of approximately 25-30mm.

Some tasks undertaken within active sports ovals are:

- Soil and leaf tissue analysis
- Fertilising
- Wetting agent application
- Rubbish collection
- Weed control
- Tree and shrub maintenance
- Sports furniture and seating maintenance

Turf renovations include:

- Verti draining
- Top dressing
- Verti coring
- Returfing

Refer to tabled item – Active Sportsgrounds Maintenance
Parks Passive Maintenance

Parks Services maintain 33 passive parks consisting of maintained turf, landscaped garden beds, footpaths, lighting, park furniture and playgrounds. The turf is mowed every third week at leaf heights of approximately 25mm-30mm in height.

Some tasks completed within these Parks are:

- Fertilising
- Garden bed maintenance
- Mulching
- Tree pruning
- Shrub pruning
- Lighting
- Footpath maintenance
- Furniture maintenance

Forrestdale Business Park Drainage Swales

Landscaped swales within the Forrestdale Business Park are maintained on a monthly basis. Maintenance works include:

- Providing monthly maintenance reports
- Fertilising all plants as required
- Control of pest and diseases
- Removal of weeds and rubbish from planted areas
- Reporting on and making good, theft and vandalism damage
- Periodic watering
- Repairs/replacement of erosion control matting
- Weed control – chemical application reporting

Fire Mitigation

The Parks Department undertakes various aspects of fire mitigation in conjunction with Ranger Services. The Parks team schedule annual verge mowing and slashing of many sites including selected verges, reserves and public access ways, the Parks and Rangers team work together to determine if there is a risk and what level of risk or fire loading capacity the site has in order to schedule intervention or remedial works if necessary.
The Parks department implement all Fire Order Recommendations made by Ranger Services which consist of:

- Hazard reduction burning with contractors and Volunteer Fire Brigades to undertake controlled burning
- Upgrading and maintenance of existing fire access tracks and fire breaks
- Installation of new fire access tracks within Parks and Reserves
- Assisting in the development and management of Fire Management Plans
- Implementation of the City’s Fire Management Plans
Contract Services (Operations/Maintenance)

In summary, Parks operations committed $3,156,323.01 to contractors of which a majority was spent on the below:

<table>
<thead>
<tr>
<th>DESCRIPTION OF CORE TASKS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newhaven, Vertu, Piara Waters, Harrisdale, streetscapes works, and other gardening and</td>
<td>$721,563.28</td>
</tr>
<tr>
<td>mowing services</td>
<td></td>
</tr>
<tr>
<td>Armadale CBD and various gardening services</td>
<td>$261,580.65</td>
</tr>
<tr>
<td>Tree works</td>
<td>$242,606.74</td>
</tr>
<tr>
<td>Turf fertiliser, chemicals and general turf works</td>
<td>$237,026.89</td>
</tr>
<tr>
<td>Irrigation supplies and repairs</td>
<td>$126,734.71</td>
</tr>
<tr>
<td>Playground maintenance</td>
<td>$118,505.96</td>
</tr>
<tr>
<td>Supply and installation of turf and other turf treatment works</td>
<td>$99,106.53</td>
</tr>
<tr>
<td>Verge mowing and slashing</td>
<td>$63,640</td>
</tr>
<tr>
<td>Pine bark mulch supply</td>
<td>$44,322.46</td>
</tr>
<tr>
<td>Arion and Heron Park maintenance</td>
<td>$44,108.94</td>
</tr>
<tr>
<td>CBD mowing and other mowing services</td>
<td>$43,594.47</td>
</tr>
<tr>
<td>Natural area maintenance</td>
<td>$38,777.64</td>
</tr>
<tr>
<td>Other gardening and mowing services and skate parks</td>
<td>$24,695.55</td>
</tr>
<tr>
<td>Various</td>
<td>$1,088,059.19</td>
</tr>
</tbody>
</table>

Capital Works/Development Program

Parks Capital/Development Works (including Asset Renewal)

A total of $6.1 million was allocated to capital/development works (including carry forward amounts) across the City’s Parks and Reserves in 2016/17. The Parks Capital budget is made up of the following work types including capital new, capital upgrade and capital renewal. Each proposed project of a capital nature is given a specific Parks Project Identification brief outlining the project, description of the project, source of request and estimated cost. Expenditure in these categories include:

- Water facilities
- Play facilities
- Sporting facilities
- Furniture
- Lighting
- Fixtures and structures
- Flora

(Specific strategic projects are in addition to the above.)

Refer to tabled items:
- Parks Project Identification Sheet Examples
- Draft Parks 5 Year Capital Works Program
Recent Major Capital/Development Works have included but not limited to:

- Sports ground lighting upgrades
- Irrigation infrastructure upgrades
- New half-court basketball courts
- Multicourt upgrades
- Replacement of aging park furniture and other infrastructure
- Playground and shade sail improvements
- Accessibility projects
- Streetscape renewal
- Park and reserve upgrades
- Public open space strategy upgrades
- Armadale Golf Course redevelopment
- Construction of shared use oval – DoE/COA
- Ranford Road/Forrestdale Business Park streetscape – MRA/COA
Image 7: Silvershot Reserve Upgrade

Image 8: Silvershot Reserve

Image 9: Silvershot Reserve

Image 10: Creyk Park Irrigation System Renewal
Development in the City of Armadale is experiencing a high level of growth, particularly in the new development areas of North Forrestdale and Wungong. While there is a current slowdown in the rate of development, all projections indicate that this steep trend will continue for at least the next 10 years. This continued rate of development will inevitable have a significant impact of the volume of work within the Parks and Reserves department given the increased number of new developments.

The development component of the Landscape Architect’s role in general refers to works associated with the new development areas, such as North Forrestdale, Wungong and other infill developments.

In each case, at least one review and comment is required to ensure the City’s input is adequately captured and requirements to accommodate a successful development are provided to developers.

The current (January 2017) list of Developments under assessment include:

- Aspiri: Late stages
- CY O’Connor: Late stages
- Heron Park: Late stages
- Holland Park: Mid stages
- Lot 12 Armadale Road: Early stages
- Mason Green: Early stages
- Newhaven: Late stages
- Peregrine: Early stages
- Piara Central: Mid stages
- Piara Court: Late stages
- Riva: Late stages
- Mirvac site (Nicholson Rd): Early stages
- Lakes Road Precinct: Early stages
- Canning River Precinct: Early stages
- Cell C - Springtime: Early stages
- Cell D - Sienna Wood: Early stages
- Cell E - Sienna Wood: Early stages
- Cell F - Sienna Wood: Early stages
- Cell G (Not yet named): Early stages
- Cell J (The Avenues): Early stages
- Cell K (Canterfield): Early stages
- Cell H (Not yet named): Early stages

MRA Miscellaneous small developers
Forrestdale Business Park
Development areas anticipated in the future – Wungong:

- Cell A
- Cell B
- Cell L

**Design**

The design component is referring to works associated with public open space areas (including parks and streetscapes). These are the areas which are currently managed by the City of Armadale.

Design works vary from preparing broader master plans and strategies, through to the detailed design of play equipment and parkland facilities elements.

Specific examples of design works include:

- Public Open Space Strategy revitalisation works for Citywide precincts
- Locality Entry Statements
- Armadale Gateway Designs
- Nicholson, Ranford, Skeet and Warton Road landscape design
- Memorial Park playground upgrade
- Migrant Park design
- Shared use sites design, documentation (eg. Piara Oval South)
- Various Capital Works Projects, including
  - Playground renewals, design input and documentation
  - Furniture renewals, design input and documentation
  - Hardstand renewals, design input and documentation
  - Garden and streetscape renewals, design input and documentation

**Wungong Walk Trail Concept Plan**

During the 2015/16 period, the Parks department provided input into the abovementioned Environmental department led project. Parks input included a review of the Request for Tender document and inclusion on the tender panel. The Parks department will continue to be involved in the project, including consultant liaison and input as required.

**Sub-divisional Input**

During the 2015/16 period a new process was implemented for Technical Services with regard to the applications received for new estates. Parks work closely with the Sub-divisional Engineers and Environment team to provide technical input into the applications. This includes a review of all UWMPs, bulk earthworks, detailed earthworks, services plans, road plans, landscape concept plans, landscape detailed documentation sets and irrigation designs.
Sub-divisional Parks Operations

Parks Officers work closely with the Developer Project teams to inspect the completed landscape works within the new estates. Inspections occur at Practical Completion, Pre-handover and Handover. Each of the inspections requires a review of the works completed to ensure that they are in accordance with the approved design and meet the City’s standards. The teams prepare correspondence to the Developer’s teams to clarify any works required to meet the approved design and City’s standards.

The City has undertaken numerous practical completion inspections during 2016/17, and many Pre-handover inspections. As outlined in the Maintenance Operations section of this report, a number of the Pre-handovers did not qualify for handover due to outstanding drainage issues which are required to be rectified prior to handover.

Civil Design Co-ordination

Parks are working closely with the Civil Design team to provide early input into the landscape component of the civil design project. This includes input into streetscapes, car parks, roundabouts, median islands and blister islands.

Development Approvals (for group housing sites, shopping centres, aged care facilities, etc)

The Planning Department refers landscape plans to the City’s Parks Officers for review, comment and approval. The landscape plans have been submitted to the City by Developers for smaller development sites such as group housing sites, aged care facilities, etc. The Parks department review the plans from a soft landscape perspective, including tree species, shrub species and plant quantities. These sites are often extremely constrained and Parks are aiming to improve the streetscape environment and broader suburban environment by encouraging soft landscape planting where possible and applicable in these constrained sites. In some instances Parks have been able to provide guidance in regard to retaining street trees by relocating a driveway. Retention of street trees and the planting of new street trees as part of development works are extremely important for the City of Armadale.
**New Public Open Space**

There is a large amount of residential development occurring within Piara Waters, Harrisdale, Haynes and Hilbert areas. The City of Armadale has been working with the various developers to ensure that there is good distribution of parks facilities within these areas to promote the local community to engage with their open space. The City has a number of Parks which are scheduled for handover to the City in 2017. During the handover process, the City works with the developer to ensure that its parks meet the City’s required standards.

The City continues to undergo significant growth. As a result, the City has accepted handover from developers for a number of significant areas of new POS over recent years as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/12</td>
<td>24</td>
</tr>
<tr>
<td>2012/13</td>
<td>11</td>
</tr>
<tr>
<td>2013/14</td>
<td>21</td>
</tr>
<tr>
<td>2014/15</td>
<td>19.7</td>
</tr>
<tr>
<td>2015/16</td>
<td>15.5</td>
</tr>
<tr>
<td>2016 (second half)</td>
<td>4.8</td>
</tr>
<tr>
<td>2017 Anticipated Handover</td>
<td>4.4</td>
</tr>
<tr>
<td>2017/18 Anticipated Handover</td>
<td>15.3</td>
</tr>
<tr>
<td>2017/18 Potential Handover (Drainage Issues)</td>
<td>13.1</td>
</tr>
<tr>
<td>2018/19</td>
<td>4.6</td>
</tr>
<tr>
<td>2019/20</td>
<td>3.8</td>
</tr>
<tr>
<td>2020 onwards</td>
<td>3.09</td>
</tr>
</tbody>
</table>

These are the handovers accepted by the City from July 2016 to January 2017.

These are the handovers anticipated to be accepted by the City from February 2017 to June 2017.

These are the handovers anticipated to be accepted by the City in the 2017/18 financial year.

These are the parks which have been identified to have a drainage (or other) issue. This issue has delayed handover. In most cases a pre-handover inspection has occurred, the issue has been identified and handover has been delayed until such time the issue has been rectified.
Specific Park Projects (Technical)

Urban Forest Strategy

The City’s implementation and management plan for the planting of street and reserve trees provides guidance for the implementation and management of trees as public ‘green’ infrastructure in accordance with the City of Armadale’s Urban Forest Strategy (May 2014).

Trees are potentially the largest and most significant element in the urban landscape and provide critical ecosystem services such as shade, habitat, filtration and carbon sequestration. Trees also provide a connection to nature, a sense of local character, reduce heat related stress and can act as traffic or storm water control devices. By applying appropriate levels of resources and ‘best practice’ management, the City will endeavor to develop streetscapes and parks that provide attractive, healthy and appropriate trees for the benefit of the entire community that maximises the environmental, psychological, economic and aesthetic benefits that trees provide to the community, for now and in the future.

The implementation plan outlines:

- Tree planting guidelines in line with relevant policies and documents
- The initial five year planting program for street and reserve trees
- The implementation process and procedure
- Impacts on new residential and commercial development
- The ongoing management process and procedures

The City of Armadale was one of the first Local Governments in Western Australia to develop an Urban Forest Strategy to protect and improve the existing landscape of the City.

The City’s adopted Urban Forest Strategy (T29/4/14) was created to guide the establishment of large numbers of additional trees in the City’s streetscapes.

Over the next 10 years, the City will invest significant resources in the implementation of this strategy so it’s important to clearly define what will constitute success.

Following commencement of the Urban Forest Strategy Implementation Plan, it was agreed that the City will need to benchmark progress, identify real value, capture success and substantiate claims.

The work involved is well understood but a program of this scale has not been implemented before in the City of Armadale.

Council received its last update on the City of Armadale Urban Forest Implementation Plan in April 2016 (T14/4/16).

The City’s Parks department conducts a regular Urban Forest Working Group meeting ensuring all areas of the Urban Forest Strategy are well managed.
The increase in number of trees attributed to the City’s Urban Forest Strategy Implementation is just a conservative target and does not take into account other planting projects.

The following was undertaken in 2016:

- New trees/shrubs being planted in streetscape upgrades (7,615)
- General park improvements (17,628)
- Resident requests (175)
- Rehabilitation projects (114,494 tubestock)

Within its 2016/17 budget for workforce planning, it was agreed to develop in-house resources through the establishment of a dedicated Urban Forest Crew.

Two (2) additional staff – ‘Urban Forest Crew’ and vehicle to assist with the implementation of the City’s Urban Forest Plan was approved. These positions have now been finalised and The City has now appointed two (2) new staff in these roles, with the vehicle and equipment currently being ordered.

The accepted measure of Urban Forest in Australia (and elsewhere) is percentage canopy cover. City officers are continuing to investigate the capture of baseline measure of tree cover and in doing so, target canopy cover can be established. What will the City of Armadale LGA target be? Other vegetation management tools and mapping are also being considered.

The City’s GIS Officers and Parks Technical Officer Operations have created the base model for capturing tree data and their locations using ‘tough pad’ and desktop software which includes:

- Asset tree ID number
- Tree species
- Tree characteristics – evergreen/deciduous
- Size of tree at maturity
- Shade the tree will cast – summer/winter solstice

This software has now been used to log proposed tree planting locations for the urban infill street tree planting for 2017/18 - Year 3.

City officers are continuing to meet with Landgate who are currently planning to develop a prototype web interface with downloadable data in our GIS Systems to obtain values in select LGAs including:

- Tree canopy cover
- Vegetation height/stratification
- Vegetation vigour
- Thermal data/imagery heat mapping
A Request For Quotation document is nearing completion for the supply and assessment of data, including airborne Urban Forest monitoring, to collect and analyse data. It is anticipated that the quotation document will be finalised by late January 2017.

Parks staff, with assistance from the City’s Marketing and Communications department, continue to improve their strategy to foster greater collaboration with the community through the use of several press releases and City Views articles. Each household receiving a tree have been consulted by way of a letter drop, providing details and feedback opportunity. All resident queries and concerns have been addressed efficiently and resolved effectively. (Statistics have been recorded.) Community ownership in the Urban Forest contributes greatly to its value.

The City of Armadale Policy ENG 6 – Street Trees were reviewed in August 2016 and formally adopted by Council. The rationale of the policy states; ‘to ensure the City of Armadale becomes a truly leafy City through the appropriate development and management of its street tree Urban Forest’. The policy refers to the development and management of trees on street verges including their promotion, valuation, retention, protection, planting, maintenance, pruning, removal and mapping.

There will be many and varied strategies and actions to be further considered in future years as our City, like many others, faces significant challenges. By taking these and other best practice measures of continuous improvement, the desired outcomes of the Urban Forest Strategy will be achieved.

Our Urban Forest is a valuable resource that delivers environmental, social and economic benefits to the community. A healthy Urban Forest will play a critical role in maintaining the health and liveability of our local community.

The City needs to be assured that the capital expenditure and investment on its Urban Forest Implementation is money well spent. It needs to be confident that the trees it plants will firstly, survive and secondly, provide the sufficient canopy cover required to reduce the City’s heat island effect, therefore helping to provide an effective response to climate change and in doing so, contribute to the health and wellbeing of the community.

Our Cities need more trees. They are good for our health and productivity, keep cities cool and reduce pollution. People even heal faster when they are around them. Yet so often trees are overlooked when planning new areas.

Together we’re aiming to increase and improve Armadale’s urban green space areas by 2030.
Albany Highway Median Beautification Project (Urban Forest Strategy)

The Albany Highway tree planting proposal identifies the opportunity to beautify the median islands along Albany Highway.

The City intends to beautify the median strip through new tree plantings from Armadale Road to Brookton Highway. In addition to planting trees, the City proposes to remove trees that are in poor health. Median island tree planting will provide long term benefit to the road through visual amenity, while contributing to the overarching city goals of reducing the heat island effect.

Installation of feature paving, streetscaping and safety barriers are included in the scope of works to be undertaken by Parks Services and Main Roads WA.
Water Management for Parks Irrigation in the City of Armadale

The City of Armadale is a rapidly growing strategic regional metropolitan centre providing services to the community. The City’s use of groundwater is primarily to irrigate parks and gardens for active (sports fields) and passive (parklands).

Currently the City’s Parks Services manages the use of groundwater within its irrigated parks and reserves under a council adopted groundwater operating strategy.

The strategy outlines the City’s administrative requirements, operating rules, water quality monitoring regime, contingency plans and water use efficiency practices undertaken by the City to achieve irrigation water supply security and sustainability.

The operating strategy is currently being reviewed due to ongoing licence amendments, transfers, increased allocations, new allocations and updates to our current groundwater monitoring program.

The City currently holds six (6) ground and surface water abstraction licences (GWL). The abstractions from five of the six GWLs held by the City of Armadale are within their allocation.

As at 30 June 2016, the City of Armadale has 73 meters installed on bores within its jurisdiction. Monthly meter readings are taken to determine actual annual abstraction volumes against allocation. Groundwater extraction east of Albany Highway and South West Highways is from a non-proclaimed groundwater area and as such there is no requirement to licence and monitor extraction or water quality.

City of Armadale Water Management Documents:

- City of Armadale Groundwater Operating Strategy 2009
- City of Armadale 2011-2012 Groundwater Use Report
- City of Armadale 2015-2016 Groundwater Monitoring Summary
- Update on Water Management for Park Irrigation in the City of Armadale

Groundwater Investigations

Groundwater is an important resource for the irrigation of the City’s public open space and particularly for the City’s sports fields. In recent years, the existing bores have continued to suffer due to the drying climate, making it more difficult to secure adequate supplies to keep the areas in optimum condition, particularly in areas around the base of the Darling Scarp. In order to target the most likely geographical formations that may yield groundwater for production bore exploration, the City used geophysical survey techniques to map the underground geology at Cross Park, Roleystone; Springdale Park, Roleystone; Karragullen Oval, Karragullen and Gwynne Park, Armadale.


**Playground Audit**

The purpose of the Annual Playground Safety Audit is to identify and report on non-conforming and potential hazards on and in the City’s playgrounds. Equipment, designs, installation, maintenance and environmental conditions are areas that could present unacceptable risk to children/users and the City aims to develop a systematic approach to removing dangerous equipment and/or make repairs according to risk analysis of each non-conforming condition.

Audits are undertaken in line with a wide range of Australian Standards. During a safety audit, hazards are categorised by their potential for causing severe injury. The report determines which hazards require immediate corrective action and prioritises others based on risk/hazard.

The following chart details the age brackets of all individual items, including play structures:

![Age - All Items of Equipment Chart](chart.png)
The following chart details the condition of the overall park rating based on the condition of the largest portion of the equipment:

**Condition - Overall Park Rating**

- Excellent: 4% (3)  
- Good: 36% (26)  
- Average: 46% (34)  
- Poor: 14% (10)
Parks Services – Active Sportsground Lighting Renewal Program 2014/15

In the 2014/15 budget Council approved expenditure for the renewal of sportsground lighting throughout the City. Stage one works included:

- Morgan Park
- Alfred Skeet Reserve
- Gwynne Park
- Rushton Park
- John Dunn Memorial Park (front fields)

Stage two lighting renewal works included in 2015/16:

- John Dunn Main Oval
- Springdale Oval (additional infrastructure)
- Gwynne Park Main Oval
- William Skeet Oval

The current Australian Standard for lighting for football, that is for Australian Rules Football, Soccer, and Rugby, is AS 2560.2.3-2007.

This standard lists:

- One level of play for ‘Recreational level’ (50 lux)
- Two levels of play for ‘Amateur level’ (50/100 lux)
- Three levels of play for ‘Semi-professional level’ (50/100/200 lux)

The underground lighting infrastructure has been designed and installed to accommodate possible future upgrade to 100 lux in the future.
Morgan Park Lighting Renewal

- 50 lux Recreation Training Standard
- 6 x 30 metre towers
- New control cabinets & electrical infrastructure
- Western Power site transformer upgrade

Alfred Skeet Oval 2 Lighting Renewal (50 Lux)

- 50 lux Recreation Training Standard
- 4 x 30 metre towers
- New control cabinets & electrical infrastructure
- Western Power site transformer upgrade

Armadale Golf Course Redevelopment

A major upgrade incorporating total greens, tees, fairways and bunker re-design with bulk earthworks completed to master plan/detailed design along with a new automatic irrigation system, pump and control system renewal. Other architectural upgrades including tree and grass planting and revegetation, operations shed construction and necessary power upgrade works. The project commenced in July 2016 and opening is anticipated in May 2017.
Guidelines for POS and Sporting Fields within the City of Armadale

The City of Armadale is one of the fastest growing Local Authorities in WA with significant new development providing new housing for over 70,000 new residents over the next 20 years. The trend for smaller housing blocks is resulting in higher population densities, reduced private open space and a reduced allocation of POS per resident. The marketing of new suburbs predominantly uses images of openness and healthy lifestyles which is often contradictory to the reality. It is incumbent on developers and local authorities to develop open space areas that meet the needs of the community. The purpose is to provide information to developers operating within the City of Armadale on:

- The nature of POS sites desired by the City
- The size and possible layout of local and district recreational and sporting spaces
- The functionality of POS with respect to the local context
- The link between state and local POS expectations

Public Open Space (POS) Strategy

The City’s POS Strategy aims to dispose of surplus public open space areas to enable upgrades to parks and reserves within the precinct.

The POS strategy commenced with the prioritisation of land sales in certain precincts and the development of expenditure proposals for those precincts once land sales are complete.

The City’s Parks Services department have more recently undertaken upgrades as part of the public open space strategy in Precinct A. The more significant projects include upgrades at Westfield Heron Reserve and Kuhl Park.
**Shared Use Sites Department of Education (DOE)/City of Armadale (COA)**

There are nine (9) shared-use facilities proposed within the City for the provision and shared use of public open space and shared community infrastructure on and/or adjacent to school sites.

A shared use agreement identifies the responsibilities and conditions of the development, use and maintenance of facilities within new residential developments.

The areas in the City of Armadale nominated as shared community infrastructure within co-located public open space and school sites is shared to:

- Provide optimal provision of community infrastructure
- Provide a cost effective way for the parties to deliver community infrastructure
- Reduce duplication of community infrastructure by promoting shared and efficient and effective use of resources to deliver opportunities for development

It is intended that the shared community infrastructure be used primarily for active recreation. Maintenance of the first site (oval) by the City’s Parks Services commenced in January 2017 at the Harrisdale (East) Playing Field. The second of the nine shared use facilities has commenced at Piara Waters South – Community and Sporting Facility.

**Maintenance/Renewal**

The City maintains the entire shared open space. DOE provides a contribution to the City, based on the City’s cost to maintain and renew the facility. This includes but is not limited to:

- Turf mowing, fertilising, renovations, top dressing
- Irrigation system maintenance and renewal
- Watering cost
- Maintenance and renewal of other shared infrastructure such as cricket practice wickets
- Landscaping
- Insurance
- Car parking
- Lighting
- Shared use facilities such as playgrounds

**Balannup Drain Landscape Works**

A major landscape upgrade to the Balannup drainage area is currently being designed and is due to commence works later in 2017. Works will include installation of decking, seating, walls, meandering pathways and revegetation.
Piara Oval Pavilion Landscape Design and Documentation

Parks Services are involved in the detailed design and documentation associated with the Piara Oval Pavilion surrounds, play space and associated playing fields. The landscape design includes a new turf playing field with lighting, playground, picnic facilities and hardscape area around the new pavilion to provide areas for the community to gather and watch sporting activities.

![Image of Piara Oval Pavilion Landscape Design]

Entry Statements

Parks Services has prepared Entry Statement Concept Designs at four of the key locations within the City of Armadale, including Kelmscott, Forrestdale, Roleystone and Armadale. The designs include planting and a striking metal entry statement which reflects the character of the local area. Installation of the Kelmscott and Forrestdale Entry Statements are scheduled to commence on site later in 2017.

![Image of Kelmscott Entry Statement]
Events

The City delivers a wide variety of events, many of which are held in City parks including but not limited to the following:

Minnawarra Park

- Highland Gathering
- Perth Kilt Run
- Australia Day
- Skate Series
- Minnawarra Show
- Veterans Car Club
- Easter Festival

Memorial Park

- Hawkers Market
- ANZAC Day
- Remembrance Day
- Carols by Candlelight
- Movies in the Park
- Summer Concerts

Rushton Park

- Kelmscott Show
- Dogs Day Out
- Movies in the Park
- ANZAC Day
- Remembrance Day

Karagullen Oval

- Karragullen Field Day

Bakers House, Harrisdale

- Community Events

Jull Street Mall

- Twilight Markets
- Music in the Mall

Cross Park

- Roleystone Markets
- Community Concerts

Each event within the City’s parkland contributes to connecting and building local community.
Summary

The City of Armadale like so many other local government authorities is facing many challenges. We are an outer metropolitan growth council with a large and complex area to manage, including; its older suburbs to new built form, the semi-rural interfaces, supporting a growing population in terms of better recreational facilities, infrastructure and best outcome of all public open space as block sizes diminish.

We are all expected to deliver improved levels of service often within existing budgets and resources as demands and expectations of our diverse community grow.

A broad range of activities including but not limited to the following are undertaken by the City’s Parks Services department, many of which have been addressed in some way within this departmental overview report:

- Parkland Management
- Sports Field Management
- New Estates Parkland Maintenance
- Natural Areas/Landcare Management
- Parks and Streetscape Asset Management
- Public Open Space Irrigation
- Citywide Tree Management
- Vegetation Control
- Fire Mitigation
- Planning of Recreation Areas
- Reserves Construction and Development
- Landscape Design and Assessment
- Facilities Management
Conclusion

This report provides an overview of some of the many services delivered by the City’s Parks and Reserves department within the Technical Services Directorate.

The Parks and Reserves department provides an ongoing valuable service to the City, its residents and visitors.

The Parks and Reserves team successfully manage the City’s open space and facilities to a high standard and is a valuable part of the Technical Services Directorate.

The Parks and Reserves department manage a large area of open space through well managed scheduled operational services, programs and inspections along with the delivery of capital development and asset renewal projects with a dedicated team of professional staff that show pride and enthusiasm in the delivery of citywide parks services.

Recommendations

That Council note the contents of this report.

Tabled Items

1. Parks and Reserves 2016/17 Maintenance/Operation Schedule – Team 1, 2 and 3
2. Parks and Reserves 2016/17 Maintenance/Operation Schedule – Team 4
3. Harrisdale Piara Waters Residential Estates Specified Area New Estates Amenity Service 2017
5. Champion Lakes Residential Estates Specified Area New Estates Amenity Service 2017
5. Parks Services Comparative Resources Survey – LGA 2016 Benchmark Questionnaire
6. Bushland Reserves Maintenance/Operations Schedule
7. Active Sportsgrounds Maintenance
8. Parks Project Identification Sheet Examples
9. Draft Parks 5 Year Capital Works Program