CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 2 NOVEMBER 2015 AT 7.00PM.

A meal will be served at 6:15 p.m.

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

“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

RECOMMEND

Minutes of the Community Services Committee Meeting held on 6 October 2015 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

Outstanding Matters & Information Items

Report on Outstanding Matters – Community Services Committee

Monthly / Quarterly Departmental Reports

Recreation Services Report
Library & Heritage Services Monthly Report
Ranger & Emergency Services Monthly Report
Tourism

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.
COMMUNITY SERVICES COMMITTEE

2 NOVEMBER 2015

1. PRESENTATIONS
   1.1 PRESENTATION BY TPG ON DRAFT MASTER PLANS FOR THE BOB BLACKBURN RESERVE AND GWYNNE PARK

2. COMMUNITY SERVICES
   2.1 APPOINTMENT OF ELECTED MEMBERS TO OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS
   2.2 **CHIEF BUSH FIRE CONTROL OFFICER

3. COMMUNITY PLANNING
   3.1 MASTER PLANS FOR BOB BLACKBURN AND GWYNNE PARK, PUBLIC COMMENT PERIOD
   3.2 TENDER NO 29/15 - LEASE AND OPERATION OF THE ARMADALE GOLF COURSE

4. COUNCILLORS’ ITEMS
   NIL

5. EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT
   NIL

SUMMARY OF “A” ATTACHMENTS
1.1 - PRESENTATION BY TPG ON DRAFT MASTER PLANS FOR THE BOB BLACKBURN RESERVE AND GWYNNE PARK

ATTACHMENTS
There are no attachments for this report.
### 2.1 - APPOINTMENT OF ELECTED MEMBERS TO OCCASIONAL ADVISORY GROUPS, REFERENCE/WORKING GROUPS AND EXTERNAL ORGANISATIONS

<table>
<thead>
<tr>
<th>WARD</th>
<th>ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE No.</td>
<td>M/745/15</td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>REF</td>
<td>SG</td>
</tr>
<tr>
<td>RESPONSIBLE MANAGER</td>
<td>Executive Director Community Services</td>
</tr>
</tbody>
</table>

**In Brief:**
- Following the local government elections on the 17 October 2015 consideration is required to be given to the appointment of Elected Members to Occasional Advisory groups, Reference/Working Groups & External/Local Organisations for a 2 year term, ending October 2017.
- **Recommend:**

**Tabled Items**
Nil

**Officer Interest Declaration**
Nil

**Strategic Implications**
4.1 Good Governance and Management

4.1.5 Support strategic alliances and stakeholder forums and advisory groups that assist Council in policy development and service planning.

**Legislation Implications**
Assessment of legislation indicates that the following apply:

- Sections 5.8, 5.9, 5.10 and 5.11 of the Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Bushfires Act 1954

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

- City of Armadale Standing Orders
- City of Armadale Code of Conduct
**Budget/Financial Implications**
The adoption of the recommendation contained in this report has no financial implication.

**Consultation**
- Intra-directorate and relevant groups.

**BACKGROUND**
At its meeting of 19 October 2015 Council resolved that the matter of Council representation on the following Committees and Groups be referred to the Community Services Committee.

**COMMENT**
In addition to the formation of Council established Committees, Council also nominates representatives to occasional advisory groups, reference/working groups and external/local organisations. Council may nominate representatives to such committees/organisations by a simple majority.

Unless otherwise determined by Council, the tenure of a Councillor’s membership on a Committee or as a delegate continues until:

- the Councillor no longer holds the office by virtue of which the Councillor became a member;
- the Councillor resigns from membership of the Committee;
- the Committee is disbanded; or
- the next ordinary election day.

whichever happens first.

**DETAILS OF PROPOSAL**
Committee is requested to consider and recommend appointments from its membership to various committees and groups.

All appointments are for a (2) year period, i.e. 2015 – 2017.

The following gives a brief explanation of each to assist Committee with nominations.

It should be noted that attendance or appointment of officers to any outside group will be at the discretion of the Chief Executive Officer.

*It is preferable that delegates to these various groups are members of the Council Committee overseeing their operation. In this instance, that is the Community Services Committee.*
OCCASIONAL ADVISORY GROUPS AND REFERENCE/WORKING GROUPS

Aboriginal & Torres Strait Islander Advisory Group

The purpose of the group is to be a reference group for the development of the Champion Centre and other related Indigenous Community Development issues. Its membership consists of local community indigenous residents and other government and non-government agencies linked with indigenous service provision.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Cr G Best</td>
<td>1st Tuesday - Bi monthly – 12.30 pm – Champion Centre</td>
</tr>
<tr>
<td>1 Deputy (optional)</td>
<td>Cr M Norman</td>
<td></td>
</tr>
</tbody>
</table>

Note: Current practice is that the member and deputy member be nominated from the Community Services Committee

Bushfire Advisory Committee

The Bushfire Advisory Committee is a Committee created under the Bushfires Act to advise Council on restricted, prohibited and permissible burning periods. It also advises on matters related to the prevention of bushfire. (Note: According to the Bushfires Act, Local Governments may establish an Advisory Committee, however there is no obligation to do so). Membership is made up of representatives of local volunteer bushfire brigades, the Chief Bushfire Control officer and his deputy.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delegate</td>
<td>Cr G Nixon</td>
<td>As and when required</td>
</tr>
<tr>
<td>1 Deputy</td>
<td>Cr G Best</td>
<td></td>
</tr>
</tbody>
</table>

Note: Historically Council representation has been elected members from this Committee and from the Jarrah and Neerigen wards because of the particular relevance to those areas.

City of Armadale Highland Gathering Reference Group

The purpose of the group is to assist with the Armadale Highland Gathering and has a membership that includes organisations that participate in the event.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Cr J Stewart</td>
<td>As and when required</td>
</tr>
<tr>
<td>1 Deputy (optional)</td>
<td>Cr C Campbell</td>
<td></td>
</tr>
</tbody>
</table>
Disability Advisory Team

The purpose of the team is to provide a forum on access and inclusion issues, information sharing and advocacy. It provides feedback on the City’s Access and Inclusion Plan and has membership of officers from different Directorates in addition to community members and government and non-government agencies.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Cr M S Northcott</td>
<td>1st Tuesday of the month at 9.00 am – City of Armadale</td>
</tr>
<tr>
<td>1 Deputy (optional)</td>
<td>Cr J Stewart</td>
<td></td>
</tr>
</tbody>
</table>

History Reference Group

The purpose of the group is to provide a reference forum on a range of issues associated with the City’s historical collections; its Museums, Local Studies Library and historic precincts and any other matters related to preserving the history of the district. Its membership comprises community members and representatives from relevant organisations.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Cr G Nixon</td>
<td>1st Thursday, quarterly at 5.30 pm. Birtwistle Local Studies Library.</td>
</tr>
<tr>
<td>1 Deputy (optional)</td>
<td>Cr G Best</td>
<td></td>
</tr>
</tbody>
</table>

EXTERNAL/LOCAL ORGANISATIONS

Armadale/Kelmscott Hospital Community Advisory Council

The role of the Community Advisory Council is to provide information and to enhance the patient care services provided by the A/K Health Service. It aims to bring the voices of the community and consumers into the decision-making processes of the Armadale Health Service. This helps to develop services that are responsive to the needs of the catchment population.
<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delegate</td>
<td>Cr Busby (Delegate)</td>
<td>TBA</td>
</tr>
<tr>
<td>1 Deputy</td>
<td>Cr Northcott (Deputy)</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**Note:** Council appointment

**Armadale State Emergency Service**

The City provides financial support via the Emergency Services Levy.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delegate</td>
<td>Cr Geary</td>
<td>As and when required</td>
</tr>
</tbody>
</table>

**Note:** The Council representative is a liaison role only and is normally appointed from the Community Services Committee.

**Dale Cottages Board**

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Cr Norman</td>
<td>To be advised.</td>
</tr>
</tbody>
</table>

**Note:** The Council representative is a liaison role only and is normally appointed from the Community Services Committee.

**Local Emergency Management Committee**

Functions

- Advise and assist the LGA in ensuring that Local Emergency Management Arrangements (LEMA) are establish for its district.
- Liaise with public authorities and other persons in the development, review and testing of LEMA; and
- Carry out other emergency management activities as directed by the District Emergency Management Committee (DEMC) or prescribed by the regulations.

The CoA is represented on the LEMC by the Mayor who, as required under the City’s Emergency Management Arrangements plan is also chair of the LEMC.

- LEMC Chairperson: Mayor – City of Armadale,
- Deputy Chairperson: Officer in Charge - Armadale Police,
- Executive Officer: Manager Ranger & Emergency Services – City of Armadale.
**Neighbourhood Watch Committee (City of Armadale)**

Neighbourhood Watch is a community self-help program that aims to prevent crime and protect the safety, security and quality of life for everyone in our Community. It does this by addressing defined goals namely:

- To reduce fear of crime in our community;
- To reduce preventable crime;
- To encourage reporting of suspicious activity;
- To improve the quality of information passed on to Police;
- To improve the level of home security in the community; and,
- To encourage marking valuables to discourage theft;
- Assist in identifying recovered property.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delegate</td>
<td>No delegate appointed</td>
<td>3rd Wednesday of the month at 11.00 am – City of Armadale.</td>
</tr>
</tbody>
</table>

**Note:** The Council representative is a liaison role only but would normally be from the Community Services Committee.

**Westfield Senior Citizens’ Management Committee**

The Council representative is a liaison role only.

<table>
<thead>
<tr>
<th>Council/Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>Crs Shaw &amp; Stewart</td>
<td>To be advised.</td>
</tr>
</tbody>
</table>

**Note:** Current practice is that the delegates to this Committee are the Heron ward members.

**Explanatory Notes**

The following procedural notes are provided to assist Committee in making recommendation on the above appointments.
1. appointments to any of the above committees/groups would preferably (but not essentially) be restricted to members of the Community Services Committee;
2. nominations for appointment can be verbal or in writing - past practice, which has operated without problem, has been on a verbal basis,
3. in the event of no nominations being received, the matter be referred to full Council for nomination and subsequent appointment;
4. in the event of more nominations being received than positions to be filled, the options are:

for external committees/groups
a) conduct a ballot to determine person(s) recommended for appointment, OR
b) refer the nominations received to Council where the appointment will be determined by ballot.

for Council established groups
a) consider/recommend to Council an increase in the number of positions and accordingly recommended person(s) for appointment, OR
b) conduct a ballot to determine person(s) recommended for appointment, OR
c) refer the nominations received to Council where the appointments will be determined by ballot.
RECOMMEND

That Council

make appointments for the period October 2015 to October 2017 as follows:

<table>
<thead>
<tr>
<th>Occasional Advisory Groups and Reference/Working Groups</th>
<th>Member/Delegate</th>
<th>Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal &amp; Torres Strait Islander Advisory Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bushfire Advisory Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Armadale Highland Gathering Reference Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Advisory Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History Reference Group</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External Organisations</th>
<th>Member/Delegate</th>
<th>Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armadale/Kelmscott Hospital Community Advisory Council</td>
<td>Cr K Busby  (appointed at Special Council Meeting 19 October 2015)</td>
<td>Not Required</td>
</tr>
<tr>
<td>Armadale State Emergency Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Armadale Neighbourhood Watch Committee</td>
<td>Cr K Busby  (appointed at Special Council Meeting 19 October 2015)</td>
<td>Not Required</td>
</tr>
<tr>
<td>Dale Cottages Board</td>
<td>Cr K Busby  (appointed at Special Council Meeting 19 October 2015)</td>
<td>Not Required</td>
</tr>
<tr>
<td>Local Emergency Management Committee</td>
<td>Mayor Cr Zelones  (appointed at Special Council Meeting 19 October 2015)</td>
<td>Not Required</td>
</tr>
<tr>
<td>Westfield Senior Citizens’ Management</td>
<td>Cr Stewart &amp; Cr Shaw  (appointed at Special Council Meeting 19 October 2015)</td>
<td>Not Required</td>
</tr>
</tbody>
</table>

ATTACHMENTS
There are no attachments for this report.
**2.2 - CHIEF BUSH FIRE CONTROL OFFICER**

WARD : ALL
FILE No. : M/976/15
DATE : 20 October 2015
REF : BW
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- To appoint the Community Emergency Services Coordinator (CESC) Mr. Paul Robert Little, Chief Bush Fire Control Officer pursuant to Section 38 of the Bush Fires Act 1954

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
1.6.1 Support the community in emergency and fire management planning,

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
- Department of Fire and Emergency Services (DFES)
- Volunteer Bush Fire Brigades (VBFB)
BACKGROUND
On Monday 5 October 2015 Mr. Paul Little commenced duties with the City of Armadale as the Community Emergency Services Coordinator (CESC) under a jointly funded arrangement between the City of Armadale (COA) and the Department of Fire and Emergency Services (DFES).

In accordance with the provisions of the Memorandum of Understanding MOU between the COA and DFES it is proposed that the CESC will be required to perform operational emergency management duties as required and will be elevated to the position of Chief Bush Fire Control Officer (CBFCO) by the City, prior to the 2015/16 southern bush fire season.

DETAILS OF PROPOSAL
The proposition of this report is for Council to appointment Mr. Paul Robert Little as Chief Bush Fire Control Officer (CBFCO pursuant to the provisions of Section 38 (1) of the Bush Fires Act 1954.

COMMENT
The Chief Bush Fire Control Officer (CBFCO) is the most senior Fire Control Officer (FCO) appointed by a Local Government Authority (LGA). The powers and responsibilities conferred on the CBFCO are derived from the Bush Fires Act and Regulations. He is to be experienced in fire suppression and is responsible for tactical decisions which may involve life and property and have wide powers when involved in firefighting.

Being the most senior member of a LGA bush fire organisation, the CBFCO may take overall charge of fire fighting in his/her LGA district, he is also expected to assume the role of leader, guide and mentor to more junior Bush Fire Control Officers and the bush fire organization generally.

The CBFCO must enjoy the confidence of the LGA and have adequate authority (or access to it) to use Council resources and/or funds when fires may warrant such action. The choice of CBFCO is an important decision which properly lies with Council and is subject to the LGA direction, control and possible limitation of powers conferred by the Bush Fires Act.

Other duties of the CBFCO include—

- monitor Volunteer Bush Fire Brigades (VBFB’s) resourcing, equipment (including protective clothing) and training levels;
- liaising with the LGA concerning fire prevention/suppression matters generally;
- ensuring that VBFB’s are registered with the LGA and that lists of brigade members is maintained.

The role of CBFCO is currently supported by a Deputy Chief Bush Fire Control Officer (DCBFCO) namely; Mr. Matthew Plowman, from the Roleystone VBFB, Matthew maintains a good working knowledge of Bush Fire Legislation, as it relates to powers of Bush Fire Control Officer, and a comprehensive knowledge of fire suppression techniques gained by experience from the grassroots upwards.
The DCBFCO has a clear understanding of his role, and relationship to Council, and in the absence of the CBFCO he will, by mutual agreement, assume the duties of the CBFCO

SUMMARY
Paul Robert Little has the required knowledge, skills qualifications and accreditation for appointment to the position of CBFCO, and it is herein recommended that Council appoint him as CBFCO. The appointment is consistent with his position role description and will serve to facilitate and assist in the orderly business and performance of Fire Emergency Services.

It is further proposed that all previous appointments as CBFCO be cancelled

RECOMMEND
That Council:

1 Appoint Paul Robert Little as “Chief Bush Fire Control Officer” for the City of Armadale, in accordance with section 38 of the Bush Fires Act 1954.

2 Cancel all previous appointments as CBFCO

3 Note that the appointment of the herein named Paul Robert Little will automatically be cancelled upon termination of employment with the City of Armadale.

ATTACHMENTS
There are no attachments for this report.
3.1 - MASTER PLANS FOR BOB BLACKBURN AND GWYNNE PARK, PUBLIC COMMENT PERIOD

WARD : ALL
FILE No. : M/978/15
DATE : 20 October 2015
REF : GT
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- This report presents the Draft Master Plans developed for the community and sporting hubs of Bob Blackburn Reserve Seville Grove and Gwynne Park Reserve Armadale. The plans have been developed through a master planning process including consultation with community, stakeholders, facility user groups and City officers.
- Recommend:
  - That Council approve the public advertising of the Draft Master Plans developed for the Bob Blackburn Reserve Seville Grove and Gwynne Park Reserve Armadale for a period of four (4) weeks, with any resulting community input to be incorporated into a final report in 2016.

Tabled Items
1. Nil

Officer Interest Declaration
Nil

Strategic Implications
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.
2.4 Attractive and user friendly streetscapes and open space.
2.6 Council buildings and facilities that meet community needs.
2.7 Assets and infrastructure managed over the long term to meet current and future needs.

Legislation Implications
Any works associated with the projects would need to be carried out in accordance with the Building Code of Australia and any other relevant legislation.

Council Policy/Local Law Implications
- ENG 13 Asset Management Vision
Committee - Community Planning

- ENG 14 Landscaping
- RECN 1 Lighting on Sporting Reserves
- RECN 3 Club/Community Group Application(s) for Council Support of Capital Works Projects

**Budget/Financial Implications**

Endorsement of the recommendation in this report does not have direct financial implications. Once a final consolidated Master Plan is developed and endorsed by Council the various design elements will be costed and prioritized, and then presented to council for consideration as part of the annual and long term budgeting process.

**Consultation**

1. Department of Sport and Recreation
2. User and Sporting Groups of Bob Blackburn and Gwynne Park Reserve
3. Local Residents
4. Lotteries House
5. Champion Centre
6. Armadale Bowling Club
7. PCYC
8. Scouts and Girl Guides
9. Technical Services
10. Parks Services
11. Community Development

**BACKGROUND**

In 2007, the City of Armadale identified a significant shortfall in the anticipated provision of active open space (playing fields) in the growth areas of Harrisdale, Piara Waters and the MRA’s Wungong Urban project area. The City subsequently commissioned the *Active Sporting Reserves City of Armadale Feasibility Study* (ABV:2008) to review the current and future community infrastructure needs for the City’s growing population. This study was reported to Council in October 2008 (CS104/10/08). The outcome of this review also recommended that the City initiate a staged program to progressively upgrade existing active reserves whilst considering the usage of all sporting reserves.

In July 2011, the City of Armadale contracted Creating Communities Australia to undertake the *Active Reserves and Community Hubs Study* which investigated current and future needs in the provision for community and sporting groups within the City’s established areas. This study was reported to Council in February 2012 (C7/2/12). The study focussed on twelve ‘hubs’ that comprise aggregations of sporting and community facilities and looked at how they could be developed into the future to optimise broader community as well as sporting use. The twelve hubs are:

- Alfred Skeet Reserve, Forrestdale
- William Skeet Reserve, Forrestdale
- Bob Blackburn Reserve, Seville Grove
- Creyk Park, Armadale
The City is now in the process of undertaking more detailed master planning for each of the twelve hubs based on the work of the previous studies. To date master planning has been completed for Cross Park, Springdale Park, Rushton Park, John Dunn Reserve and the Forrestdale Hub (Alfred and William Skeet Reserves).

Consulting firm TPG Town Planning and Urban Design, were appointed in March 2015 (C9/3/15), to undertake master plan design, analysis and community engagement for sporting and community hub facilities at the Bob Blackburn reserve Seville Grove and Gwynne Park reserve Armadale. The four remaining studies considering Creyk Park, Karragullen Oval, Morgan Park and Frye Park, are currently being undertaken and draft plans will be available in December.

DETAILS OF PROPOSAL
Bob Blackburn Reserve Master Plan

The Bob Blackburn Reserve hosts the Seville Grove Library, the Armadale Regional Aquatic Centre, the Champion Centre which hosts a number of community support agencies, the sporting fields and a large area of significant bushland. It is also close to the local shopping centre and provides access for residents through an unofficial laneway between the library and Champion Centre.

The Master Planning process seeks to plan with rather than for local community. Therefore a number of workshops were held with stakeholder and community groups to seek local knowledge and work up ideas coming from the local community.

Community and stakeholder workshops for Bob Blackburn reserve were conducted on 5 May and 2 June, to ensure the widest number of ideas were captured and discussed by the groups. Staff operating the various facilities, were also consulted separately. Follow up workshops to discuss the masterplan concepts were conducted on 7 July, to seek agreement from attendees and make any further changes.

The Bob Blackburn Draft Master Plan identifies the following:

- Upgrade reserve lighting to meet current codes for small ball sports
- Provide lighting within south-west car park
- Provide baseball ball batting cage and power to facilitate lighting and pitching machine
Relocate exercise equipment closer to playground
- Provide functional and attractive low fencing to protect vehicles
- Develop a community garden adjacent to library and Champion Centre
- Provide a walking trail around sports surface and linking to bush area
- Extend pavilion to include more storage and increase shelter
- Develop stronger entrance point statements with clear wayfinding instructions
- Major upgrade to the Aquatic Centre
- Consider future use of the Seville Grove Library
- Upgrades to the Champion Centre

Key projects that align with from this master planning include:

- A detailed planning project examining the future of the Seville Grove Library and the Champion Centre as a community service hub
- Upgrade and expansion of the Armadale Regional Aquatic Centre. The Centre is currently the subject of a regional grant application which will see it expanded and improved to include indoor pools, gymnasium and community spaces in addition to the current outdoor facility

Gwynne Park Reserve Armadale

Gwynne Park Reserve is currently the largest recreation reserve in the City of Armadale and hosts a number of community-based service and activity providers including:

- Lotteries House
- John Green Centre
- Girl Guides and Scouts
- Armadale Arena Indoor Sport Centre
- Armadale Badminton Centre
- Armadale Bowling Club
- Armadale Tennis Club
- Armadale Football Club (seniors and Juniors)

Gwynne Park Reserve will play a significant role in the provision of recreation and sporting opportunities not just for the existing residents of Armadale, but importantly it is the only major indoor sports facility in close proximity to the Wungong Urban Development that will ultimately be home to 45,000 new residents. It is clear that the activities on this site will need to respond to the future demand coming from Wungong as no similar facilities are planned in Wungong in the short or medium term.

With a larger number of groups and a long history, the Gwynne Park consultation process took longer to complete and required a number of additional meetings. Stakeholder and community workshops were held on 6 May with follow up workshops on 9 July and 6 August. Specific meetings were held with PCYC and the Armadale Bowling Club throughout the process to work through specific issues and opportunities.

The Draft Master Plans for Gwynne Park are divided into; Concept 1, short to medium term, and Concept 2, medium to long term. The distinction was useful to separate lower cost and simpler ideas from the more complex and expensive ideas which may become significant future projects.
The short to medium term Draft Master Plan identified the following opportunities:

- Reorient entrance of the Arena to the central car-park to create a central point from which a number of activities can be accessed
- Expand the central car-park
- Expansion of the Lotteries house to accommodate demand from support service
- Develop a pedestrian pathway around the park.
- Upgrade the existing Armadale Football clubrooms (currently being undertaken)
- Upgrade the FESSA training area and gain agreement for use as car park
- Refurbishment of the current tennis facility and retention of the 14 courts (this is the only large tennis facility in Armadale that will also service Wungong in the future)
- Improve entrance statements and wayfinding

The Medium to long term Draft Master Plan identified the following key projects:

**Relocation of the reticulation water tanks**
The relocation of these tanks will enable the integration of parking and access within the reserve. This project would also include upgrading reticulation infrastructure and technology to ensure sustainability of the grassed areas in the future.

**Expansion of the indoor basketball courts**
There is sufficient space to expand the centre into a four court stadium. Gwynne Park is located on the main transport link between the Centre of Armadale and the Wungong Urban Waters development. Expansion of this venue with its existing support infrastructure is a cost effective way to accommodate demand for indoor activities coming from Wungong residents. The Arena is also a significant roller skating facility for the Perth metropolitan area and expansion will support the development of skating and other programs including, basketball, netball, badminton, volleyball and indoor soccer.

**Relocation and combination of Scouts and Guides**
Scouting and Guides have a long history of service delivery in Western Australia and the Armadale Clubs located at Gwynne Park have provided a valuable service to the local community for a number of years. Both are accommodated in separate facilities on site that are hard to find and do not assist in the promotion of their programs. Developing a suitable strategy to locate these groups in such a way to enhance their ability to promote and serve the community will be the subject of a further planning project.

**Relocation of Bowling Club**
The relocation of the Armadale Bowling Club from the current central position to a Townley Street frontage is a long term concept dependent upon a number of driving factors. Firstly the current venue has residual asset value and therefore there is no urgency to replace or upgrade it. The club currently has one artificial green and three grass greens which as water becomes more expensive, will increase the Clubs operating costs. This is a long term project that
would be timed with the need to renew the artificial green, respond to pressure on water use and provide a new venue that will attract and respond to the increased demand coming from the new development area.

**Integrated all ages Playground**
The development of an all age’s playground central to the site is consistent with the growing demand for spontaneous unstructured play areas including nature play and physical challenge elements. Again a long term project dependent on the relocation of the Bowling Club this project represents a continued investment in the young families in our existing suburbs and will generate more continuous activity on the reserve where structured sport is already well catered for.

**COMMENT**

**ANALYSIS**
The Draft Master Plans have resulted from; site analysis, opportunities and constraints analysis, CPTED analysis, landscape design and community and stakeholder input. The draft plans have been developed to provide solutions to issues and opportunities identified throughout the consultation process. To maintain consistency in community engagement, the draft Master Plan concepts are to be made available for comment to the broader Armadale community through notices in local newspapers and signage on site. This will allow opportunity for further community input following which a consolidated final version will be presented to Council early in 2016.

**OPTIONS**
Council could:
1. Not approve the initiation of a public comment period
2. Request modification to the Draft Master Plans prior to public advertisement
3. Approve the public advertising of the Draft Master Plans developed for the Bob Blackburn Reserve Seville Grove and Gwynne Park Reserve Armadale

Option 3 is recommended.

**CONCLUSION**
The proposed draft option designs represent the culmination of discussions and workshops with City officers, stakeholders, community and local residents. Broader City consultation through public advertisement will provide additional opportunity for comment and input into the draft designs prior to a final report being provided to Council. A period of four weeks is recommended to allow sufficient time for people to comment while allowing the consultation period to finish before the Christmas break.
RECOMMEND

That Council:

1. Approve the public advertising for the Draft Master Plans for Bob Blackburn Reserve Seville Grove and Gwynne Park Reserve Armadale, for a period of four (4) weeks, with any resulting community input to be incorporated into a final report in 2016.

ATTACHMENTS
There are no attachments for this report.
3.2 - TENDER NO 29/15 - LEASE AND OPERATION OF THE ARMADALE GOLF COURSE.

WARD : ALL

FILE No. : M/979/15

DATE : 22 October 2015

REF : NK

RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
Tender No 29/15 was called for the Lease and Operations of the Armadale Golf Course.

Recommend:
- That Council accepts the Tender from Golf Oracle in accordance with their submitted tender, financial model (which requires no operating financial contribution from Council) and Council contract documentation for an initial period of ten (10) years with two (2) five (5) year options commencing at the date of approval by the Minister for Lands.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
1. Community Wellbeing
   1.1 Services that support community growth and development.
      1.1.2 Support and strengthen community groups, organisations, and volunteer services.
   1.2 Optimum quality of life for all citizens.
      1.2.5 Ensure Council’s services and facilities are accessible.
   1.5 Sport, recreation, and leisure opportunities that contribute to community health and wellbeing.
      1.5.1 Provide and promote Council sport, recreation and leisure facilities.

2. Enhanced Natural and Built Environments
   2.6 Council buildings and facilities that meet community needs.
      2.6.2 Implement improvements to buildings amenities and facilities, as required, to enhance the services to the community.

Legislation Implications
- Local Government (Functions and General) Regulations 1996, Division 2 – Tenders for Providing Goods or Services.
**Council Policy/Local Law Implications**


**Budget/Financial Implications**

The financial implications of accepting the tender from Golf Oracle and the leasing of the Golf Course to them are within the allocations provided in the City’s current budget and Long Term Financial Plan. There is also provision in the current budget that will accommodate a short term management arrangement to cover the period until a lease is finalized.

Further financial information relating to the tenders is included in the confidential attachment to this report.

**Consultation**

- Intra Directorate
- Appropriate Referees

**BACKGROUND**

In September 2015 Council considered a report following a call for Expressions of Interest for the ‘Future Operations of the Armadale Public Golf Course Including Possible Alternative Recreational Use’ (C43/9/15) which recommended that Council:

1. *Invite TurfcareWA, Global Edge Marketing and Golf Oracle to tender for the Maintenance and Management of the Armadale Public Golf Course.*
2. *Receive a further report in November 2015 on the response to the call for tenders.*

Tenders were subsequently invited with submissions from Global Edge Marketing and Golf Oracle received prior to the time Tenders closed. A third Tender, from TurfcareWA was received after the required deadline and could not be considered. Details of the Tenders from Global Edge Marketing and Golf Oracle are provided in this report with additional commercial-in-confidence type information on the tender’s proposals included in the confidential attachment to this report.

Details of Council’s prior investigations and decisions with regard to the Armadale Golf Course are presented at Attachment 3.2.1.

**DETAILS OF PROPOSAL**

The successful tenderer will be required to enter into a lease for the operations and maintenance of the Armadale Golf Course. Key elements of that lease will be:

- An initial period of 10 years with two subsequent five year options
- Maintenance of the grounds and facilities of the course to at least standards as set by the City
• Management, coordination, and development of patronage including clubs resident at the course
• Provision of hospitality, merchandise and golf services for patrons to at least standards set by the City
• A financial model for the course that presents good value to the City
• A commitment to a partnership approach where investment, risk and benefits are shared
• The requirement to provide regular reports on patronage and financial performance
• Requirement to comply with appropriate Safety and Environmental Management Plans

Council is being asked to accept the proposal presented by Golf Oracle and endorse the recommendation to enter a lease with Golf Oracle for the maintenance and operations of the Armadale Golf Course.

COMMENT
ANALYSIS
Tender No 29/15 closed at 2pm on Tuesday, 13 October 2015. Tenders were received from:

<table>
<thead>
<tr>
<th>Tenderer’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenderer 1.</td>
</tr>
<tr>
<td>Tenderer 2.</td>
</tr>
</tbody>
</table>

The two tenders were presented prior to the deadline and met the compliance criteria. One tender, from Turfcare WA was received following the deadline and was rejected without consideration

An evaluation was undertaken having specific regard to the following qualitative criteria and weighting:

**Relevant Experience (20%)**
• Details of similar work
• Ability and Experience in all roles relevant to the service
• Ability to manage an environmentally sensitive site

Both companies demonstrated competencies in roles relevant to the service. Tenderer 2 rated more highly in this criterion as it currently manages (but does not maintain) two courses in partnership with a local government authority (Maylands and Embleton for the City of Bayswater) and also manages and fully maintains the Rottnest Island Course that has the additional requirement of having to adhere to a stringent environmental management plan.

**Key personnel skills and experience (20%)**
Both companies outlined highly qualified and experienced key personnel and were rated very closely.

**Tenders Resources (20%)**
- Plant, equipment and materials
- Contingency measures for back up for resources including personnel

Both companies met the required standard for this criterion.

**Demonstrated Understanding (25%)**
- Project Timeline
- Service Delivery
- Understanding of the Scope of the work
- Potential additional improvements to the course and how they would be resourced

Both companies demonstrated a sound understanding of the requirements of operating the course and rated very closely. In addition they both demonstrated a sound understanding of the need to significantly increase patronage. Tenderer 1 presented a more detailed marketing plan covering targeted promotion, webpage, social media, cross promotion, community involvement and sponsorship. Tender 2 outlined more broadly its marketing framework and detailed how service delivery would be increased through a focus on Green fees, pro shop, ancillary services and hospitality. Tenderer 2 also drew on their performance at increasing patronage and levels of service at the Maylands, Embleton and Rottnest courses.

**Financial Model (15%)**

Tender 2 presented a financial model that was more beneficial to the City and in comparative terms was significantly more beneficial than Tenderer 1. Tenderer 2 incorporated additional capital works to be funded through the business model of the Course at no additional cost to the City. Tender 1 outlined the desire to pursue additional capital works over the term of a lease but did not present a specific proposal. Details of the financial models for both Tenderers are included in the confidential attachment to this report.

**Tender Matrix**

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Relevant Experience</th>
<th>Key Personnel</th>
<th>Tenderer’s Resources</th>
<th>Demonstrated Understanding</th>
<th>Financial Model</th>
<th>Total</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Edge Marketing</td>
<td>14.00</td>
<td>15.33</td>
<td>15.33</td>
<td>20.00</td>
<td>9.00</td>
<td>64.67</td>
<td>2</td>
</tr>
<tr>
<td>Golf Oracle</td>
<td>16.67</td>
<td>16.67</td>
<td>15.33</td>
<td>21.67</td>
<td>13.00</td>
<td>70.33</td>
<td>1</td>
</tr>
</tbody>
</table>
Summary
Both tenderers demonstrated significant capabilities and experience in the maintenance and management of a golf course and rated closely on some of the criteria with Golf Oracle rating more highly on relevant experience and the financial model they propose. To summarise some of the strengths of Golf Oracle’s proposal;

- They have held a long term contract with a local government authority for two of the three courses that they operate (10 years with the City of Bayswater)
- Their financial model requires no operational financial contribution from the City
- Their history on all three current contracts has been to develop courses including a major redevelopment of the Rottenest Course
- Golf Oracle has been involved over the past 18 months in discussions with the City about the Armadale course even though they have not made formal submissions before
- They have specialized knowledge and experience in managing a course in an environmentally sensitive area (Rottnest)
- They propose investing in the course through additional capital works and taking initial risk (losses and capital improvement) for a medium and longer term return

It is noted that the two recent short term contracts for the temporary management of the Course have been very beneficial for the City. Programmed Turnpoint, under the direction of the principal of Global Edge Marketing, and TurfcareWA are to be commended for reestablishing the course and improving grounds standards and patronage.

OPTIONS
1. Accept the tender from Golf Oracle and enter a lease agreement with them for the Maintenance and Operations of the Armadale Golf Course. This is the recommended option.

2. Not accept the tender from Golf Oracle and seek additional information relating to alternative uses for the course.

(comment on option 2)
The process that has come to the point of presenting a viable option for the future operations of the course has been exhaustive and comprehensive. Undertaking additional work and allocating the funding necessary for that work while there is a sound proposal available does not seem appropriate. A weaker response to the recent EOI and tender process would have been a trigger to initiate this additional work.

CONCLUSION
The City has been extremely proactive in testing the market over the past 18 months to identify potential operators for the Armadale Golf Course who would work in partnership with the City to maintain and manage the course. Over that time there have been two calls for expressions of interest, and two calls for tenders.
Had the response to the current tender process been weaker, further investigation into alternative uses would have been appropriate. However the proposal being put to Council stands on its own merits and represents good value to the City in terms of the development of a vibrant recreational facility and sound value for money for the City’s ratepayers.

RECOMMEND

That with Tender No 29/15 – Lease and operation of the Armadale Golf Course, Council accepts the Tender from Golf Oracle in accordance with their submitted tender, financial model (which requires no operating financial contribution from Council) and Council contract documentation for an initial period of ten (10) years with two (2) five (5) year options commencing at the date of approval by the Minister for Lands.

ATTACHMENTS
1. Summary of Previous Investigations and Key Decisions of Council
2. Confidential Attachments - Community Services - November 2015 - This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person
COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT _________
<table>
<thead>
<tr>
<th>ATT NO.</th>
<th>SUBJECT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>TENDER NO 29/15 - LEASE AND OPERATION OF THE ARMADALE GOLF COURSE.</td>
<td></td>
</tr>
<tr>
<td>3.2.1</td>
<td>Summary of Previous Investigations and Key Decisions of Council</td>
<td>31</td>
</tr>
</tbody>
</table>
Summary of Previous Investigations and Key Decisions of Council
The City commenced investigating options for the future of the course in the lead up to the expiry of the previous lease for the Golf Course which ended in December 2014. Key elements of that investigation comprised;

April 2014 - Council considered what approach should be taken to secure a new operator for the course and resolved:

"C13/4/14 That Council;
1. Receive the Report presented at Attachment 2.2.1 noting the options presented therein;
2. Endorse an Expression of Interest approach for the development of a new lease agreement for the Armadale Golf Course when the current lease expires on 7th December 2014;
3. Receive a further report once Expressions of Interest for the ongoing lease of the Armadale Golf Course have been received and analysed, that makes recommendation on:
   a) The preferred approach for the City in any ongoing management and operational arrangements of the Armadale Golf Course, and
   b) The financial and budget implications associated with (a) above."

September 2014 – Responses to the call for Expressions of Interest were reported to the Community Services Committee including a confidential report on the ramifications of proceeding with a call to tender (C40/9/14). Two EOIs were submitted with one considered non-compliant. Based on the information contained in the EOI in the conforming submission from Prime/McMahons, Council resolved the following recommendation:

"C40/9/14 That Council;
Invite Prime Golf/McMahons to tender for the Operations and Management of the Armadale Golf Course."

December 2014 – A report was presented through the City Strategy Committee (CS110/12/14) on the tender submission by Prime/McMahons. Unfortunately the tender was assessed as non-compliant with the following explanation provided in the report:

"The tender submission included a number of course maintenance assumptions that were in conflict with the tender request, specifically the assumptions noted on page 26 of the submission whereby the Contractor declared;

- Required supply and cost of irrigation water, power to bores and pumps and service/repairs to bores and pumps will be the responsibility of the City of Armadale.
- Cost of utilities to the maintenance shed will be responsibility of City of Armadale.
- Council is responsible for repair and or replacement of all Council assets.

The tender Specification and conjunctural attachments specifically “Attachment L” City of Armadale Golf Course Minimum Performance Standards clearly specified the Lessee will be responsible for,

- The sound maintenance of the golf course surfaces, buildings, fences and other associated infrastructure as per the attached performance standards and plans.
The service and maintenance of the existing and planned golf course irrigation system (2015), including but not limited to the maintenance of all bores, electrical cabinets, pipes, valves and control systems in accordance with each sub components manufacturers recommendations and standards.

The entire turf watering system, comprising but not limited to all bores, electrical maintained by the Lessee in “like new” condition, in accordance with each irrigation system sub components manufacturer’s service requirements and recommendations.

There is therefore a clear misalignment of the tenderers demands/expectations/requirements and the City’s requirements.

The tenderer has also included what are considered onerous financial arrangements, and these have been covered separately in the confidential report attached to this report.”

A confidential attachment was included with the report which outlined some key issues to be considered in determining the long term future of the course. In summary these comprised:

- The preference for an independent operator.
- Constraints on the scale of the course.
- Status of the planned golf course upgrade.
- Financial Sustainability of the Course.
- The market response to the EOI and tender process.

Four options were identified for the future of the course:

1. Proceed with a commercial arrangement for the operations and management of the course.
2. Bring the operations of the course under the full control of the City of Armadale.
3. Endeavor to develop an arrangement of shared responsibility for elements of the operations and maintenance of the Golf Course between the City and an independent operator.
4. Close the Course.

Committee discussion on the report as recorded in the minutes of the meeting was as follows:

“Committee Discussion
The Executive Director Technical Services briefed Committee on the tender process leading to an officer recommendation to not accept the tender submitted and for officers to negotiate with other service providers. It was confirmed that interim arrangements have been made for day to day operation of the golf course with greens, fairways and irrigation being maintained and until a new Manager is in place, no green fees will be charged.

and.....

In considering the report on alternate options for the future of the Armadale Golf Course, Committee recommended that officers investigate either Option-1 (alternative commercial arrangement) or Option-4 (Closure of the Golf Course with recommended transition arrangements for the 3 Golf Clubs) and report to Council by February 2015. An allocation of $26,000 per month for the interim management of the Golf Course was approved for the next 3 months. Part 5 of the officer recommendation was amended accordingly.”
Council’s resolution was:

“CS10/12/14 That Council:

1. Not accept the tender submitted for Tender No. 30/14 - Lease and Operation of the Armadale Public Golf Course by Prime Golf McMahons WA Pty Ltd.
2. In terms of Regulation 11.2.c Local Government (Functions and General) Regulations 1996, grant approval for negotiations to be entered into with alternate suitable service providers for the operation and management of the Armadale Golf Course.
3. That a further report on the outcomes of any negotiations or alternate outcomes for the future of the Armadale Golf Course be submitted to Council, taking into consideration the contents of the confidential report.
4. That the Armadale Golf Course be operated and managed departmentally until the report on the alternate outcomes has been considered by Council.
5. Consider funding to an amount of $26,000 per month for the interim departmental operation and management of the Armadale Golf Course in the mid-year budget review, for a maximum period of three months (concluding end February 15), until such time that the future management of the Armadale Golf Course has been determined.

December 2014 – February 2015
During this period the City maintained the golf course and assisted the resident clubs with their regular usage of the course. The main elements of this arrangement were:

- The City maintained the course and the toilets.
- The kiosk was closed.
- No fees were charged.
- No bookings were taken.

February 2015 – At the February 2015 City Strategy Committee meeting a report was presented on the status of negotiation with alternative service providers (CS8/2/15). The report also included additional information on ramifications of closing the course based on:

- The option of transferring responsibility for the land to the State Government.
- Opportunities for alternative recreational uses for the site.
- Transitioning the resident clubs to other courses.

Five potential operators were contacted for proposals that would form the basis of negotiations for the future management of the course. Of these, a proposal from Programmed Turnpoint was identified as having the potential to develop the most advantageous arrangement for the City and the community. Consequently negotiations proceeded directly with them.

Council’s resolution in February 2015 was:

“CS8/2/15 That Council:
1. Endorse continued negotiations for the future management and operations of the Armadale Golf Course with Programmed Turnpoint as the “preferred operator” to
finalise a draft agreement for the management of the course for Council’s consideration in May 2015.

2. Receive in May further information on the implications of decommissioning the Armadale Golf Course.

3. Consider providing a funding allocation of $92,042 through the mid-year review to engage the preferred operator to manage the Armadale Golf Course until June 2015.

It is noted that the February 2015 report referenced above (CS8/2/15) consolidates much of information on the course prior to February 2015 and is a good source of more detailed background information if it is sought.

**February 2015 – May 2015**
Programmed/Turnpoint operated the course under a short term contract for this period during which time the kiosk was reopened and green fees were reinstated. Feedback from the resident clubs indicated that the course was maintained and managed very well. Patronage increased and in this short time the general appearance and functionality of the course was enhanced.

The cost of the contract over this time was approximately $23,000 per month or approximately $92,000 over the life of the contract which aligns with the amount allocated by Council for this purpose. It is noted that as a short term arrangement and given that the kiosk had been closed and no green fees were charged in the previous three months, the reinstatement of these was seen as desirable rather than essential and was not a specific requirement of the contact.

**May 2015 – A report to the City Strategy Committee meeting outlined the final proposal received from the preferred operator, Programmed Turnpoint (CS34/5/15). In essence the proponent sought an operating subsidy from the City of $3.3 Million over 10 years to assist in bringing the course to the point of financial sustainability. As indicated in the report, this proposal was not seen as providing good value for the City of Armadale community and so the recommendation was to not accept the proposal. Given that the process of trying to identify a suitable operator had been significant, the recommendation was also to close the course and look at other options for the use and management of the site.**

While the recommendation to not accept the proposal from the preferred operator was endorsed, Council determined that further investigation should take place before making a decision to close the course. Extracts from the City Strategy Committee meeting minutes outline how the Committee recommended Council proceed;

"**Officer’s Report Recommendation**

**That Council:**

1. **Not accept the proposal by Programmed Turnpoint to operate the Armadale Golf Course.**

2. **Close the Armadale Golf Course with effect on Wednesday 1 July, 2015.**

3. **Support the relocation of resident clubs to other courses.**

4. **Decommission the Course from July 1, 2015 and maintain it as a basic ‘dry reserve’ pending further investigation on alternative uses.**

5. **Receive a report in February 2016 that includes the outcomes of further feasibility analysis on alternative uses for the Golf Course site.**
6. Confirm with the Department of Sport and Recreation that the grant of $316,000 provided for the Course upgrade is no longer required.
7. Consider including an annual allocation of $12,000 in the Long Term Financial Plan from 2017 – 2025 for the purpose of maintaining the site as a dry reserve.
8. Consider an amount of $50,000 in the 2016 draft budget for a feasibility analysis of alternative future uses for the site.

Council resolved at its Ordinary Meeting on 25th May 2015 that the Officer’s Report Recommendation be amended as per the following –
1. That part 1 be amended to read:
   a. Not accept the proposal by Programmed Turnpoint to operate the Armadale Golf Course.
2. Part 8 be deleted.
3. Part 9 be renumbered to read 8.

Committee Discussion
In considering the current state of uncertainty surrounding the future of the Armadale Golf Course, the Committee discussed a number of matters including:

- The risk of carrying significant operational deficits should revenue targets not be met;
- Costs associated with the operation and management of the Course;
- Costs associated with the undertaking of a feasibility analysis on alternative uses;
- Possibility of closure and transferring the land back to the State;
- Closure and using the land for alternative recreational activities;

Committee agreed to extend the time of the temporary arrangement currently in place to investigate further options relating to the future use of the golf course. Accordingly, the Recommendation was amended.

CS34/S/15
RECOMMEND

That Council:
1. Not accept the proposal received from Programmed Turnpoint to operate the Armadale Golf Course.
2. Continue to operate the Course until the end of January 2016 either under the current arrangement (estimated at $26,000 per month) or by the City.
3. Consider an amount of $50,000 in the 2016 draft budget for a feasibility analysis of alternative future uses for the site.”

June 2015 – Temporary arrangements until January 2016
Consistent with the City’s procurement process quotes were called for a further interim contract to manage the course. Several companies were invited to quote with TurfcareWA being successful in securing the contract. It is acknowledged that the effort invested into the course and the relationships with the resident clubs by the previous operator was excellent; however the proposal from Turfcare WA on this occasion was more competitive.

The current contract has built on the work the previous operator did in stabilising the operations of the course, reopening the kiosk and reinstating green fees. Accordingly the requirements of this contract include;
Continuing the maintenance regime as required by the City.
Maintaining operating hours for the course.
At a minimum, operating the kiosk for the same hours as with the previous contract.
The City providing a service fee for maintenance and operations of the course.
TurfcareWA collecting green fees and returning them to the City.
TurfcareWA providing the City with weekly data on course usage and green fees.

Key statistics relating to the current management contract for the course are;

- The service fee to the operator is $19,765 per month.
- The course is averaging around 225 rounds per week.
- An estimated 60% - 80% of rounds played are by resident club members.
- Membership of the four resident clubs is approximately 180 people.
- Green fees being returned to the City are averaging around $3,500 per week (or approx. $14,000 per month).
- The net cost to the City at this time is approximately $5,700 per month.

It is noted that the current contract cannot extend beyond December as this would take the value of the service beyond the $100,000 tender threshold in which case a tender, rather than quotes would have been required. Due to the time required to process a tender, this would have resulted in a gap between operators which was not seen as desirable. It is anticipated however, that regardless of the outcome of the proposed call for tenders, the City can maintain the operations of the course as Council has directed, either under a new commercial arrangement or by itself until the end of January 2016.

Call for Expressions of Interest – July 2015
EOI’s were sought in July 2015 for interested parties to submit preliminary proposals for the future of the course. As is generally the case, the feedback through the EOI process was used to inform the development of a more focused scope for the service sought. This particular EOI provided for a very broad range of proposals outlined in four options;

1. Grounds maintenance of the Course.
2. Golf Management of the Course (Running the kiosk, marketing/promotion/ booking and scheduling rounds).
4. Alternative Commercial or Community Based Recreational Uses of the Golf Course Site other than Golf.

EOIs were invited on any option or combination of options. Importantly, any commercial proposals for the site as a golf course or for alternative recreational use were required to demonstrate a partnership approach in the sharing of investment, risk and benefit.

The scope of the request for EOIs was broader that the process undertaken in 2014 which focused on the commercial management of the course only. It is noted that the scope of the EOI allowed for proposals to be either commercially or community based.

The invitation for EOIs was advertised in the West Australian Newspaper, in a local newspaper, on the City’s website, promoted through the City’s Community Information
Directory and through the City’s network of sporting organisations. Direct contact was also made with identified commercial operators of golf courses and to other organisations including Supa Golf, Foot Golf, Disc Golf and the Make a Difference Foundation (a golf focussed charity).

The EOIs were required to contain:

- Details of Relevant Organisational Experience.
- Key Personnel – skills and experience.
- Respondents Resources.
- Any alternative models that represent an advantageous solution to the City.

Five responses were received. One was considered non complaint as it contained minimal information about its proposal and did not address a number of the criteria in the EOI document. The remaining four submissions were from the following commercial operators who all demonstrated experience in golf course maintenance and operations:

- TurfcareWA.
- Global Edge Marketing.
- Golf Oracle.
- Leisure Management Service.

The response to the EOI process was strong with four experienced operators showing an interest in proceeding with a tender if that is the decision Council should take. None of these four participated in the process that was run in 2014 in which only one other operator was identified though the call for EOIs.

As outlined earlier in this report, the results of the recent EOI process were reported to Council in September 2015 with the decision made to invite tenders from TurfcareWA, Global Edge Marketing and Golf Oracle (C43/9/15).

Golf Course Upgrade
The City currently has plans for an upgrade to the Golf Course with $903,400 remaining in the current budget for this purpose. Funding for the upgrade is a grant from the Department of Sport and Recreation of $316,000 with loan funds accounting for the balance. The Department of Sport and Recreation Grant and the analysis that led to the scope of the upgrade was reported to Council in April 2013 (C14/4/13). This upgrade is currently on hold pending the outcome of deliberations on the future of the Course.