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

PRESENT:

APOLOGIES: Cr C M Wielinga (Leave of Absence)

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

Public Question Time is allocated for the asking of and responding to questions raised by members of the public.

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

Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at http://www.armadale.wa.gov.au/sites/default/files/assets/documents/publications/Current_Policy_Manual.pdf.

It is also available in the public gallery.

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

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 6 September 2016 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN #17 - 2016

Report on Outstanding Matters – Community Services Committee

Monthly / Quarterly Departmental Reports

Community Planning
Community Development
Recreation Services Report
Library & Heritage Services Monthly Report
Ranger & Emergency Services Monthly Report

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

4 OCTOBER 2016

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1.1 - DISABILITY ACCESS AND INCLUSION PLAN 2016-2021

**In Brief:**
- Following the closure of the public comment period, during which no feedback was received, this report recommends the Disability Access and Inclusion Plan 2016 – 2021 be endorsed for submission to the Disability Services Commission.

**Tabled Items**
Nil

**Officer Interest Declaration**
Nil

**Strategic Implications**
The development of the City’s Disability Access and Inclusion Plan is in line with the City of Armadale Strategic Community Plan and directly reflects the following strategic goal:

**Strategy 1.2.12**
Implement the City of Armadale Disability Access and Inclusion Plan.

**Legislation Implications**
Commonwealth Disability Discrimination Act (DDA).
WA Equal Opportunity Act.

**Council Policy/Local Law Implications**
Nil

**Budget/Financial Implications**
The implementation of the City’s Disability Access and Inclusion Plan is funded through various departmental budgets.

**Consultation**
1. Councillors
2. Disability Access and Inclusion Reference Group
3. Positive Ageing Network Group
4. MANEX (Management Executive Team)
5. City Staff
6. Community Organisations
7. Residents
8. Four week public comment period – 11 August to 8 September 2016
BACKGROUND
At the Ordinary meeting of Council on 8 August 2016 Council endorsed the draft Disability Access and Inclusion Plan 2016 – 2021 (DAIP), determined to seek public comment for a period of four weeks and receive a final report that considered any additional community input (C27/8/16).

To maximise the potential for feedback from the community, community groups and disability organisations, the City advertised the public comment period in the following ways:
- An advertisement in the Examiner;
- On the City’s website under the ‘Out of Comment’ Section;
- On the City’s Facebook page;
- Presentation at a Positive Ageing session and at the Disability Access Inclusion Reference Group meeting;
- Copies of the draft DAIP at the Main Administration Building and Orchard House, and
- Copies of the draft DAIP distributed to peak organisations.

There were also articles regarding the public comment period in the:
- Examiner on the 12 August 2016; and
- Armadale City e-News in the September addition.

A copy of the draft plan was available on the:
- City’s website;
- From the City’s Main Administration Building and Orchard House; or
- Contacting the City’s Community Development Department.

Submissions about the proposed review could be lodged by:
- Post to the City of Armadale; or
- Email to info@armadale.wa.gov.au.

The closing date for submissions was 8 September 2016, by which no submissions were received.

DETAILS OF PROPOSAL
This report presents the Disability Access and Inclusion Plan 2016 – 2021 for Council endorsement following a one month period. No submissions were received during the comment period.

COMMENT
The City of Armadale’s Disability Access and Inclusion Plan 2016 – 2021 fulfills a legislative requirement to outline the City’s approach in accomplishing equal access for people with disability to its buildings, facilities, information, services and community life.

Since the development on the first Disability Services Plan in 1995, the City has maintained a commitment to improving access and inclusion for people with disability through the implementation of initiatives included in the first and subsequent DAIP plans. In conjunction with E-QUAL disability consultants, the City has consulted with a wide variety of organisations, community and City staff to inform the strategies for the City’s DAIP 2016 – 2021.
The DAIP 2016 - 2021 provides a framework to guide the City’s approach by clearly identifying the strategies within the key outcomes. These will guide the City of Armadale and community in achieving positive change over the next five years.

OPTIONS

The following options are presented for consideration:

1. Endorse the City of Armadale Disability Access and Inclusion Plan 2016 – 2021 for submission to the Disability Services Commission.

CONCLUSION

Through the DAIP and in collaboration with other organisations, the City of Armadale is committed to developing and encouraging a more accessible and inclusive community. This is to assist people with disability, their families and carers in breaking down the barriers that reduce opportunities for a full and participative community life.

RECOMMEND

That Council:

1. Endorse the City of Armadale Disability Access and Inclusion Plan 2016 – 2021 for submission to the Disability Services Commission.

ATTACHMENTS
1. DAIP Final Report
1.2 - MASTER PLANNING INITIATIVE - ASSESSMENT AND IMPLEMENTATION

In Brief:
This report brings together information on the Master Planning initiative related to 12 locations throughout the City’s more established areas and how related works can be assessed and prioritised for consideration in the existing works program and the City’s Long Term Financial Plan.

Recommend that Council:
- Adopt the three schedules proposed for categorising the Master Plan elements
- Adopt the proposed assessment criteria and weighting for new unfunded projects
- Adopt the proposed method for managing each of the schedules

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
1.1 A strong sense of community spirit
1.2 Active community life that is safe and healthy
1.3 The community has the services and facilities it needs
2.2 Attractive and functional public places
2.3 Well managed infrastructure

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
- 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 recommendations in this report does not have any immediate additional financial implications for the City’s Long Term Financial Plan.
Initially, the outcomes of the Master Planning process can guide the City’s existing and budgeted asset renewal program where that program relates to Community Infrastructure such as community/sporting buildings and reserves. This ensures that renewal is aligned with future demand and trends, and can be undertaken in a strategic and prioritised way.

Where new unfunded initiatives have been identified, projects will be presented to Council for consideration as part of the City’s annual and long term budgeting processes. This will include opportunities for external funding to minimise the impact of the City’s Long Term Financial Plan (LTFP).

Consultation

1. Public consultation and stakeholder workshops for each of the Master Plans
2. MANEX (Management Executive Team)
3. City Departments
4. Council briefing sessions were held for each of the individual Master Plans
5. Councillor briefing on 13 September 2016

BACKGROUND

The Master Planning initiative has been undertaken to identify the current and future needs for community buildings and public open space (POS) on 12 community hubs in the City’s more established areas. The need to develop a long term plan for the City’s ageing community facilities was identified in the Active Sporting Grounds and Community Hubs Study which was presented to Council in February 2012 (C7/2/12).

Since that time Council has considered and endorsed Master Plans for the twelve sites (refer Attachment 1), as follows;

- Bob Blackburn Reserve, Seville Grove (C20/5/16)
- Creyk Park, Armadale, (C25/7/16)
- Cross Park, Roleystone (C8/3/13)
- Alfred Skeet Reserve, Forrestdale (C9/3/14) ) Forrestdale Hub
- William Skeet Reserve, Forrestdale (C9/3/14 )
- Frye Park, Kelmscott (C25/7/16)
- Gwynne Park, Armadale (C20/5/16)
- John Dunn Reserve, Kelmscott (C31/9/13)
- Karragullen Oval, Karragullen (C25/7/16)
- Morgan Park, Armadale (C25/7/16)
- Rushton Park, Kelmscott (C31/9/13)
- Springdale Park, Roleystone (C8/3/13)

The City owns and maintains 50 community facilities that are used regularly by approximately 158 community and sporting groups. Of these, 40 are located on the 12 Master Planned sites and are used regularly by approximately 128 community and sporting clubs. To a greater or lesser degree, each of the sites contain community buildings, sports grounds, parkland, playgrounds, hardcourts and bushland.
A briefing session was held for Councillors on 13 September 2016 to summarise the work done in gathering the Master Plan information and to provide feedback for the implementation phase as requested by Council (C22/5/16).

At the 13 September briefing it was noted that approximately 130 individual elements were identified over the 12 sites ranging from minor items to major capital projects. It was noted that the works identified cover a 25 – 30 year timeframe which means some may fit in the 15 year timeframe of the current Long Term Financial Plan and others beyond that horizon.

It was suggested that the identified works be categorised in one of three ways;

1. Elements that can be included in the City’s existing Asset Renewal and Upgrade Programs (refer Attachment 2)
2. Elements that don’t sit in the Renewal and Upgrade program but don’t require funding. These include works completed or already budgeted, or works where it is anticipated 100% of funds would come from external sources. (refer Attachment 3)
3. Identify unfunded projects for assessment, prioritization and consideration for inclusion in the City’s Long Term Financial Plan. (refer Attachment 4)

Items in the first category range from small improvements to facilities or grounds through to modest upgrades of the type usually incorporated in the existing Renewal and Upgrade program. Consequently it is anticipated that a significant proportion of works identified in this schedule could be accommodated within the existing Long Term Financial Plan allocation for Renewal and Upgrade. These items would be undertaken over time and logically scheduled within the constraints of the existing budget by the Parks and Property Services departments. Works in this schedule would be reviewed regularly to ensure ongoing relevance.

Elements in the second category have no implications for the Long Term Financial Plan with some already completed or already scheduled. The City’s role for the remainder of the elements on this schedule would be to support external groups with requests for external funds.

This leaves 12 new unfunded projects as identified in Attachment 4, New Projects. At the 13 September briefing a preliminary methodology was suggested for assessing and prioritising these projects as follows:

<table>
<thead>
<tr>
<th>Need</th>
<th>Multi Use</th>
<th>Availability of Funding</th>
<th>Asset Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>1. Low</td>
<td>1. Low</td>
<td>1. Nil</td>
<td>1. New, 100%</td>
</tr>
<tr>
<td>3. Average</td>
<td>3. Average</td>
<td>3. 26% to 50%</td>
<td>3. Adequate</td>
</tr>
<tr>
<td>4. Above Average</td>
<td>4. Above Average</td>
<td>4. 51% to 75%</td>
<td>4. Work required</td>
</tr>
<tr>
<td>5. Significant</td>
<td>5. Significant</td>
<td>5. 76% to 100%</td>
<td>5. End of useful life or if a new facility is proposed</td>
</tr>
</tbody>
</table>

Feedback received from Councillors during and following the briefing has assisted in providing direction for the further development of an assessment methodology. Councillor feedback focussed on;
• Ensuring there is an opportunity for Councillors to have input into what elements are progressed or not, particularly for the elements in the Renewal and Upgrade schedule.
• Asset condition, while important in determining the timing of projects may not be an appropriate assessment criteria in terms of the merit of a particular project.
• Considering ‘Fit for Purpose’ as an alternative criteria to asset condition
• Clarifying what is meant by the co-location of sporting clubs at William Skeet Reserve as the current language in the Master Plan is confusing

How this feedback has been incorporated into the proposal is outlined in the next section of this report.

DETAILS OF PROPOSAL

Proposal - Summary
The proposal of this report is in three parts and asks Council to;
1. Adopt three schedules for categorising the various Master Plan elements;
   a. Those which can be included in the Asset Renewal and Upgrade Program
   b. Those which have no impact on the Long Term Financial Plan
   c. New Unfunded Projects
2. Adopt the proposed assessment criteria and weighting for new unfunded projects
3. Adopt the proposed method for managing each of the schedules

Proposal – Detail

Part 1: Categorising the Master Plan Elements
Attached to this report are the three schedules that together include all of the elements identified through the Master Planning process.
   a. Renewal and Upgrade (Attachment 2)
   b. No impact on the Long Term Financial Plan (Attachment 3)
   c. New unfunded projects (Attachment 4)

This proposal seeks endorsement to categorise the Master Plan elements in these three schedules.

Part 2: Assessment Criteria and Weighting
Following the 13 September workshop a modification has been made to the preliminary assessment criteria framework as presented at the workshop with ‘Asset Condition’ replaced by ‘Fit for Purpose’. It is proposed that the criteria and weighting outlined in the following table are to assess the new unfunded projects:

<table>
<thead>
<tr>
<th>Need</th>
<th>Multi Use</th>
<th>Availability of Funding</th>
<th>Fit for purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>1. Low</td>
<td>1. Low</td>
<td>1. Nil</td>
<td>1. Fully</td>
</tr>
<tr>
<td>3. Average</td>
<td>3. Average</td>
<td>3. 26% to 50%</td>
<td>3. Average</td>
</tr>
<tr>
<td>4. Above Average</td>
<td>4. Above Average</td>
<td>4. 51% to 75%</td>
<td>4. Somewhat</td>
</tr>
<tr>
<td>5. Significant</td>
<td>5. Significant</td>
<td>5. 76% to 100%</td>
<td>5. Not at all</td>
</tr>
</tbody>
</table>
**Criterion 1, Need**
Need is the fundamental driver behind all projects and can be identified through a number of factors, including:

**Direct Feedback**
- Demand identified through the City’s bookings system
- Demand for services and activities identified at facilities such as the Libraries, Aquatic Centre, Arena, Champion Centre, Lotteries House

**Feedback through Community Engagement**
- Community Perceptions Survey
- Strategic Community Plan feedback (eg. Growing Armadale)
- Councillor input
- Public Comment and feedback through direct consultation

**Identifying Forecast Demand**
- id. demographic forecast data
- Existing standards eg. Liveable Neighbourhoods, Parks Leisure Australia
- Outer Metropolitan Growth Areas research
- Consultation with State Government Agencies and non-government Service Providers

**Addressing Specific Priority Issues (examples only)**
- Community Safety
- Early Childhood Development
- Creating Youth Spaces

**Criterion 2, Multi-Use**
This criterion assesses projects in terms of the potential facility to be well-used by a wide range of user groups and be adaptable to changing demands over time. Multi-use is a key planning principle founded on generating the greatest community benefit from community facilities and is the basis on which Community facilities in the City’s growth areas are being developed. On occasion there may be projects that don’t rate highly on this criterion due to specific facility requirements. Though projects may score low in this area, higher scores on other criterion, in particular ‘need’ may justify proceeding.

**Criterion 3, Available Funding**
This criterion identifies funding opportunities and the unfunded component that would be required of Council if a project was to proceed. Sources could include;
- Funding directly from user groups or service agencies
- Recognised funding sources such as Lotterywest, Department of Sport and Recreation, National Infrastructure programs
- Developer Contributions, Cash in Lieu initiatives, POS sales proceeds
- Allocation of new funds through the budget process
Criterion 4, Fit for Purpose
This criterion has been developed following the Councillor briefing and is proposed to replace ‘Asset Condition’. This criterion addresses the question;

‘How fit for purpose is the existing facility for the uses proposed’

In the circumstance that it is a new facility being proposed rather than an upgrade to an existing facility the project would score a 5, which is the same as not fit for purpose at all, recognising that there is no functionality at present for the proposed uses.

Part 3: How the three schedules are managed

Schedule 1 - Renewal and Upgrade
It is proposed that the Renewal and Upgrade schedule is managed by the Technical Services Directorate with input from other relevant departments. It is proposed that a report will be presented to Council in November 2016 through the Technical Services committee that outlines how each element could be managed and in what phase of the Long Term Financial Plan each of the elements could be scheduled. Council will have the opportunity to review the schedule at this time and determine if the schedule should be amended by omitting or adding elements, or by proposing different timeframes. It is noted that adding additional elements or bringing forward items may impact the Long Term Financial Plan.

Schedule 2 - No Impact on the Long Term Financial Plan
It is proposed Council notes this schedule, in particular that it will be used to assist groups to access external funding for facility improvement grants.

Schedule 3 - New Unfunded Projects
It is proposed that a report is presented to Council through the Committee Services Committee in November 2016 that provides a preliminary assessment of the 12 new unfunded projects based on the assessment criteria outlined in this report. In essence this would provide a table of projects for consideration in the Long Term Financial plan. The report will indicate;

- A schedule with an order of priority for the 12 projects
- If projects sit in the current Long Term Financial Plan or beyond the 15 year LTTP horizon
- If further feasibility analysis is required on a project by project basis
- Proposed priority projects for further planning and feasibility analysis

Asset Condition
It is noted that asset condition is an important factor in determining the timing of projects. However, it is acknowledged that the inherit needs based merit of a project rather that the condition of the asset should be the driver behind any initiative.

ANALYSIS
The City of Armadale is a rapidly growing outer metropolitan growth area that also has a rich and established history. In terms of community infrastructure, this means that the City is faced with the dual challenges of providing new open spaces and facilities for emerging
communities as well as maintaining and developing ageing community infrastructure in more established areas.

Prior to the Master Planning initiative, a major focus in planning for community infrastructure has been in identifying key major projects in the City’s growth areas and then ensuring they are included in the City’s Long Term Financial Plan. This has resulted in the inclusion of 15 significant projects in the LTFP with three either completed or underway (Baker’s House, the Piara Waters sporting and community facility, and the East Harrisdale shared use sporting and community facility). The remaining 12 key projects, as outlined in the LTFP, are scheduled for construction over the next 15 years.

With the initial planning of the key projects in the growth areas complete, the focus for planning for community infrastructure shifted to ageing facilities in the City’s more established areas. This led to the Master Planning initiative which sought to identify the best way to maintain and develop community infrastructure in 12 locations throughout the City’s established areas. The Master Planning initiative seeks to ensure that the facilities at the 12 locations remain relevant and adaptable over time, and also can be managed and maintained in a financially sustainable way.

It is essential that the planning work for key projects in the growth areas and for initiatives identified during the Master Planning process continues to be reviewed regularly to ensure it remains current and affordable. This happens over the course of the City’s normal business planning cycle during the annual reviews of the City’s long Term Financial Plan.

The Master Planning initiative has identified how the 12 most significant aggregations of community open space and community facilities could be developed over the next 25 – 30 years. There is no doubt that there will be circumstances where individual components of the plans will change in response to changing circumstances. The proposal in this report outlines how an ongoing review process is managed, with works identified for inclusion in the existing Asset Renewal and Upgrade program managed and reviewed through the Technical Services Committee of Council, and continued planning for the new unfunded projects to be reported to Council through the Community Services Committee.

It is anticipated that the methodology that is proposed for assessing the new Master Plan projects can be used in assessing other community infrastructure projects as they arise.

With the main body of work in developing the individual plans completed it is important that the Community Planning effort shifts towards planning for other community infrastructure elements. In particular focusing on planning for other facilities in the City’s high growth areas including, but not limited to; community gardens, men’s sheds, youth spaces, age specific play areas, and recreational paths and trails networks. While not as significant in scale as the larger strategic projects, facilities such as these will be vital in building more connected and resilient communities.

The City consolidates the planning of Community Infrastructure in its Community Infrastructure Plan (CIP), the last revision of which was endorsed by Council in December 2013 (C42/12/13). This plan brings together all of the Community Infrastructure planning initiatives for the growth areas and established areas and is a major informing document to the City’s Strategic Community Plan and Long Term Financial Plan. The CIP is currently under review with the next revision to be brought to Council for consideration in the first half
of 2017. It is anticipated that this next revision will include the details of the Master Planning initiative.

OPTIONS

Option 1: Council can adopt the recommendations in this report. This is the preferred option.

Option 2: Council can amend the recommendations in this report and adopt an amended assessment methodology and implementation strategy.

Option 3: Council may wish to seek additional information before deciding how the Master Plan initiative should proceed.

CONCLUSION

The Master Planning initiative for 12 locations in the City’s more established areas has been a very significant project and one that will complement the ongoing Community Planning work being undertaken for the City’s high growth areas.

The Master Plans will assist in informing the ongoing Asset Renewal and Upgrade of facilities at the 12 locations as well as outlining 12 major unfunded community infrastructure projects.

The proposal in this report outlines how elements identified for the Renewal and Upgrade program are to be reviewed and endorsed for inclusion in the program as well as how planning for the 12 unfunded projects can be progressed.

RECOMMEND

That Council:

1. Adopt the three schedules for categorising the various Master Plan elements
   i. Those for inclusion in the Renewal and Upgrade Program (attachment 2)
   ii. Those which have no impact on the Long Term Financial Plan (attachment 3)
   iii. New unfunded projects

Noting the provisions in recommendation 3 for reviewing the proposed works

2. Adopt an assessment criteria and weighting as follows;

<table>
<thead>
<tr>
<th>Need</th>
<th>Multi Use</th>
<th>Availability of Funding</th>
<th>Fit for purpose</th>
</tr>
</thead>
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<td>3. Average</td>
<td>3. 26% to 50%</td>
<td>3. Average</td>
</tr>
<tr>
<td>4. Above Average</td>
<td>4. Above Average</td>
<td>4. 51% to 75%</td>
<td>4. Somewhat</td>
</tr>
<tr>
<td>5. Significant</td>
<td>5. Significant</td>
<td>5. 76% to 100%</td>
<td>5. Not at all</td>
</tr>
</tbody>
</table>

3. Adopt the proposed method for managing the three schedules as follows;
   - Schedule 1; Asset Renewal and Upgrade works
• A report will be presented to the November meeting of the Technical Services committee that will propose how works in this schedule can be managed including how it can be reviewed and amended by Council if required

• Schedule 2; No Impact on the Long Term Financial Plan - Note this schedule

• Schedule 3; New Unfunded Projects

A report will be presented to the November meeting of the Community Services committee that will include;

i. A preliminary assessment of the 12 unfunded projects including how they are prioritised

ii. If projects sit in the timeline of the 15 year timeframe of the current Long Term Financial Plan or beyond that period

iii. What further feasibility analysis is required for each of the projects

iv. Which priority projects should be subject to immediate further feasibility analysis

ATTACHMENTS
1. Master Plans for 12 Sites
2. Asset Renewal and Upgrade Programs
3. Projects with no Impact on the Long Term Financial Plan
4. Unfunded Projects for Assessment
2.1 - NEW POLICY - COMMUNITY GARDENS

WARD : ALL
FILE No. : M/527/16
DATE : 9 September 2016
REF : RM
RESPONSIBLE MANAGER : Executive Manager Community Services

In Brief:
- This report proposes a new Council Policy in regard to the establishment and management of community gardens.
- Recommend that Council approve Policy COMD9 - Community Gardens and note the associated Management Practice

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Strategic Community Plan:
1. Community
   1.1 A strong sense of community spirit.
       1.1.1 Provide opportunities to connect individuals to each other and the wider community
       1.1.2 Build inter-dependent and resilient community groups
       1.1.3 Foster local pride
   1.2 Active community life that is safe and healthy
       1.2.1 Provide opportunities to improve health outcomes for everyone
   1.3 The community has the services and facilities it needs
       1.3.1 Plan for services and facilities in existing and emerging communities
       1.3.4 Promote services and facilities available in the community

2. Environment
   2.2 Attractive and Functional Public Places
       2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities

4. Leadership
   4.2 An innovative and progressive organisation
       4.2.3 Foster a positive and responsive ‘can do’ approach

Legislation Implications
Local Government Act 1995 Section 2.7(2)(b) – Role of the council
“The council is to determine the local government’s policies.”
Council Policy/Local Law Implications
ADM2 Property Lease Rentals
COMD1 Requests for Financial Assistance
COMD5 Sponsorship of the City’s Events, Programs, Facilities and Publications

Budget/Financial Implications
Nil

Consultation
- City departments
- Executive Management (MANEX)

BACKGROUND
A community garden is defined as a single piece of land cultivated collectively by a community led group for the purposes of food production and recreational gardening.

In the City of Armadale there is currently one community garden in operation, managed by an incorporated group on land owned by the Department of Education and adjacent to a primary school. There are two incorporated groups working with the City to develop gardens on Council owned or leased land. The City has also received a request from one unincorporated group to assist with determining an appropriate site for a garden before proceeding with incorporation of the group.

With the continued growth of the City, officers expect increased requests for support by groups to establish community gardens. Each situation is unique depending on the incorporation status and capacity of the group, the objectives of the group and the location of the potential garden site. In the case of City owned or leased land, officers in each department across the organisation are involved in the process of responding to such requests. There is currently no Policy or Management Practice to provide a position and process for the development and establishment of community gardens hence the presentation of the draft Policy to Council.

DETAILS OF PROPOSAL
It is proposed to introduce a new policy which together with the associated Management Practice, will provide a framework for the establishment and management of community gardens.

ANALYSIS
It is recognised that community gardens serve an important purpose as engagement hubs for social interaction, promotion of environmental improvement and food security. Because community gardens have the potential to achieve sound physical and mental health outcomes,
the City’s Public Health and Wellbeing Plan 2014 – 2017 includes a key action for the City to establish a clear position on supporting community gardens.

As outlined in the attached draft Policy and draft Management Practice, the City’s role in supporting community gardens is:

- Ascertaining the most appropriate site for the garden. The options suggested, by order of priority are:
  - Land owned by organisations other than the City of Armadale
  - Sites on land owned by the City of Armadale already identified as potentially suitable for Community Gardens
  - Consideration of proposals for Community Gardens on land owned by the City of Armadale and not already identified as potentially suitable for Community Gardens
- Providing Guidelines for the Establishment and Management of Community Gardens
- Assisting in building the capacity of groups to develop and promote their organisations and to partner with relevant organisations including funding bodies

Through the Master Planning Concept Plans endorsed by Council there are three sites as shown on the maps attached to the Management Practice that are potentially suitable for community gardens. These sites are:

- Cross Park, Roleystone
- John Dunn Reserve, Kelmscott
- Alfred Skeet Reserve, Forrestdale

Because officers expect an increased demand for community gardens, it is cognisant to investigate additional sites and request endorsement from Council for any subsequent sites. This proactive approach is conducive to a more efficient and timely process for both the community group and the City. When responding to requests from groups for community gardens, officers may present the sites available and already endorsed by Council. Once relevant officers have assisted groups with the necessary processes, Council will be requested to make a decision on the lease or management agreement between the City and the incorporated group.

Funding may be available to Community Garden groups through Lotterywest, external grants and small amounts through the City’s Financial Assistance Policy for setting up a group or for some project related activities. It is proposed that the City does not provide capital funding for the establishment of a community garden or associated facilities and will not be responsible for the ongoing costs of maintaining the garden such as power, water or insurance.

The group managing the community garden will be required to be incorporated in accordance with the Associations Incorporation Act 2009. The City will assist an interested group with
gaining incorporation status prior to embarking on the process of establishing a community garden and partner with relevant organisations, including funding bodies such as Lotterywest.

OPTIONS
Option 1 – Approve the draft policy. This is the preferred option.
Option 2 – Not approve the draft policy in its current form and seek modifications for further consideration
Option 3 – Not approve the draft policy and determine that the City should not have a Community Gardens Policy

CONCLUSION
The establishment of community gardens led by committed incorporated groups has the potential to contribute to sound mental and physical health outcomes for community members. To provide a clear position on the City’s role in supporting community gardens, a Policy and associated Management Practice is required.

RECOMMEND
That Council:

Pursuant to section 2.7(2)(b) of the Local Government Act 1995, adopt draft Policy COMD9 as presented as an attachment to this report, and note the associated Management Practice also attached to this report.

ATTACHMENTS
1. Community Gardens Draft Policy
2. Community Garden Process Flow Chart, MP and Maps
2.2 - INVESTIGATION INTO LOT 2333, RIVER ROAD, KELMSCOTT FOR SITE SUITABILITY - KELMSCOTT COMMUNITY GARDEN

WARD : ALL
FILE No. : M/539/16
DATE : 14 September 2016
REF : LG
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- This report presents the findings of investigations into the suitability of Lot 2333, River Road, Kelmscott for the proposed activities of a Community Garden.
- It is recommended that:
  1. Council endorse the site as suitable for a community garden noting that a final proposal will be subject to the relevant requirements and approvals;
  2. Council give in-principle support for a tenancy agreement to be negotiated with Kelmscott Community Garden, the details of which will be presented as a subsequent report for approval;
  3. Kelmscott Community Garden consult with residents living within a 100m catchment of the site for comment on their proposal;
  4. The City seeks community feedback on the proposal;
  5. Council receives a further report that incorporates a planning application along with tenancy arrangements, site requirements and community feedback.

Tabled Items
NIL

Officer Interest Declaration
NIL

Strategic Implications
1.1 A strong sense of community spirit
   1.1.1 Provide opportunities to connect individuals to each other and the wider community
   1.1.2 Build inter-dependent and resilient community groups.

1.2 Active community life that is safe and healthy

Legislation Implications
NIL

Council Policy/Local Law Implications
A new Policy and corresponding Management Practice for Community Gardens is currently in draft.
Other laws that have some bearing on this report are:
Health Local Laws 2002
Health Regulations 2011
Environmental Protection (Noise) 1997
Planning Policy PLN 3.9 – River Road Heritage Area

**Budget/Financial Implications**
NIL

**Consultation**
1. City’s Asset and Services Group – ASG
2. City Officers
3. Kelmscott Community Garden Inc.

**BACKGROUND**
The Kelmscott Community Garden Inc. (KCG), has been seeking a suitable location to establish a community garden in Kelmscott for over 2 years. In October 2015 Council considered a proposal from KCG Inc. to occupy 1034m2 of land on Rushton Park for the purpose of community gardening through a management agreement. The recommendations of Council at this meeting were:

**C49/10/15 RECOMMEND**

*That Council:

1. Support in-principle the proposal to establish a community garden in Kelmscott;
2. Request Officers to further investigate Rushton Park and Fancote Park as an alternative location;
3. Note that Officers will work with the Kelmscott Community Garden Inc to identify and respond to the issues related to the proposal of Rushton Park;
4. Receive a further report on the appropriate site for the Community Garden.*

On 14 March 2016 Council received a report in which the option of Fancote Park was identified as not suitable and that issues identified in the use of Rushton Park could be resolved. The recommendation of Council from this meeting was:

**C5/3/16 RECOMMEND**

*That Council:

1. Notes the report and reaffirms its support in principle to establish a community garden in Kelmscott;
2. Request that officers facilitate a meeting between Kelmscott Community Garden Inc, Kelmscott Agricultural Society and relevant stakeholders to discuss the proposed community garden on Rushton Park.*

During the time taken to arrange a convenient time for all parties to meet and discuss Rushton Park, the Education Department terminated their lease at Lot 2333 River Road opposite Rushton Park. As a result, the opportunity became available for the City to elicit Expressions
of Interest for future uses of the site, one of which being community gardening. Two (2) Expressions of Interest were received and a report to Council on 26 April 2016 presented a range of options for Council’s consideration. The recommendation from Council was:

**CS32/4/16 RECOMMEND**

That Council investigates further in conjunction with the Kelmscott Community Garden the suitability of the site for the proposed activities of a community garden.

In response to this recommendation, City officers have investigated the suitability of the site and the KCG group has prepared an updated submission with respect to the Lot 2333 site.

**DETAILS OF PROPOSAL**

The revised management plan was submitted by the group in June and circulated to various departments for review. Officers began to investigate the various questions arising from the management plan and existing/potential issues with the site. Issues and responses or suggested actions are outlined as follows:

**Governance and Administration**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Response/suggested action</th>
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<tbody>
<tr>
<td>Access to the reserve from the south (car park) will need permission or agreement from Riverdale Child Care Centre and Community Association Inc. The City doesn’t own this land and can’t guarantee access.</td>
<td>Kelmscott Community Garden Inc (KCG) to follow up with Riverdale Child Care if necessary. Access may not be required, as double gates on River Road will be used for access, as per the management plan.</td>
</tr>
<tr>
<td>In order to utilize the Drainage Reserve 31616, permission or agreement with the Water Corporation will be required. This land is not vested to the City.</td>
<td>KCG to follow up with Water Corporation directly for permission to use the reserve.</td>
</tr>
<tr>
<td>All outgoings and insurances to be paid for by KCG.</td>
<td>Stated in Management Plan.</td>
</tr>
<tr>
<td>Sheds on site have been gifted by the primary school.</td>
<td>Include in tenancy arrangement with Council, along with any necessary maintenance responsibilities and safety inspections to be carried out.</td>
</tr>
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</table>
### Planning

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<th>Issue</th>
<th>Response/suggested action</th>
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<tbody>
<tr>
<td>Planning approval/development application is required. Questions arising in regards to parking requirements, access, activities and potential numbers of people.</td>
<td>KCG to submit a development application once Council has endorsed the recommendations of this report. Any information not already stated in the management plan will be addressed in this application.</td>
</tr>
<tr>
<td>Site is subject to Planning Policy PLN 3.9 – River Road Heritage Area. Future structural additions may require development approvals.</td>
<td>City Officers to follow up with Community Heritage Advisory Group (CHAG) upon receipt of development application. KCG to lodge the necessary approvals for additional structures.</td>
</tr>
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</table>

### Environment

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<tr>
<th>Issue</th>
<th>Response/suggested action</th>
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</thead>
<tbody>
<tr>
<td>There are some trees to be pruned on the site, as identified and approved by City Officers.</td>
<td>KCG to undertake the necessary pruning in consultation with the City and in accordance with the relevant permits, as outlined in the management plan. This will be documented in the tenancy arrangement between the group and the City.</td>
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### Health

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<th>Issue</th>
<th>Response/suggested action</th>
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<tbody>
<tr>
<td>Distance for access to public toilets must be within 90m. Rushton Park public toilets are too far away, therefore a public toilet is required on site (in accordance with Health Local Laws 2002).</td>
<td>City officers determined that the toilets in the changerooms at Kelmscott Hall are available for the group’s use (within 90m of the site). These changerooms are currently used by Roleystone Karragullen Cricket Club (summer only) and present a viable option for the group to share with cricket, rather than financing and constructing a new public toilet.</td>
</tr>
<tr>
<td>Potential gatherings will result in the site being considered a Public Place and must be compliant in terms of evacuation plan, muster point, fire extinguishers, toilets (as above), exit as the site is fenced in. Application for Public Building may be necessary (in accordance with Health (Public Building) Regulations 1992).</td>
<td>The group is aware of their obligations in health and safety. Any building or infrastructure works will be done in accordance with current Australian standards and have required approvals. Should gatherings over a certain number of people require specific approvals then these will be sought by the group.</td>
</tr>
<tr>
<td>The management plan does not cover mosquito or rodent control. Specific controls to be put in place (Health Local Law 2002)</td>
<td>Group to ensure they put control measures in place in areas of water eg raised beds, trays of plants, water tank inlet etc and during times of fruit falling from trees.</td>
</tr>
</tbody>
</table>
Should food be served, it must be a registered food preparation area (in accordance with the Food Act 2008).

The management plan includes a pizza oven as a potential capital project as funds become available. To ensure no escape of smoke to surrounding premises, group to seek advice from Department of Environment Regulation on burning (Health Local Law 2002).

Ensure the public don’t drink untreated water if employing water sustainability practices.

Sale of fruit and vegetables must comply with Food Standard Code (residue of pesticides).

Use of power tools as operational to comply with the Environmental Protection (Noise) Regulations 1997.

Ensure closure of natural pool and compliance with Australian Standard on Water Corp site as entrance is provided from childcare facilities to the community garden.

<table>
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<tr>
<th>Parks</th>
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<tr>
<td>Issue</td>
</tr>
<tr>
<td>Analysis of site including pruning and removal of trees</td>
</tr>
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</table>

<table>
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<tr>
<th>Property Services</th>
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</thead>
<tbody>
<tr>
<td>Issue</td>
</tr>
<tr>
<td>Power – single Point of Service for power supply so no issues with zoning or multiple POS on the site</td>
</tr>
<tr>
<td>Water – connection to be reinstated</td>
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</table>

This proposal outlines a number of recommendations for Council endorsement. It is the intention that officers will work through processes concurrently and if possible, submit one report to Council.
In light of the outcomes from the extensive investigations undertaken, it is proposed that City officers continue to liaise with the KCG group in order to ensure that all appropriate requirements and regulations are met, including a development application. Officers will then recommend a tenancy arrangement that is most suitable to the structure of the group, the activity and Council’s requirements.

The group has stated their commitment to engaging the community in this initiative. They have identified a number of groups located close to the site, including a primary school, home schooling group, day care centre, churches and an aged care facility. It is the intention of the group to engage surrounding residents and promote membership.

With regard to understanding community response to the establishment of a Community Garden on this site, it is proposed that as part of the planning approval process KCG be required to seek feedback from residents living within 100 metres of the site. In addition it is proposed that the City seeks community input through a public comment period.

ANALYSIS

Investigation by officers in consultation with KCG has determined that the site is suitable for the purpose of a community garden. This initiative presents a number of benefits to Council and the community; the group is competent, willing and able to create and manage a community garden as demonstrated in their management plan.

OPTIONS

Option 1: Approve the recommendations

Option 2: Not to approve the recommendations

CONCLUSION

City officers have undertaken extensive investigations into the suitability of the site for the purposes of a community garden. Based on the findings, officers have identified that the site is suitable and propose that the process continues towards final Council endorsement.

RECOMMEND

That Council:

1. Endorse the site as suitable for a community garden noting that a final proposal will be subject to the relevant requirements and approvals;
2. Approve in-principle support for the negotiation of tenancy arrangements with Kelmscott Community Garden Inc.;
3. Kelmscott Community Garden Inc. consults with residents living within a 100m catchment of the site for comment on their proposal;
4. Seek community feedback on the proposal through a public comment period;
5. Receive a further report including a planning application, tenancy arrangements, site requirements and community feedback.

ATTACHMENTS

1. Aerial Photograph Lot 2333 River Road
3.1 - WORDING AND LOCATION APPROVAL FOR MEMORIAL PLAQUES FOR NAMED PARKS AND RESERVES, AND WORDING FOR HISTORICAL SITE PLAQUE

WARD: ALL
FILE No.: M/512/16
DATE: 30 August 2016
REF: PW
RESPONSIBLE MANAGER: Executive Director Community Services

In Brief:
- This agenda item considers Memorial Plaques for Jim and Alma Baker Park and Cam Clay Reserve and a Historic Site Plaque recognising the former location of the Derry Na Sura vineyard
- Recommend that the wording and locations as recommended in this agenda item be approved

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
1.1 A strong sense of community spirit
   1.1.3 Value and celebrate our diversity and heritage
   1.1.4 Foster local pride

Legislation Implications
Nil

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
Approximately $3,000 per plaque inclusive of plinth, funding included in the 2016/17 Budget.

Consultation
1. History Reference Group
2. Parks and Reserves Department
3. Planning Services Department

BACKGROUND
Council has previously approved budgetary funding for a series of Memorial Plaques for the City’s named Parks and Reserves and more recently approved budgetary funding for a series of Historic Site Plaques.
Memorial Plaques for Parks and Reserves:

At its Ordinary Meeting on 4 April 2005 (C23/3/05), Council adopted the following resolution in relation to memorial plaques to be placed in some parks and reserves:

1. That Council undertakes an annual program of memorial plaque manufacture and installation at appropriate parks and reserves within the City.

2. That Council:
   a. Adopts the Council Crest as the basis for the memorial plaques for parks and reserves;
   b. Agrees the memorial plaques are to be of bronze and 400mm in diameter;
   c. Agrees that the heritage information on the plaques and their location at the park or reserve be approved by Council through the appropriate Committee.

The following further resolution was adopted by Council in relation to Memorial Plaques at its Ordinary Meeting of 21 January 2013 (C2/1/13):

5. Endorse the proposal that any future parks or reserves when named, only be considered for plaques if they have some significance to the district’s history. Parks and reserves named with new estates, where roads and parks follow a theme such as bird names, plant names etc. need not be considered by the History Reference Group or Council for a plaque.

To date, over 50 plaques have been placed in named Parks and Reserves. As Parks and Reserves are named by Council via the Planning Services processes, they are then considered by the History Reference Group (HRG) as to their historic significance to the district’s history. If a plaque is deemed to be appropriate for a park or reserve, research is undertaken for the wording by the HRG and submitted for recommendation of approval by Council.

Historic Site Plaques:

The following resolution was adopted by Council at its Ordinary Meeting of 9 March 2015 (C8/3/15).

That Council:
Approve for consideration of inclusion in the 2015/16 Draft Budget an amount of $10,000 per annum to fund approximately three (3) plaques each year, depending on actual cost, with the plaques to be placed at historic sites within the City.

Funding of $10,000 was subsequently approved in the 2015/16 Budget. Council further resolved at its Ordinary Meeting of 13 July 2015 (C31/7/15) the following detail regarding the layout of the Historic Site plaques:

That Council:
Endorse suggested standard layout for historic site plaques of the words historic site in upper case on the left hand side of an A3 plaque, the City’s crest on the bottom right hand side of the plaque and an appropriate outline of the subject matter on the top right hand side of the plaque.
(Note that not all plaques will include an artistic outline related to the subject matter, depending on photographic or illustrated availability).

Also detailed in the March 2015 agenda item is advice that an annual Community Project would invite recommendations for Historic Site plaques. As well as requests from the HRG and Community Heritage Advisory Group members, it is appropriate that other community members be invited to make recommendations of historic sites. They will be required to provide historical information related to the site as well as copies of any documentation and photographs that they may have. This will assist in growing the historical collections of the Birtwistle Local Studies Library. This Community Project has been progressed with a media release together with details and a downloadable form from the City’s website and has attracted some interest.

Council further resolved at its Ordinary Meeting of 19 January (C4/1/16)

That Council:
Endorse the recommendation that the final location of all Historic Site Plaques be determined by the Technical Services Directorate taking into consideration pedestrian and traffic movement and any other planning and/or technical factors in the vicinity of the site.

DETAILS OF PROPOSAL

The proposal is that Council approve the proposed wording and locations for Memorial Plaques in Jim and Alma Baker Park and Cam Clay Reserve, and approve the wording for an Historic Site Plaque for the Derry Na Sura Vineyard.

ANALYSIS

The HRG has determined that both Jim and Alma Baker Park and Cam Clay Reserve have sufficient historic significance, and sufficient biographical detail available, to warrant Memorial Plaques being installed.

The Derry Na Sura Vineyard site has been recommended as a fitting location for a plaque. The HRG determined that it is of sufficient importance and interest historically to warrant a plaque, and that there is sufficient historic information available to include on a plaque.

OPTIONS

1. Approve the wording and locations as advised for two Memorial Plaques and wording for one Historic Site plaque.
2. Amend the wording and locations as advised for the Memorial Plaques, and wording for the Historic Site plaque.
3. Not approve a plaque being placed at one or all of the sites.

CONCLUSION

To continue the adopted practices of installing Memorial Plaques in Parks and Reserves and Historic Site plaques at appropriate locations, it is recommended that Council approve progressing Memorial Plaques for Jim and Alma Baker Park and Cam Clay Reserve and an Historic Site Plaque at the Derry Na Sura Vineyard historic site.
RECOMMEND

That Council:

Endorse the following recommended wording and locations for Memorial Site Plaques at Jim and Alma Baker Park and Cam Clay Reserve, and recommended wording for the Historic Site Plaque for the Derry Na Sura Vineyard site.

Jim and Alma Baker Park
Henry James (Jim) Baker
(b1924)
Alma Scott Baker
(b1926)
The Baker family built the farm homestead in the 1970s from recycled timber and stone gathered from demolitions throughout the state. Council acquired the property and house in 2008 for community use. This land was vested in Council on 18 June 2009.

Cam Clay Reserve
(Cam) Robert Cameron Clay
1940 – 2013
Passionate about his local community and environment, Cam was a volunteer and leader with environmental groups including Roleybushcare, the Armadale Gosnells Landcare Group, and the Bungendore Park Group. A dedicated life member of Bedfordale Volunteer Bushfire Brigade
2010 Armadale Australia Day Citizen of the Year
This land was named in his honour in 2016.

Derry Na Sura
Martin Jull and Dr Ferguson Stewart planted the first vines in 1894 on the slopes overlooking the Narrogin Inn with the aim to produce port and red wine. In 1904 the vineyard was sold to Sir Arthur Stepney who named it Derry Na Sura, which is believed to mean ‘Valley of Vines’, before selling it in 1909. The new owners boosted production and by 1928 they were producing over 136,000 litres of port and wines annually, as well as winning numerous awards at the Perth Royal Show.

The Great Depression, followed by World War II, saw the vineyard decline and in 1951 the land was sold and subsequently subdivided for housing.

ATTACHMENTS
1. Jim and Alma Baker Park
2. Cam Clay Reserve
3. Derry Na Sura Vineyard
COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT __________
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City of Armadale Disability Access and Inclusion Plan
2016 - 2021

This plan is available in alternative formats such as large print, electronic format (USB or emailed), audio or Braille upon request.
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1. Introduction

The City is committed to ensuring that people with disability, their families and carers are able to access its services, facilities and information, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

Local Governments are required under the Disability Services Act (1993), as amended in 2004, to have a Disability Access and Inclusion Plan (DAIP) to improve access and inclusion for people for with disability.

The DAIP provides a framework for the identification of areas where access and inclusion can be improved and the development of strategies to best improve access and inclusion. These strategies work towards a number of access and inclusion outcomes, which are defined in the Act as the minimum standard for DAIPs. The seven access and inclusion outcome areas specified in the Act aim to provide a mechanism for people with disability to be included and have access to their community.

In addition to these seven mandatory minimum standards for DAIPs under the Act, the City has included one additional outcome in its DAIP, being that the City will provide information, and encouragement to raise the awareness of the community regarding disability, access and inclusion.

2. Background

1.2 The City of Armadale

The City of Armadale is located about 30km in Perth’s south-east and covers an area of 560km². The City includes suburbs such as Kelmscott, Roleystone, Mt Nasura, Mt Richon, Armadale and Seville Grove, along with growth areas in Harrisdale, Piara Waters, Haynes and Hilbert.

The Armadale region has grown from an historic country town on the fringe of the Perth metropolitan area, to an important regional activity centre for surrounding growth areas including Byford and other areas within the City of Armadale. Armadale is now one of the fastest growing local governments in Australia, with a current population of 76,889.

2.2 Functions, Facilities and Services Provided by the City of Armadale

The City of Armadale provides a range of services and supports to the community broadly defined as:

- Services to Property. For example construction and maintenance of council owned buildings, footpaths and roads; street lighting, and waste management collection;

City of Armadale Disability Access and Inclusion Plan 2016 - 2021
• Services to the community. This includes parks and reserves, library and information services and community development;
• Regulatory Services. This includes planning of road systems and subdivisions and town, building approvals for construction, and Ranger services;
• General Administration. This includes the provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licenses; and
• Processes of Government. This includes ordinary and special council meetings, electors meetings and election of council members; community consultations.

2.3 People with disability in the City of Armadale

Data from the 2015 Survey of Disability, Ageing and Carers estimated that 4.3 million Australians, or 18.3% of the population, has a disability. With an additional 2.7 million Australians who are carers, disability impacts on approximately one third of the population.

By 2026 the number of people with disability in Western Australia is expected to increase by more than 210,000, due mainly to our ageing population. As the ‘baby boomer generation’ moves into the older age groups individuals will acquire disability associated with aging.

For the purposes of the data collection (ABS), disability is defined as any limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities.

The WA Disability Services Act (1993) defines disability as a condition that:

• Is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
• Is permanent or likely to be permanent; and
• May or may not be episodic in nature and the result is; a substantial reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services.

The City of Armadale recognises that as the National and State demographic grows, so too will the number of people requiring support within the City of Armadale.

2.4 Planning for better access

It is a requirement of the Disability Services Act 1993, amended 2004, that local government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services. This is governed
through the City’s overarching Strategic Community Plan which provides the vision for all work undertaken within the City. The Disability Access and Inclusion Plan is one of many plans that informs the Corporate Business Plan and clarifies how the business of the City is to be delivered.

Armadale will become a trial site for the WA National Disability Insurance Scheme (NDIS) with Serpentine/Jarrahdale and Murray in October 2016. This will bring changes to how people with disability in the City of Armadale access services and funding. The NDIS will implement changes to the system of care and support for Australians with disability and their carers, introducing a nationally consistent approach to funding.

Other legislation underpinning access and inclusion includes the:

- Commonwealth Disability Discrimination Act (DDA) and the WA Equal Opportunity Act;
- The United Nations Convention on the Rights of Persons with Disability (UNCRPD);
- Access to Premises Standard 2010;
- Count Me In – Disability Future Directions; and
- Alzheimer’s Disease International Dementia Friendly Communities Key Principles.

2.5 Achievements since 1995
The City of Armadale adopted its first Disability Services Plan (DSP), (now known as DAIPs), in 1995 to address the barriers in the community for people with disability. The plan addressed both statutory requirements under the WA Disability Services Act (1993) and obligations under the Commonwealth Disability Discrimination Act (1992). City of Armadale embraced the opportunity to address access through the DSP, being the first Local Government Authority to lodge their plan with the Disability Services Commission. The plan underwent reviews and the City developed new plans in 2007 and 2011. Following the 2004 amendment to the Disability Services Act (1993) the City aimed at ensuring people with disability can access services provided by the City in a way that facilitates increased independence, opportunities and inclusion within the community.

Since the adoption of the initial plan, the City of Armadale has implemented a number of initiatives to ensure access and inclusion for people with a disability including:

- Improving engagement opportunities for people with disability including establishing a disability reference group representation of a broad range of stakeholders;

City of Armadale Disability Access and Inclusion Plan 2016 - 2021
• Supporting accessible events through developing an accessible events checklist, with training being provided to key staff;
• Increasing staff awareness through ongoing staff disability awareness training;
• Developing an All Abilities Playground within the City of Armadale;
• Review of the website to meet accessibility guidelines (AA W3C);
• Development of an Access and Mobility Map;
• Increasing community awareness by celebrating International Day of Disability each December;
• Improvements within administration to support better customer service for all community members including the Audio Loop technology and lowered counters;
• Introduction of resources such as DAISY readers, desktop magnifiers and e-readers available at the Armadale Library;
• Continual upgrading of the City’s walkways considering the access needs of community members; and
• Improving outcomes for people with dementia through supporting Alzheimer’s Australia’s Dementia Friendly Communities project.

3. Access and Inclusion policy statement

The City has an overarching Strategic Community Plan which provides the vision for all work undertaken within the City. At an operational level the Disability Access and Inclusion Plan (DAIP) is one component of an integrated set of strategic plans which inform the development of the City’s Strategic Community Plan.

4. The Act’s requirements for agents and contractors

A requirement of the Disability Services Act (1993) is that agents and contractors of the public authority conduct their business in a manner consistent with the DAIP of the public authority. The City therefore seeks to encourage agents and contractors to be sensitive to the needs of the community specifically in:

• New contracts or variation of contract, and
• Services being provided to the public.

This requirement does not apply to services provided directly to the public authority such as cleaners, and regular maintenance.
5. Development of the DAIP

5.1 Responsibility
It is the responsibility of City staff to oversee the development, implementation, review and evaluation of the Disability Access and Inclusion Plan. This includes requirements of contractors and agents engaged by the City who supply services to the public and the responsibilities of the City’s Disability Access and Inclusion Reference Group.

Each department of Council is responsible for planning, implementation, monitoring and reporting within its own area. The Community Development Department will have an advisory, support and coordination role.

5.2 Review and Consultation Process
The City of Armadale is committed to actively consulting people with disability, their families, carers, disability organisations, encouraging and seeking input on planned initiatives and feedback on strategies already in place. This approach incorporates the Disability Access and Inclusion Reference Group is the most appropriate and effective way to ensure barriers to access and inclusion are successfully addressed.

The City of Armadale contracted E-QUAL disability consultants to review their current Disability Access and Inclusion Plan (DAIP) and develop a new DAIP which comply with the legislative requirements of the Disability Services Act (1993) as amended in 2004 and guide the City of Armadale’s work to ensure equitable access to its buildings, facilities, information, services and events for people with disability and their carers, over the next five years.

The methodology for the review included examination of the City of Armadale’s 2011 – 2016 DAIP, progress reports and other relevant Council documents, plans and strategies. The consultants also reviewed other relevant literature on the changes to disability legislation and on contemporary and developing trends and best practice in access and inclusion.

Consultation was undertaken with key stakeholders including City of Armadale staff, key organisations and the community, in accordance with the Disability Services Act Regulations 2004. The consultation, held in March 2016, was promoted through various mediums, including:

- Local newspaper;
- City of Armadale website;
- Communication with key disability organisations;
- Information provided to City of Armadale services ie Libraries;
- Information provided to Disability Services Commission Local Area Coordinators; and
- City of Armadale intranet.
The consultation included:

- Focus groups/workshops with community and staff;
- Online surveys;
- Hard copy surveys;
- Surveys emailed directly to community groups and individuals; and
- Telephone interviews.

A total of 191 staff and community members provided feedback through the consultation process. Additional workshops were also held to discuss the findings and to gather further feedback in May 2016 with:

- City of Armadale Councillor’s;
- Cities Disability Access and Inclusion Reference Group; and the
- Positive Ageing Network Group.

At an ordinary meeting of Council on the 8 August 2016, Council endorsed the draft DAIP 2016 – 2021 to seek public comment for a period of four weeks.

The City advertised the public comment period in the following ways:

- An advertisement in the examiner;
- On the City’s website under the ‘Out of Comment’ Section;
- On the City’s Facebook page;
- Copies of the draft DAIP in the City’s Reception areas; and
- Copies of the draft DAIP distributed to peak organisations.

There were also articles regarding the public comment period in the:

- Examiner on the 12 August 2016; and
- Armadale City e-News in the September addition.

The City’s Disability Access and Inclusion Reference Group were consulted during this period.

No submissions were received and the final report was submitted to Council for endorsement and submitted to the Disability Services Commission for formal approval.

**5.3 Findings of the consultation**

The review and consultation showed that the City of Armadale has made many changes and implemented sound strategies that have improved access and inclusion for people with disability to the City of Armadale’s facilities and services, but that there are still many opportunities to further improve access and inclusion.

During the consultation period key issues were identified by both community members and City of Armadale officers. These are documented below.
Community Members

- Lack of and poorly placed ACROD parking;
- Some events are not easy to access for people with disability, including parking and toilets;
- Lack of awareness of events and services;
- Not feeling safe within the City of Armadale;
- Lack of services and opportunities for youth;
- Concerns with the pool only being an outdoor pool and therefore seen to lack availability all year round; and
- Lack of public transport services in and out of the City.

City of Armadale Officers

- Staff not having accessed disability awareness training;
- Difficulty in finding the balance between access and heritage. The need to address access to heritage areas sensitively, maintaining their integrity;
- Poor workplace access for potential and current staff members with disability (primarily wheelchair access) Staff are unclear on how to obtain correct, contemporary information around disability including accessible documentation;
- The need for budget provision to ensure events, facilities and services are accessible’;
- Difficulty in getting contractors to be mindful of the objectives of the DAIP; and
- A lack of information on how to consider all needs of all groups in relations to future housing development, i.e Livable Homes.

The above issues were defined by such comments as:

- ‘I think that events need to be planned where it isn’t too hard to push a wheelchair (such as concrete), have more awareness of disability friendly events.’ (Community Member);
- ‘Lack of transport options into Armadale, especially from Byford. Serpentine and Jarrahdale. One AM bus in and one PM bus out - leaves our whole day in city Centre. Perhaps a safe space for a person with mental health to go, like a drop in Centre, you can also see a lot of people you know.’ (Community Member);
- ‘Would like to see the City offer more employment opportunities to people with a disability. I had a staff member through an employment agency for a while and it was beneficial to the employee and the staff group to be part of this program.’ (City of Armadale Officer); and
- ‘Information where people who need help with access and inclusion could access it.’ (City of Armadale Officer)

The identification of these issues, with the review of the existing DAIP will inform the development of strategies for the Disability Access and Inclusion Plan 2016 – 2021. While implementation of the strategies will be subject to the approval of
yearly budgets as a part of the normal council budget approval process, the City is mindful of its commitment to people with disability, their families and carers and its legislative obligations.

5.4 Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act that the City must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

It is the responsibility of City staff to implement the Disability Access and Inclusion Plan 2016 – 2021. An internal document, the Disability Access and Inclusion 2016 - 2021 Implementation Plan will provide clear actions and areas of responsibility for the City Business Units with a timeline for completion. Departmental Managers will be responsible for the implementation of the actions for their Department and ensuring the actions are in their Departments Business Plan. The implementation plan outlines how the Community Development team will work with Managers to assist and advise on specific relevant actions and indicators to achieve the required outcomes.

The City will inform its agents and contractors of their responsibilities under the DAIP, and will encourage and model best practice in providing accessible and inclusive services to people with disability.

5.5 Communicating the plan to staff and people with disability

Staff and Community will be advised through a notice in the local newspaper and on the City’s Website that the draft DAIP is available for public comment. A copy of the draft DAIP will be forwarded to relevant stakeholders and the Disability Access and Inclusion Reference Group for comment.

Upon adoption, the City will ensure the Disability Access and Inclusion Plan 2016-2021 are available:

- On request, at the City of Armadale Administration Building in alternative formats if required, including hard copy in standard and large print, electronic format;
- On the City’s website; and
- Hard copies at various City locations.

The community will be advised of the availability of the Disability Access and Inclusion Plan 2016-2021 through:

- The City’s website;
- City Views (City of Armadale Newsletter);
- Facebook;
- Media release to the local newspapers; and
- Local organisations.
**5.6 Review and Evaluation mechanisms**

The Disability Services Act sets out the minimum review requirements for public authorities in relation to DAIPs. The City’s DAIP will be reviewed at least every five years, in accordance with the Act. The DAIP Implementation Plan will be updated annually to reflect progress and include any strategies to manage additional access and inclusion issues which may arise. This plan is a dynamic document intended to guide the City of Armadale to continue its work in creating an accessible and inclusive community.

Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Disability Services Commission.

**6. Reporting on the DAIP**

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to DAIPs. The City of Armadale will report on the implementation of its DAIP in Council’s Annual Report and to the Disability Services Commission by the end of June of each year, outlining:

- Progress towards the outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the seven outcomes; and
- The strategies used to inform its agents and contractors of its DAIP.
7. Strategies to improve access and inclusion

As a result of the consultation process, the following strategies will guide more detailed tasks reflected in the Implementation Plan that the City of Armadale will undertake from 2016-2021. The desired outcomes provide a framework for improving access and inclusion for people with disability in the City of Armadale.

The City of Armadale is committed to working towards achieving the following objectives:

**Objective 1:** People with disability have the same opportunities as other people to access the services of, and any events organised in the City of Armadale.

<table>
<thead>
<tr>
<th>Strategy</th>
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</thead>
<tbody>
<tr>
<td>1.1 Embed the principles and objectives of the DAIP throughout the organisation’s policies, documents and planning.</td>
</tr>
<tr>
<td>1.2 Support accessible events in City of Armadale.</td>
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<tr>
<td>1.3 Support accessible programs in the community.</td>
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<tr>
<td>1.4 Improve communication with agents and contractors.</td>
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<tr>
<td>1.5 Improve feedback channels with state and local government authorities.</td>
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<tr>
<td>1.6 Provide Accessible and safe footpaths.</td>
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<tr>
<td>1.7 Improve pedestrian access to busy roads.</td>
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<tr>
<td>1.8 Continue to improve and promote accessible City resources and services.</td>
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<tr>
<td>1.9 Develop, maintain and promote accessible public spaces.</td>
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</tbody>
</table>

**Objective 2:** People with disability have the same opportunities as other people to access the buildings and other facilities of the City of Armadale.

<table>
<thead>
<tr>
<th>Strategy</th>
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<tbody>
<tr>
<td>2.1 Provide accessible and inclusive buildings.</td>
</tr>
<tr>
<td>2.2 Develop strategic processes to address access to heritage areas sensitively, maintaining their integrity.</td>
</tr>
<tr>
<td>Objective 3:</td>
</tr>
<tr>
<td>-------------</td>
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<tr>
<td><strong>Strategic</strong></td>
</tr>
<tr>
<td>3.1 Provide public documents in alternative formats.</td>
</tr>
<tr>
<td>3.2 Provide Council documents in alternative formats.</td>
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<tr>
<td>3.3 Support alternative options for receiving and giving information.</td>
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<tr>
<td>3.4 Develop accessible options in Customer Service Charter.</td>
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<tr>
<td>3.5 Improve website /online accessibility.</td>
</tr>
<tr>
<td>Objective 4:</td>
</tr>
<tr>
<td><strong>Strategy</strong></td>
</tr>
<tr>
<td>4.1 Build on a disability access and inclusion culture at the City of Armadale.</td>
</tr>
<tr>
<td>4.2 Develop an access and inclusion culture in the customer service charter at the City of Armadale.</td>
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</tbody>
</table>
**Objective 5:** People with disability have the same opportunities as other people to make complaints to the City of Armadale.

<table>
<thead>
<tr>
<th>Strategy</th>
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<tbody>
<tr>
<td>5.1 Provide an equitable and accessible complaints feedback mechanism.</td>
</tr>
<tr>
<td>5.2 Develop a guide to making complaints in a variety of formats.</td>
</tr>
</tbody>
</table>

**Objective 6:** People with disability have the same opportunities as other people to participate in any public consultation by the City of Armadale.

<table>
<thead>
<tr>
<th>Strategy</th>
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<tbody>
<tr>
<td>6.1 Provide accessible and inclusive opportunities for engagement.</td>
</tr>
<tr>
<td>6.2 Communicate with qualified and experienced individuals, including people with disability, carers and organisations on disability access and inclusion matters.</td>
</tr>
<tr>
<td>6.3 Support a Disability Access and Inclusion Reference Group.</td>
</tr>
<tr>
<td>6.4 Continue to monitor the progress against Disability Access and Inclusion Plan.</td>
</tr>
</tbody>
</table>

**Objective 7:** People with disability have the same opportunities as other people to be employed at the City of Armadale.

<table>
<thead>
<tr>
<th>Strategy</th>
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<tbody>
<tr>
<td>7.1 Implement recruitment and employment policies and practices to reflect equal opportunity for the ageing workforce and people with disability.</td>
</tr>
<tr>
<td>7.2 Provide a workplace to ensure equitable access for employees.</td>
</tr>
<tr>
<td>7.3 Provide opportunities for engagement with specialist services for employment for people with disability for recruitment, advice and resources.</td>
</tr>
<tr>
<td>7.4 Continue to provide staff awareness of disability issues.</td>
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</tbody>
</table>
Objective 8: Provide information, and encouragement to raise the awareness of the community regarding disability, access and inclusion.

<table>
<thead>
<tr>
<th>Strategy</th>
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<tbody>
<tr>
<td>8.1 Inform and support local businesses regarding access and inclusion.</td>
</tr>
<tr>
<td>8.2 Inform and support community groups regarding access and inclusion.</td>
</tr>
<tr>
<td>8.3 Promote Access and Inclusion to the community.</td>
</tr>
<tr>
<td>8.4 Engage with Disabilities Services Commission regarding the National Disability Insurance Scheme.</td>
</tr>
<tr>
<td>8.5 Investigate options to incorporate Dementia Friendly Communities.</td>
</tr>
<tr>
<td>8.6 Promote the aims and availability of the DAIP in the community.</td>
</tr>
</tbody>
</table>
COMMUNITY GARDEN
Create a multi-level vegetable garden at the rear of the Saville
Grove Library and along the edges of the pathway between the
Saville Grove Library and Champions Centre.

BASEBALL, CLAY MOUND
Provide a new pro-world class baseball training

MULTI-PURPOSE TRAINING NETS
Provide training nets (at one end of the field for sports such as

TURF UPGRADE & EXPANDED BLACKMUN PAVILION
Initial refurbishment to the existing pavilion, including upgrading
to change rooms facilities, kitchen, seating and lighting, along with
provision of additional externally accessible storage areas to
the north of the pavilion. Subsequent expansion of the function and
office components if and when warranted.

EXPANDED CAR PARK
Expand the western car parking area and provide adequate
parking and lighting to enable safer and more convenient usage.

CAR PARK FENCING AND GUARD
Provide a chain linked fence (200 millimetres high) to create a
barrier between the western car park and edge of the playing surface.

INTEGRATED PATHWAYS
Provide a pedestrian walkway network that connects each of the
car parking areas within the precinct to one another. Extend
the pathway in front of the Bob Blackburn Pavilion to create an
extension of the existing paved pathways.

ABORIGINAL ART
Introduce aboriginal art within and around the portion of the loop
within the area that connects the Champions Centre to the tennis
complex.

OUTDOOR EXERCISE EQUIPMENT
Provide a series of outdoor exercise equipment stations along the
integrated pedestrian pathways.

OUTDOOR CLASSROOM AND NATURAL PLAY AREA
Create an outdoor classroom (including outdoor play) and nature
play area to the south of the Champions Centre.

COVERED PLAYGROUND
Provide a shaded seat area (or similar) over the existing playground
to enable safe and comfortable use during the summer months.

INTEGRATED PATHWAYS
Provide a formal footpath network that connects each of the car
parking areas within the precinct to one another.

ENHANCED GATEWAY
Provide large, clear and concise signage and lighting at each key
gateway into the precinct.

GROUNDS FENCING
Continue the existing perimeter fencing along northern and
southern edges of the car park and play seating area to
further define informal bike access.

ADDITIONAL CASUAL/SPECTATOR SEATING
Provide casual and tables to enable improved step and pitch
opportunities, consistent with the provision of visits area.

Bob Blackburn Reserve Precinct Master Plan
As endorsed by Council on 13 June 2016 (C20/5/16)
CREYK PARK
MASTERPLAN - As endorsed by Council on 11 July 2016 (C25/7/16)

SHORT TERM
1. UPGRADE FACILITIES INCLUDING POSSIBLE BENCH FOR CUT-LOCK OVER THE OVAL AND THE MAN-CORNER OF THE FACILITY
2. INVESTIGATE OPPORTUNITIES TO REDUCE ANTI-SOCIAL BEHAVIOUR WITHIN THE NORTH WEST CORNER OF THE PARK
3. PROVIDE INFORMATION SIGNAGE AT THE CARPARK ENTRY
4. INSTALL TREES WITHIN THE CARPARK
5. ENHANCE THE PLAYGROUND THROUGH ADDITIONAL PLAY ELEMENTS; SHED, PICNIC TABLE, DRINK FOUNTAIN AND BBQ FACILITY
6. PROVIDE LOW-LEVEL IN FENCING TO THE ROAD EDGES.
7. MAINTAIN INFORMAL VEHICLE ACCESS TO KITCHEN
8. INCLUDE CRICKET WICKET ON THE OVAL
9. PROVIDE A PERIMETER PATH, WITH MARKERS FOR FITNESS ACTIVITIES
10. PROVIDE SPOTLIGHTING TO THE PERIMETER PATH
11. PROVIDE SEATING TO THE EASTERN SIDE OF THE OVAL FOR CRICKET SPECTATORS, EXERCISES OR GENERAL USAGE
12. ENHANCE THE ENTRANCE TO THE FLORA RESERVE AREA
13. AND OVAL. THIS ENTRANCE SHOULD BE FORMALISED THROUGH INFORMATION EMBLEMS
14. REMOVE A PORTION OF THE FENCING TO CREATE A BETTER PATH NETWORK
15. AND
16. REVEGETATE THE INFORMAL PATHS WHICH HAVE BEEN CREATED WITHIN THE FLORA RESERVE
17. PROVIDE A CONNECTED PATH NETWORK: PATHS WITHIN
18. THE REMAINING VEGETATION ARE TO BE CLEARED AND FENCED (ROURAL FENCING) AND CONNECTED TO THE BROADER PATH NETWORK
19. ESTABLISH A MAINTENANCE PROGRAMME FOR THE RETAINED VEGETATION TO PROTECT AND ENHANCE THE WORK WHICH HAS ALREADY BEEN UNDERTAKEN BY THE CITY
20. PROVIDE ADDITIONAL VEGETABLE PARKING (PARADE) ALONG LILIAN AVENUE

LONG TERM
21. REPLACE PUDDING TO MEET CURRENT STANDARDS, WITH IMPROVED OVAL VIEWING FROM THE PUDDING AND ACCESS TO THE PUBLIC TOILETS
FORRESTDALE HUB (ALFRED + WILLIAM SKEET RESERVE) MASTERPLAN

FINAL CONSOLIDATED CONCEPT 3 - FH04

- As endorsed by Council on 10 March 2014 (C9/13/14)
FRYE PARK
MASTERPLAN - As endorsed by Council on 11 July 2016 (C25/7/16)

PROPOSED STREET TREES TO ENHANCE THE STREETSCAPE
PROPOSED SEAT SEATS TO PROVIDE SEATING OPPORTUNITIES AROUND SPORTS FACILITIES
ADDITIONAL TURF PLANTING TO POOL PERIMETER
PROVIDE A PERIMETER PATH NETWORK TO CONNECT INTO THE EXISTING BROOMER PATH NETWORK
PROPOSED NODE TO THE EASTERN SIDE OF THE POOL, THIS NODE IS TO PROVIDE SEATING AND SHELTER FOR OVAL VIEWING
PROPOSED STREET TREES TO ENHANCE THE LUCON STREET STREETSCAPE
SHADE AWNINGS AND LIGHTS TO THE EASTERN PALACE
PATH CONNECTIONS TO THE NEW ADULT CARE FACILITY
FITNESS DISTANCE MARKERS TO BE INCLUDED ON THE PATH FOR ADDITIONAL FITNESS FUNCTION
OPTIMISE INFORMAL PARKING TO CLIFTON STREET
PROPOSED RURAL PARK ZONE

PROPOSED PLAYGROUND TO INCLUDE PLAY FOR THE 7-12 YEAR OLD AGE GROUP
ADDITIONAL SOFTPLAY TO ENHANCE THE EXISTING PLAY AREA
PROPOSED JOCKEY NODE IN CLOSE PROXIMITY TO THE PLAYGROUND, NODE TO INCLUDE BBQ, DRINK FOUNTAIN AND SHADE
LOW FENCE TO INCLUDE EXIT GATE, FENCE TO BE LOCATED ON THE ROAD SIDE OF THE PLAYGROUND

ENTRANCE TO THE PLAY - GATED WITH FEATURES TREES
ADDITIONAL TREE PLANTING TO THE PLAYZONE
PROVIDE PATH CONNECTION FROM THE EXISTING PATH TO ENHANCE CONNECTIVITY WITH THE PARK
SIGNAGE TO THE STREET FRONTAGE TO PROMOTE THE SPORTING GROUPS

As per discussion at the Community Services Committee Meeting on 5/7/2016 consideration to place:
- Rest 4 - ensure the path connection to enhance the connectivity to the aged care facility
- Mark more clearly the junior playing fields on the south eastern portion of Frye Park
Remove playground and half courts as these features will be included within the integrated all ages play space.

EXPANDED CAR PARK
Expand the car parking area to the north-east of the integrated all ages play space.

SHARED YOUTH AND MEN SHED FACILITY
Construct a new shared youth (Scouts and Girl Guides) and Men Shed facility at the rear of the Sporting Club Pavilion that addresses the new integrated all ages play space.

INTEGRATED ALL AGES PLAY SPACE
In the place of the former bowling club and greens, create an integrated all ages play space that accommodates formal and informal play elements, including court space, skate-able elements, play equipment, flexible grassed spaces, public toilet and barbeque facilities.

REFURBISHED SPORTING CLUB PAVILION
Secondary refurbishment of the Sporting Club Pavilion to commemorate the facility and ensure the needs of the Football and Cricket sporting clubs continue to be met.

EXPANDED INTEGRATED SPORT AND RECREATION FACILITY COURTS
South-western court expansion of the integrated sport and recreation facility if and when warranted.

NEW BOWLING CLUB SPACE
Demolish the existing Bowling Clubhouse and greens and construct a new facility that is physically accessible from the integrated sport and recreation facility lobby to the south and car park to the south-east.

SYNTHETIC BOWLING GREENS
Provide two synthetic greens between the edge of the integrated sporting and recreational facility and Townley Street.

RESIDENTIAL DEVELOPMENT
Explore disposal of Scout Hall land to enable its development for residential purposes.

Gwynne Park Precinct Master Plan (Medium-Long Term) (15+ year period)
As endorsed by Council on 13 June 2016 (C20/5/16)
KARRAGULLEN OVAL MASTERPLAN - As endorsed by Council on 11 July 2016 (C25/7/16)

1. MINOR UPGRADES TO THE EXISTING BUILDINGS.
2. EXISTING TREES ARE TO BE RETAINED AND PROTECTED IN ALL Instances
3. OVAL TO REMAIN AS IS, WITH CONTINUOUS REVIEW OF THE BORE FUNCTION
4. PROVIDE LINE MARKING ON THE PARKING AREA
5. PROVIDE INFORMAL SEATING NODES TO THE PERIMETER OF THE OVAL ALONG WITH FITNESS NODES
6. ENHANCE THE TANK THROUGH ARTWORK. THE ARTWORK MAY BE CREATED THROUGH A COMMUNITY BASED WORKSHOP
MORGAN PARK MASTERPLAN - As endorsed by Council on 11 July 2016 (C25/7/16)

CONNECTED PATH NETWORK TO BE PROVIDED TO THE PERIMETER OF THE POS
RETAIN EXISTING TREES, UP PRUNE AND CLEAN UNDERSTORY
RELOCATE CAR PARKING TO THE NORTHERN SIDE OF THE POS. THIS LOCATION HAS GOOD ACCESS FROM COWAN STREET AND MAKES BETTER USE OF THE NORTHERN END OF THE POS. THE INCREASED ACTIVITY IN THIS NORTHERN ZONE WILL INCREASE THE PASSIVE SURVEILLANCE IN THE AREA
CAR PARK AREA TO INCLUDE A MINIMUM OF 1 TREE PER 4 BAYS

NEW COMMUNITY BUILDING IS PROPOSED TO BE RELOCATED TO THE NORTHERN PORTION OF THE POS. THE BUILDING WILL OVERLOOK THE PLAYING FIELDS AND BE WELL CONNECTED WITH THE EXISTING PLAYGROUND SPACE. THIS WILL ENHANCE THE PASSIVE SURVEILLANCE AND ALLOW THE PLAYGROUND USERS TO HAVE BETTER ACCESS TO THE PUBLIC TOILET FACILITIES

PLAYING FIELDS TO BE RE-ARRANGED TO ACCOMMODATE 3 X FULL SIZE SOCCER FIELDS AND 1 X SMALLER SIZE FIELD. ATHLETICS RUNNING TRACK WILL REMAIN IN THE CURRENT LOCATION. WITH OTHER ACTIVITIES SUCH AS DRUMS, LONG JUMP AND SHOT PUT TO BE RELOCATED TO THE WEST AND SOUTHERN SIDE OF THE TRACK

ENHANCE THE PLAYSPACES THROUGH PROVIDING A CONNECTED PATH NETWORK AROUND THE PLAY SPACE AND INCREASE THE PLAY ELEMENTS. PROVIDE PICNIC FACILITIES SUCH AS BBQ AND PICNIC TABLES

PROVIDE EXERCISE NODES TO THE PERIMETER PATH, ALONG WITH MARKERS INDICATING DISTANCES FOR FITNESS

PROJECT AND RETAIN BORE
ENHANCE THE PEDESTRIAN ACCESS FROM TOMAH ROAD TO THE PLAYSPACE
RELOCATE LIGHTING (IP REQUIRED) TO SUIT THE AMENDED PLAYING FIELDS LAYOUT
RETAI N THE PERIMETER FENCING AND ACCESS GATES
PARKING PERMITTED TO THE TOMAH ROAD VERGE
NO PARKING TO THE SOUTHERN DOORIGO VERGE. SIGNAGE TO BE INSTALLED

DOG EXERCISE AREA, INCLUDING GRASS, SAND AND MULCH ONLY AREAS HAS BEEN PROPOSED TO ADDRESS THE ANIMAL BEHAVIOUR IN THE AREA. FURTHER INVESTIGATION IS REQUIRED TO IDENTIFY ALTERNATIVE OPTIONS WHICH MAY ALSO ADDRESS THE ISSUE.
New Senior Baseball Diamond
North/south orientated baseball diamond with permanent mounds located off the principle sporting oval.

Existing green space facility to be retained and re-crafted in an efficient facility.

Existing existing car park and water tank infrastructure. Possible acquisition of water collection to be investigated.

Additional Car Parking
Potential additional car parking facility on the western position of the site.

New Central Pavilion
Potential new central dual sided pavilion with venues to all sports playing surfaces and to be shared by all sporting codes.

Central Emergency Access
Formalised central emergency access point. Potential to serve as a central drop off point for elderly operations and service delivery.

New Playing Surface
Secondary playing surfaces (200m x 17m) could cater summer and winter users including AFL, Cricket, Soccer and Rugby

New Junior Baseball Diamonds
Junior baseball diamonds on the oval southern perimeter.

Existing vegetation to be retained where possible. Entry road to be aligned to reduce the removal of existing vegetation.

Springdale Park
Long Term Masterplan Option

Existing section to be retained for local community and club use as well as pedestrian use.

Secondary Access Road
Northern access road to serve as a fire break as well as alternative to car park.

New Spectator Facilities
Team and spectator shelters to be placed along the edge of the diamond and within the existing trees.

New Senior Baseball Diamond
North/south orientated baseball diamond with permanent mounds located off the principle sporting oval.

New Organic Car Park
Potential semi-formalised organic car parking to line with existing vegetation.

Existing primary oval (250m x 225m) to be used exclusively for AFL in the winter and baseball in the summer.

Oval Perimeter Car Parking
Car parking to surround the existing oval to rejuvenate the oval's footprint.

Retention of existing service point.

Additional Car Parking
Potential additional car parking facility on the south eastern portion of the site with direct access from the entry point.

New Junior Baseball Diamonds
Junior baseball diamonds on the oval southern perimeter.

New Protective Fencing
3.5m cyclone fence to be constructed behind the AFL goals.

Existing entry road to be retained and upgraded with additional right angled car parking.
These items would be included in existing renewal and upgrade budgets, depending on the nature of the item. These are largely funded from either Property Services or Parks budgets.

<table>
<thead>
<tr>
<th>Master Plan</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Blackburn Reserve</td>
<td>Baseball Clay Mound</td>
</tr>
<tr>
<td></td>
<td>Multi-purpose training nets</td>
</tr>
<tr>
<td></td>
<td>Staged Upgraded and Expanded Bob Blackburn Pavilion (kitchen completed)</td>
</tr>
<tr>
<td></td>
<td>Carpark Fencing Guard</td>
</tr>
<tr>
<td></td>
<td>Integrated Pathways</td>
</tr>
<tr>
<td></td>
<td>Outdoor Exercise Equipment</td>
</tr>
<tr>
<td></td>
<td>Outdoor Classroom and Natural Play Area</td>
</tr>
<tr>
<td></td>
<td>Covered Playground</td>
</tr>
<tr>
<td></td>
<td>Enhanced Gateway (Park Signage)</td>
</tr>
<tr>
<td></td>
<td>Grounds Fencing</td>
</tr>
<tr>
<td></td>
<td>Additional Casual/Spectator seating</td>
</tr>
<tr>
<td></td>
<td>Integrated Car Parking</td>
</tr>
<tr>
<td></td>
<td>Entry Statement</td>
</tr>
<tr>
<td></td>
<td>Bushland Rehabilitation</td>
</tr>
<tr>
<td></td>
<td>Remediate Water Logging</td>
</tr>
<tr>
<td></td>
<td>Existing lighting upgrade and new lighting</td>
</tr>
<tr>
<td></td>
<td>Enhanced Bushland Useability</td>
</tr>
<tr>
<td><strong>Master Plan</strong></td>
<td>Item</td>
</tr>
<tr>
<td>----------------</td>
<td>------</td>
</tr>
<tr>
<td>Creys Park</td>
<td>Supply and install information signage at carpark entry</td>
</tr>
<tr>
<td></td>
<td>Install trees within the carpark</td>
</tr>
<tr>
<td></td>
<td>Playground enhancement – additional play elements, shade, picnic table, drink fountain and BBQ</td>
</tr>
<tr>
<td></td>
<td>Low fencing to road frontages</td>
</tr>
<tr>
<td></td>
<td>Concrete cricket wicket with synthetic carpet on the oval</td>
</tr>
<tr>
<td></td>
<td>Perimeter path (oval) with distance markers for fitness</td>
</tr>
<tr>
<td></td>
<td>Solar lighting</td>
</tr>
<tr>
<td></td>
<td>Seating to eastern side of the oval</td>
</tr>
<tr>
<td></td>
<td>Entry signage to Flora Reserve</td>
</tr>
<tr>
<td></td>
<td>Fencing consolidation to create a better path network between reserve and the oval</td>
</tr>
<tr>
<td></td>
<td>Revegetation to the Flora Reserve informal path network</td>
</tr>
<tr>
<td></td>
<td>Connected path network within the retained vegetation to be clearly fenced and connected to broader network</td>
</tr>
<tr>
<td></td>
<td>Additional verge parking along Lilian Ave</td>
</tr>
<tr>
<td>Cross Park</td>
<td>Multi-court refurbishment and light fittings</td>
</tr>
<tr>
<td></td>
<td>Relocate cricket wickets at northern end of reserve</td>
</tr>
<tr>
<td></td>
<td>Potential performance area</td>
</tr>
<tr>
<td></td>
<td>Playing surface extension and drainage management</td>
</tr>
<tr>
<td></td>
<td>Formalise both football club and tennis club service road access from Madew Street</td>
</tr>
<tr>
<td></td>
<td>Improve pedestrian connectivity</td>
</tr>
<tr>
<td>Forrestdale Hub</td>
<td>Formalisation of the informal carpark area with the hardstand car park area, connecting the two</td>
</tr>
<tr>
<td></td>
<td>Meandering Internal access way between the reserves through to Commercial Rd</td>
</tr>
<tr>
<td></td>
<td>Location of seating around soccer pitch</td>
</tr>
<tr>
<td></td>
<td>Improved pedestrian access and signage through to Forrestdale Lake</td>
</tr>
<tr>
<td></td>
<td>Way-finding signage on Armadale Rd</td>
</tr>
<tr>
<td></td>
<td>Half-court basketball and netball</td>
</tr>
<tr>
<td></td>
<td>Opportunity for community use of open space in south east corner of William Skeet</td>
</tr>
<tr>
<td></td>
<td>Northern vehicle access way adjacent to tennis courts to connect with Forrestdale Hall car park and allows exit onto Weld St</td>
</tr>
<tr>
<td></td>
<td>Potential access way option to improve pedestrian and vehicle access through the site</td>
</tr>
<tr>
<td>Master Plan</td>
<td>Item</td>
</tr>
<tr>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>Frye Park</td>
<td>Proposed trees:</td>
</tr>
<tr>
<td></td>
<td>• Enhance Clifton streetscape</td>
</tr>
<tr>
<td></td>
<td>• Enhance Lucich St streetscape</td>
</tr>
<tr>
<td></td>
<td>• Around playzone and POS perimeter</td>
</tr>
<tr>
<td></td>
<td>Proposed pod seats to provide seating opportunities around sports facilities</td>
</tr>
<tr>
<td></td>
<td>Perimeter path connections:</td>
</tr>
<tr>
<td></td>
<td>• From play area to Lucich St</td>
</tr>
<tr>
<td></td>
<td>• Enhance access to aged care facility</td>
</tr>
<tr>
<td></td>
<td>• Enhance connectivity around area</td>
</tr>
<tr>
<td></td>
<td>Proposed eastern seating node for oval viewing and scoring</td>
</tr>
<tr>
<td></td>
<td>Shade awning and lights to eastern building facade</td>
</tr>
<tr>
<td></td>
<td>Fitness nodes located along the perimeter path, including area opposite aged care building</td>
</tr>
<tr>
<td></td>
<td>Fitness distance markers on perimeter path</td>
</tr>
<tr>
<td></td>
<td>Optimise informal parking on Clifton St</td>
</tr>
<tr>
<td></td>
<td>Expand playground to include elements for the 7-12 age group</td>
</tr>
<tr>
<td></td>
<td>Additional softfall to playzone</td>
</tr>
<tr>
<td></td>
<td>Proposed picnic node to playzone to include BBQ, drink fountain, shade</td>
</tr>
<tr>
<td></td>
<td>Low fence to playground, including swing gate on road side</td>
</tr>
<tr>
<td></td>
<td>Entry to playground gated with feature trees</td>
</tr>
<tr>
<td></td>
<td>Signage to street frontage of pavilion to promote user groups</td>
</tr>
<tr>
<td>Gwynne Park (Phase 1)</td>
<td>Consolidated access</td>
</tr>
<tr>
<td></td>
<td>Externally Upgraded Sporting Club Pavilion</td>
</tr>
<tr>
<td></td>
<td>Upgraded Emergency Services Training Area</td>
</tr>
<tr>
<td></td>
<td>Refurbish Tennis Club Pavilion</td>
</tr>
<tr>
<td></td>
<td>Additional casual/Spectator seating</td>
</tr>
<tr>
<td></td>
<td>Integrated pathways</td>
</tr>
<tr>
<td></td>
<td>Semi-formal parking along south-eastern edge of precinct</td>
</tr>
<tr>
<td></td>
<td>Enhanced gateway (Park Signage)</td>
</tr>
<tr>
<td></td>
<td>Improved skateable landscape</td>
</tr>
<tr>
<td>Gwynne Park (Phase 2)</td>
<td>Relocated John Green Centre secure parking</td>
</tr>
<tr>
<td></td>
<td>Integrated car parking and access</td>
</tr>
<tr>
<td></td>
<td>New outdoor court</td>
</tr>
<tr>
<td>Master Plan</td>
<td>Item</td>
</tr>
<tr>
<td>-------------</td>
<td>------</td>
</tr>
</tbody>
</table>
| **John Dunn Reserve** | New perimeter running track  
| | Parking and access roads  
| | Refurbish John Dunn pavilion  
| | Establish dog agility and training space  
| | Upgrades to primary playing surface (lights) |
| **Karragullen Oval** | Minor upgrades to existing buildings (hall and LM pavilion)  
| | Line marking to parking area  
| | Seating and fitness nodes to perimeter of oval |
| **Morgan Park** | Path network connected to the POS perimeter  
| | Tree planting to carpark  
| | Enhance playspace through connected path network, additional play elements, picnic facilities such as BBQ and tables  
| | Provide exercise nodes to perimeter path, along with distance markers  
| | Enhance pedestrian access from Tomah Rd to playspace  
| | Relocate lighting on oval  
| | Parking to verge signage installed on Tomah Rd  
| | No parking to verge (Doorigo Road) signage installed |
| **Rushton Park** | Improvement of southern grassed surface  
| | Develop hardstand area, Orlando St crossing and River Rd  
| | New ‘school style’ pavilions  
| | Tennis court expansion  
| | Shelters and seating on edge of oval  
| | Coffee Van Service Pad |
| **Springdale Park** | Establish permanent diamond sports facility on eastern oval  
| | Enhance spectator facilities  
| | Clubhouse improvements  
| | Improved directional signage |
MASTER PLANNING INITIATIVE

PROJECTS THAT HAVE NO ADDITIONAL IMPACT ON THE LONG TERM FINANCIAL PLAN

Significant Master Plan elements outside the Asset Renewal and Upgrade program that have been completed; are already funded through the Long Term Financial Plan and/or which will not require funding from the City.

<table>
<thead>
<tr>
<th>MASTER PLAN</th>
<th>ITEM</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Blackburn Reserve</td>
<td>Expanded Year round Aquatic Centre</td>
<td>Planning funds allocated in 2016/17 with remaining funds allocated in the Long Term Financial Plan</td>
</tr>
<tr>
<td></td>
<td>Community Garden</td>
<td>Commenced, and funded externally</td>
</tr>
<tr>
<td>Cross Park</td>
<td>Relocated Skate Park</td>
<td>Completed</td>
</tr>
<tr>
<td>Forrestdale Hub</td>
<td>Community Art/Entry Statement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commenced</td>
</tr>
<tr>
<td>John Dunn Reserve</td>
<td>Major upgrade of secondary surfaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Karragullen Oval</td>
<td>Water Tank Community Art project</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Rushton Park</td>
<td>New or upgraded Kelmscott Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Significant upgrade scheduled for 2016/17</td>
</tr>
</tbody>
</table>

*Other Projects that will not require Council Funding

| CROSS PARK           | Mens Shed                    | In the planning stage. Externally funded with a $190,000 grant from Lotterywest already provided to the group |
|                      | Community Garden             | In the planning stage. To be externally funded.                         |
| FORRESTDALE HUB      | Rationalisation of the two vehicle entry points from Armadale Rd | Will form part of the Armadale Road Widening project and will be funded by Main Roads |
| Gwyne Park           | Expanded Lotteries House     | Anticipated that this will be 100% externally funded with the City supporting the grant process |
|                      | New Men’s Shed               | Anticipated that this will be 100% externally funded with the City supporting the grant process |
| JOHN DUNN RESERVE    | Community Garden             | Anticipated that this will be 100% externally funded with the City supporting the grant process. No community group has been identified for this initiative at this stage |

*The Community Groups linked with these projects are eligible for financial assistance for activities they undertake through the City’s Financial Assistance program however no capital funds are anticipated.
This schedule identifies 12 new projects and includes a forecast of potential external funds from sources such as the Dept of Sport and Recreation, Lotterywest or National Infrastructure Programs.

<table>
<thead>
<tr>
<th>Master Plan</th>
<th>#</th>
<th>Project</th>
<th>Cost $</th>
<th>Anticipated funds</th>
<th>Forecast Unfunded Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Blackburn</td>
<td>1</td>
<td>Library repurposing</td>
<td>570,000</td>
<td>0</td>
<td>570,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expanded Champion Centre</td>
<td>1,520,000</td>
<td>550,000</td>
<td>970,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allowance for Aboriginal Art</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>2,240,000</td>
<td>1,000,000</td>
<td>1,240,000</td>
</tr>
<tr>
<td>Creek Park</td>
<td>2</td>
<td>Pavilion upgrade</td>
<td>1,120,000</td>
<td>500,000</td>
<td>620,000</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Long term pavilion replacement</td>
<td>4,200,000</td>
<td>1,000,000</td>
<td>3,200,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>5,320,000</td>
<td>1,500,000</td>
<td>3,820,000</td>
</tr>
<tr>
<td>Coss Park</td>
<td>4</td>
<td>New basketball club pavilion</td>
<td>750,000</td>
<td>500,000</td>
<td>250,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>750,000</td>
<td>500,000</td>
<td>250,000</td>
</tr>
<tr>
<td>Forrestdale Hub</td>
<td>5</td>
<td>New/refurbished Forrestdale Hall and Kindergarten building</td>
<td>3,000,000</td>
<td>1,300,000</td>
<td>1,700,000</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Nationalisation of the pavilion and change rooms on William Street</td>
<td>1,000,000</td>
<td>300,000</td>
<td>700,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>4,000,000</td>
<td>1,600,000</td>
<td>2,400,000</td>
</tr>
<tr>
<td>Gwynne Park (Phase 1)</td>
<td>7</td>
<td>Integrated Sport and Recreation facility</td>
<td>3,500,000</td>
<td>1,000,000</td>
<td>2,500,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>3,500,000</td>
<td>1,000,000</td>
<td>2,500,000</td>
</tr>
<tr>
<td>Gwynne Park (Phase 2)</td>
<td>8</td>
<td>Relocated Youth Facility</td>
<td>1,180,000</td>
<td>500,000</td>
<td>680,000</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Integrated All Ages Play Space</td>
<td>2,170,000</td>
<td>550,000</td>
<td>1,620,000</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Expanded Sport and Recreation Facility Courts</td>
<td>1,740,000</td>
<td>750,000</td>
<td>990,000</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Relocate bowling club space and synthetic bowling greens</td>
<td>5,620,000</td>
<td>1,500,000</td>
<td>4,120,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>10,710,000</td>
<td>3,500,000</td>
<td>7,210,000</td>
</tr>
<tr>
<td>John Durr Reserve</td>
<td>9</td>
<td>New Community Use building adjoining committee</td>
<td>1,010,000</td>
<td>300,000</td>
<td>710,000</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Maintain regional standards BMX facility</td>
<td>430,000</td>
<td>140,000</td>
<td>290,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>1,440,000</td>
<td>440,000</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Morgan Park</td>
<td>11</td>
<td>New pavilion</td>
<td>4,200,000</td>
<td>1,000,000</td>
<td>3,200,000</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Carpark to new pavilion site</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Dog exercise area</td>
<td>980,000</td>
<td>100,000</td>
<td>880,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>5,440,000</td>
<td>1,200,000</td>
<td>4,240,000</td>
</tr>
<tr>
<td>Springdale Park</td>
<td>12</td>
<td>New playing field and pavilion, relocated green waste facility</td>
<td>4,140,000</td>
<td>1,000,000</td>
<td>3,140,000</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Carpark upgrade</td>
<td>760,000</td>
<td>0</td>
<td>760,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td>4,900,000</td>
<td>1,000,000</td>
<td>3,900,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>38,300,000</td>
<td>11,040,000</td>
<td>27,260,000</td>
</tr>
</tbody>
</table>
POLICY

COMD9 - Community Gardens
Management Practice

Relevant Delegation
N/A

Rationale

The Community Garden Policy and associated Management Practice provide a framework for the establishment and management of community gardens.

Policy

A community garden is defined as a single piece of land cultivated collectively by a community led group for the purposes of food production and recreational gardening.

The City of Armadale recognises community gardens as important elements of the community as they can serve as engagement hubs for social interaction and promote environmental improvement and food security.

The City of Armadale will assist incorporated groups interested in establishing a community garden by:

- Ascertaining the most appropriate site for the garden. The options, by order of priority are:
  - Land owned by organisations other than the City of Armadale
  - Land owned by, or under the control of the City already endorsed by Council as a potential Community Garden site
  - Land owned by, or under the control of the City but not yet endorsed by Council as a potential Community Garden site
- Providing Guidelines for the Establishment and Management of Community Gardens
- Assisting in building the capacity of groups to develop and promote their organisations and to partner with relevant organisations including funding bodies

Related Local Law

Health Local Laws 2002
Health (Public Building) Regulations 1992
ADM2 Property Lease Rentals

Related Policies

COMD1 Requests for Financial Assistance
COMD5 Sponsorship of the City’s Events, Programs, Facilities and Publications

Related Budget Schedule

Last Reviewed

Next Review Date

Authority
1. Purpose
The City of Armadale recognises community gardens as important initiatives as they serve as engagement hubs for social interaction and promote environmental improvement, sharing economy and food security.

The Community Garden Policy and associated Management Practice provide a framework for the establishment and management of community gardens.

2. Rationale
The City’s support of Community Gardens relates to the following elements of the Strategic Community Plan 2016 – 2031 and the City’s Public Health and Wellbeing Plan 2014 - 2017;

**Strategic Community Plan**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 A Strong sense of Community Spirit</td>
<td>1.1.1 Provide opportunities to connect individuals to each other and the wider community 1.1.2 Build interdependent and resilient community groups</td>
</tr>
<tr>
<td>1.2 Active community life that is safe and healthy</td>
<td>Provide opportunities to improve health outcomes for everyone</td>
</tr>
</tbody>
</table>

**Public Health and Wellbeing Plan**

<table>
<thead>
<tr>
<th>Key Action</th>
<th>Key Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2.5 Support the establishment of sustainable community fresh food initiatives by: Establishing a clear position on supporting community gardens</td>
<td>Community garden guidelines/policy developed</td>
</tr>
</tbody>
</table>

3. The City’s role in the establishment of Community Gardens
The City will assist incorporated groups interested in establishing a community garden by:

- Responding to enquiries from the community garden group by providing guidance on the assessment and approval process.
- Providing non-financial resources to assist groups include such resources as the Guidelines on the Establishment and Management of Community Gardens and good practice frameworks. These resources will be available on the City’s website.
- Assisting with building the capacity of the groups. For example, help in becoming incorporated or facilitating partnerships between the group and other relevant organisations.
- Assisting groups to understand relevant requirements, approvals and land tenancy processes.
- Assisting in identifying partnership opportunities, such as with Land Owners, Developers and Schools.
- If located on City land, assistance with the development of a Memorandum of Understanding or Lease for a site.
- The potential provision of funds through the City’s financial assistance policy for the development and activities of the group.

The City will not provide capital funding for the establishment of a community garden or associated facilities.

The City will not be responsible for the ongoing costs of maintaining the garden such as power, water or insurance.

4. Communication with Groups

The City’s Community Planning Department is the primary point of contact for groups wishing to establish Community Gardens. Assistance will be provided in guiding groups through the City’s internal processes which will include interaction with other City Departments for functions such as, but not limited to:

<table>
<thead>
<tr>
<th>Department</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Services</td>
<td>Planning and/or Building Approval</td>
</tr>
<tr>
<td></td>
<td>Compliance with Bushfire Regulations</td>
</tr>
<tr>
<td></td>
<td>Links with the Public Health and Wellbeing Plan</td>
</tr>
<tr>
<td>Parks (in liaison with Environment)</td>
<td>Site Selection</td>
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<td></td>
<td>Access to Services (water, power etc)</td>
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<td></td>
<td>Environmental Approval</td>
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<tr>
<td>Property</td>
<td>Proposed Structures, Buildings or Sheds</td>
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<td></td>
<td>Power Zone matters, Potential Power upgrades</td>
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<tr>
<td>Governance</td>
<td>Preparation of a Lease or Management Agreement</td>
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<tr>
<td>Community Development</td>
<td>Capacity Building &amp; Activation</td>
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<td>Assistance to Incorporate</td>
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<td></td>
<td>Facilitating Partnerships in the Community</td>
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<td>Assistance with External Funding Proposals</td>
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<td>Assistance with Promotion and Membership</td>
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<td>Assistance with Stakeholder Engagement</td>
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<tr>
<td>Building Services</td>
<td>Approval</td>
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<tr>
<td>Health Services</td>
<td>Compliance with regulations</td>
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5. Formation of a Community Garden Group

Groups establishing community gardens on the City’s land will be required to be incorporated in accordance with the Associations Incorporation Act 2009.
The Incorporation is to be run by a committee that takes legal and financial responsibility for the establishment and ongoing operation of a community garden, including public liability and site insurance.

Groups do not need to be incorporated to put an initial proposal to the City but will be required to be incorporated in order for the proposal to progress to a formal investigation and assessment stage (refer; clause 8.3 of this Management Practice).

6. Site Selection
The selection of sites for community gardens is based on the following order of priority:

- Land owned by organisations other than the City of Armadale
- Land owned by, or under the control of the City of Armadale which has already been endorsed by Council as a potential Community Garden Site
- Land owned by, or under the control of the City of Armadale but not endorsed by Council as a potential Community Garden Site

7. Land owned by organisations other than the City of Armadale
The City encourages mutually beneficial partnerships between local groups and organisations where possible. It is therefore conducive to this approach to encourage groups interested in establishing a community garden to partner with another organisation. For example, a local school may be an appropriate site – the students may also benefit by becoming involved in the maintenance and activities associated with a community garden.

In this case, there is no requirement for Community Groups to progress a proposal in line with this management practice, however, depending on the proposal, Planning and/or Building approvals may be required on private land. Groups may have an ongoing involvement with the City depending on any additional approvals required, or support they may seek such as assistance in becoming an incorporated association or assistance in applying for external grants.

8. Proposals for sites on land owned by, or under the control of the City
Groups are required to submit an initial proposal through the Community Planning Department for Community Gardens on sites owned by, or under the control of the City. With input from relevant departments assistance and guidance can be provided in the preparation of a proposal that must contain at a minimum, information on the following criteria;

- What the purpose of the Garden is and how will it benefit the local community
- Confirmation that the group is an incorporated not for profit organisation
- The number of members of the group
- The proposed location of the Community Garden
- If relevant, details of investigation into sites not on City Land or land already endorsed by Council as potentially suitable
- An indication of the layout and dimensions of the proposed site including any proposed structures (including fencing)
- How the group proposes that services such as water and power are accessed
- How will water usage, waste and storage of equipment be managed
• What is the proposed management structure for the garden
• What strategies are intended to minimise problems such as odour, vandalism, noise, site aesthetics and vermin
• How nearby residents and organisations operating in close proximity to the site will be impacted by the Community Garden
• How the group intends to fund the establishment and upkeep of the garden
• Whether the groups intend to hold events and likely number of participants

8.1 Land owned by, or under the control of the City that has already been endorsed by Council as a potential site for a Community Garden

There are four sites currently endorsed by Council as potentially suitable for community gardens. These are at Cross Park - Roleystone, River Road - Kelmscott, John Dunn Reserve - Kelmscott and at Alfred Skeet Reserve - Forrestdale. Maps indicating the locations are attached to this Management Practice.

It is anticipated that additional locations will be identified over time, in which case Council, through reports to the Community Services Committee, will be requested to endorse additional sites. If endorsed the additional sites will be added to this Management Practice and promoted to the Community.

As these sites have already been endorsed by Council as potential locations for Community Gardens it is not necessary for the initial proposal to be considered by Council.

While sites in this category have been endorsed by Council as potentially suitable, the initial proposal by the Group will be subject to a comprehensive investigation and assessment process involving all relevant City departments. Notwithstanding previous endorsement of the site, further investigation may identify that a specific proposal is not suitable for a particular site, in which case a report to Council will recommend that the proposal be rejected.

If the assessment satisfies the requirements of all relevant City departments, a Management Agreement or Lease will be developed and considered by Council. The Management Agreement or Lease will formalise access to the site, and confirm the arrangements between the group and the City.

All other approvals requiring a decision of Council (e.g. if planning approval is required) will be considered concurrently with the proposal and presented in one Council report if possible or if not possible, in the same round of Council Committee meetings.

8.2 Land owned by, or under the control of the City that has not been endorsed by Council as a potential site for a Community Garden

Any Initial Proposal for a site on City land but not on a site already endorsed by Council as suitable for a Community Garden will be presented to Council through a report to the Community Services Committee. Council will determine if the proposed site is suitable and if the preferred options of locating the garden on land not owned by the City or on a pre identified site have been fully considered.

If Council endorses the Initial Proposal a more comprehensive investigation and assessment process will be conducted involving all relevant City departments. Notwithstanding previous
endorsement of the site. Further investigation may identify that the proposal is not suitable for a particular site in which case a report to Council will recommend that the proposal be rejected.

If the recommendation satisfies the requirements of all relevant City departments, a Management Agreement or Lease will be developed and considered by Council. The Management Agreement will formalise access to the site, and confirm the arrangements between the group and the City.

All other approvals requiring a decision of Council (eg planning approval) will be considered concurrently with the proposal and presented in one Council report if possible or if not possible, in the same round of Council Committee meetings.

8.3 Investigation and Assessment Process for Community Gardens on City Land:
Following endorsement of an Initial Proposal, the Investigation and Assessment process will consider if the proposal is practical, compliant and sustainable. It will include, but may not be limited to:

<table>
<thead>
<tr>
<th>Location:</th>
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<tr>
<td>• The land should preferably be vacant, devoid of structures, have limited vegetation and be generally underutilised by the public.</td>
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<tr>
<td>• The Planning Zone of the site should permit the proposed use under the planning scheme.</td>
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<tr>
<td>• The location should minimise potential conflict with surrounding land uses but maximise and embraces the potential users of adjacent and nearby sites.</td>
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<tr>
<th>Legal:</th>
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<tr>
<td>• Proposals that impinge upon any existing easements, leases, development approvals, environmental covenants or other legal restrictions will not be supported.</td>
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<td>• Consistency with purpose of the reserve and/or use of the land</td>
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<th>Safety:</th>
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<td>• The site and proposal should be compliant with Crime Prevention through Environmental Design (CPTED) principles.</td>
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<tr>
<td>• The site and proposal should not have any health or safety concerns.</td>
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<tr>
<td>• The site should have good passive surveillance.</td>
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<th>Accessibility:</th>
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<td>• The proposal should not prevent usual public access requirements.</td>
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<td>• The site and proposal should be compliant with Universal Design principles.</td>
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<tr>
<td>• Existing on-site parking is preferred; however use of such parking is not to impinge upon existing users of any adjacent car park.</td>
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<th>Services:</th>
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<td>• Access to clean and sufficient water is required at the cost of the group.</td>
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<td>• Any connection to Council’s water supply should be via a metered connection and an approved backflow prevention device.</td>
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<th>Infrastructure:</th>
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<td>• The proposal should not impinge upon existing water, sewerage and power infrastructure.</td>
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<td>• Proposed infrastructure and alterations to existing infrastructure must be able to meet the related building and/or planning regulations.</td>
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<th>Soil &amp; Contamination:</th>
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<td>• The site must be free of contamination before it can be used for the production of</td>
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food.
- If the site is potentially contaminated then an expert will need to be engaged by the group at no cost to City to ascertain the levels of contamination, what remediation is necessary and what the costs of such remediation might be.
- If soil needs to be imported to the site, it should be sourced / treated appropriately to reduce the likelihood of weed seeds and pathogens

Biodiversity:
- The proposal should respect and take into consideration the presence of rare, threatened or endangered plants and animals.
- The proposal should not be subject to the removal of areas of natural bushland, forest, rainforest or riparian areas to create a community garden.

9. Stakeholder Engagement
Groups will be advised if they are required to engage with residents and organisations operating activities close to the proposed site to seek feedback on their proposal.

The City will advertise the proposed Community Garden through signage at the proposed site and through the City’s website seeking feedback on the proposal. The comment period will be 30 days.

The details of feedback received through the group and through the City’s advertising period will form part of a final report to Council which will recommend either entering into a Management Agreement or Lease, or rejecting the proposal.

10. Multiple Proposals for Single Sites
In the first instance groups will be encouraged to work together and combine their proposals.

In the event that a single proposal cannot be developed a recommendation will be made to Council for a preferred group based on the criteria detailed in Clause 8 of this Management Practice ‘Proposals for Community Gardens on the City’s Land’.

11. Process Flowchart
A flowchart outlining the process of establishing a Community Garden is attached to this Management Practice.

ATTACHMENTS
1. Process Flowchart
2. Identified Community Gardens Site Plans

Last Reviewed

Authority
Community Garden Establishment Process

Initial Contact with Incorporated Community Group

Initial Proposal from Incorporated Community Group
(Facilitated by Community Planning with input from other relevant Departments)

1. Non CoA owned land
   - Group liaises with external organization. Formal process ends.
   - Potential ongoing involvement with Community Development or Planning

2. CoA land already endorsed by Council as a potential Community Garden site

3. CoA land but not yet endorsed as a potential Community Garden site
   - Council report through Community Services to consider if site is suitable. If yes, proceed. If no, cease process or recommit

Investigation and Assessment Process
(Facilitated by Community Planning)

- Planning
- Building
- Suitable Regulations
- Environmental Health

- Community Development
- Capacity Building and Activation

- Site Assessment & Technical Considerations
- Management Agreement or Lease

- Development Services Considerations
- Governance

Council report(s) to consider entering into a Management Agreement or Lease and any other approvals (eg. Planning) If yes, proceed. If no, cease process or recommit
FORRESTDALE HUB (ALFRED + WILLIAM SKEET RESERVE) MASTERPLAN
FINAL CONSOLIDATED CONCEPT 3 - FH04

- As endorsed by Council on 10 March 2014 (C9/13/14)
Area A – Riverdale Childcare: Existing Leased Area

Area B – Leased by Education Dept. up to 31/12/15

AERIAL PHOTOGRAPH - PROPOSED LEASE AREA
RIVERDALE CHILDCARE COMMUNITY ASSOCIATION
LOT 2333 RIVER ROAD, KELMSCOTT

Scale 1:750