CITY OF Armadale

ORDINARY MEETING OF COUNCIL
MONDAY, 8 SEPTEMBER 2014

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HELD ON 25 AUGUST 2014

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HELD ON 1 SEPTEMBER 2014

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HELD ON 2 SEPTEMBER 2014

CHIEF EXECUTIVE OFFICER'S REPORT

NOTICE OF MEETING AND AGENDA

CR _____

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

MONDAY, 8 SEPTEMBER 2014

R S TAME
CHIEF EXECUTIVE OFFICER

4 September 2014

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

---

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Leave of Absence previously granted to Cr C Wielinga ,Cr M H Norman and Cr M S Northcott

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3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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4 PUBLIC QUESTION TIME

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

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

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

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ORDINARY MEETING OF COUNCIL

MONDAY, 25 AUGUST 2014

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CITY OF ARMADALE

MINUTES

OF **ORDINARY COUNCIL MEETING** HELD IN THE **COUNCIL CHAMBERS**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **MONDAY, 25 AUGUST 2014 AT 7:02 PM.**

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Mayor, Cr Zelones, declared the meeting open at 7.02 pm.

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

PRESENT:

Mayor, Cr H A Zelones OAM JP presided over	River Ward
Deputy Mayor, Cr R Butterfield	River Ward
Cr J A Stewart	Heron Ward
Cr D M Shaw	Heron Ward
Cr G Nixon	Jarrah Ward
Cr J H Munn JP CMC	Lake Ward
Cr K Busby	Minnawarra Ward
Cr M H Norman	Minnawarra Ward
Cr G A Best	Neerigen Ward
Cr M Geary	Neerigen Ward
Cr M S Northcott	Palomino Ward
Cr C A Campbell JP	Palomino Ward

IN ATTENDANCE:

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

Public: Nil

LEAVE OF ABSENCE:
Leave of Absence previously granted to Cr C Frost and Cr C M Wielinga

APOLOGIES:
Nil

3 ADVICE OF RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Request for Leave of Absence – Cr Matt Norman

Request for leave of absence received from Cr Matt Norman for the period Tuesday, 26th August to Wednesday, 24th September 2014 inclusive (Includes 2 Ordinary Council Meetings – 8th September and 22nd September 2014)

MOVED Cr G Nixon

Request for leave of absence received from Cr Matt Norman for the period Tuesday, 26th August to Wednesday, 24th September 2014 inclusive (Includes 2 Ordinary Council Meetings – 8th September and 22nd September 2014) be received and granted.

315/8/14 MOTION not opposed, DECLARED CARRIED (12/0)

6 PETITIONS

1 Wright Road, Harrisdale - Road Safety (Cr Jeff Munn)

A petition containing 98 signatories (including residents of Harrisdale and surrounding areas who attend Carey Baptist College) was tabled by Cr Munn, the prayer of which reads:

We, the undersigned respectfully request that the Council:

1. *Investigate the danger of crossing Wright Road, at the intersection of Northcote Street, safely due to speed and a blind corner.*
2. *Liaise with Main Roads Department and correct this danger, with either a pedestrian crossing, speed humps, signage or lowering the speed limit from Harrisdale Drive to Lauraine Drive.*
3. *Provide white lines along the length of Wright Road, and associated side roads, i.e. Silvershot Avenue to increase Road Safety.*

MOVED Cr J H Munn

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

316/8/14 MOTION not opposed, DECLARED CARRIED (12/0)

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING HELD ON 11 AUGUST 2014.

MOVED Cr M S Northcott that the Minutes of the Ordinary Council Meeting held on 11 August 2014 be confirmed as a true and accurate record.

317/8/14 MOTION not opposed, DECLARED CARRIED (12/0)

8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Consultation and Communication

- On 18th August the CEO and Mayor met with Superintendent Brad Royce from the SE Metropolitan District Office and Senior Sergeant Mark Tobiassen from the Armadale Police Station and had a general discussion about policing changes taking place in the City.

- Following on from this meeting the Mayor met with the Judges of "Outside the Frame Art Awards" at the Armadale Hall to judge the art work.

Marketing and Public Relations

- On 13th August Cr Butterfield attended the John Wollaston's Anglican Community School 25th Anniversary on my behalf.

- On 15th August the Mayor was the MC at the opening launch of the new Piara Waters Pavilion. Crs Nixon, Northcott, Munn, Frost and Busby also attended as did the CEO and Executive Directors.

- Later that day the Mayor attended the Armadale Book Cubby launch and celebration of 10 years of the Better Beginnings Family Literacy program held at the Armadale Library. Cr Northcott was also in attendance.

- On 16th August the Mayor was interviewed by James Wray and Heritage FM Radio Station. The program went for 2 hours and a range of topics were covered including Local Government Reform, events, planning reform stage 2 and growth in the City.

- The same evening Cr Butterfield attended the John Wollaston Community School Gala Dinner on the City's behalf.

- On 20th August the Mayor hosted this year's "Outside the Frame Art Awards". Approximately 250 people attended the event and it was a great success. Thank you to Crs Frost, Busby, Nixon, Northcott, Campbell and Butterfield who also attended.

- On 22nd August, the Mayor, on Council's behalf, attended the opening of the "It's Yates Springtime at Araluen" Tulip Festival. Representatives from the Dutch and Turkish Consuls were present and reflected on the Tulip history.

Governance and Economic Development

On 12th August the Mayor attended a WALGA Metro Reform meeting at their offices in West Leederville.

On 13th August the CEO and Mayor attended the Deputation to the Local Government Advisory Board. An update email was sent to Crs on the same day and a briefing made by the CEO at the City Strategy Committee meeting.

On 18th August the Mayor hosted a Private Citizenship Ceremony that welcomed 10 new citizens to Armadale.

On 19th August the Mayor attended the Strategic Assessment Perth & Peel Region update meeting held at the Department of Planning in the City.

On 25th August afternoon the Mayor hosted a Private Citizenship Ceremony that welcomed another 10 citizens to Armadale.

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

Nil

10 REPORTS

10.1 CITY STRATEGY COMMITTEE MEETING

Report of the City Strategy Committee held on 18 August 2014.

MOVED Cr M Geary that the report be received.

318/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

BUSINESS ARISING FROM REPORT

Recommendation CS70/8/14 - List of Accounts Paid - July 2014

MOVED Cr M Geary

That Council note the List of Accounts paid as presented in the attachment to this report and summarised as follows:

Municipal Fund
Accounts paid totalling $86,467,212.64 on Vouchers 22981–23186, Batch 1604-1611, 1613, 102643-102666, 300294-300306 & PY01.01-PY01.02

Trust Fund
Accounts paid totalling $22,357,925.77 on Vouchers 3577-3662, 400228-400233 & Batch 1612

319/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

Recommendation CS71/8/14 - Monthly Statement of Financial Activity - July 2014

MOVED Cr M Geary

That Council:

pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 (Financial Activity Statement Report) accept the Statement of Financial Activity for the 1 month period ended 31 July 2014.

320/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

Recommendation CS72/8/14 - Review of 30th June 2014 Year End Financial Result

Cr Norman declared a financial interest in Recommendation CS72/8/14 (Civil Works – Jull Street Streetscape) on the basis that he is employed by a business that operates in the Jull Street Mall. Cr Norman left the meeting at 7.10pm.

MOVED Cr M Geary SECONDED Cr J H Munn

That Council, pursuant to section 6.8 of the *Local Government Act 1995*, amend* the 2015 Annual Budget as per the following Tables so as to reflect the actual year end result versus the estimated year end result that was applied in facilitating the earlier adoption date of the 2015 Annual Budget, ie.

Table 1 - Year End Summary Position

Details	Estimated Budget	Actual Budget	Difference
Current Assets less Current Liabilities (surplus/(deficit))	11,914,520	12,463,940	549,420
LESS Carry Forward Budgets	8,837,320	8,605,170	(232,150)
LESS Rates Received in Advance	3,077,200	3,068,500	(8,700)
EQUALS Year End Adjusted Position	-	790,270	790,270
LESS Transfer to Future Project Funding Reserve Account	-	790,270	790,270
	-	-	-

Table 2 – Carry Forward Budgets

Details	Estimated Budget	Actual Budget	Difference
City Landmark Building Project:	71,500	32,500	39,000
Community Development - Bushfire Expenses	74,500	68,000	6,500
Community Planning - Feasibility Study	19,600	18,600	1,000
Indigenous Programs and Projects	26,000	12,950	13,050
Tourism - Spring into Armadale	10,900	10,300	600
*Transfer From Future Project Funding Reserve Account	(71,500)	(32,500)	(39,000)
Asset Management - Agency Expense	16,100	12,100	4,000
Asset Management - Software Expense	60,000	50,800	9,200
Civil Works - Jull Street Streetscape	343,000	320,000	23,000
Civil Works - Street Lighting Armadale CBD	298,500	209,400	89,100
Civil Works - Various Drainage Works	40,160	18,760	21,400
Engineering Design - Consultancy Expense	27,400	7,300	20,100
Parks - Fixtures & Structures - Various	154,600	146,400	8,200
Parks - John Dunn Reserve Fixtures & Structures	420,400	384,400	36,000
Total			292,150
* This Reserve Account Transfer relates to the City Landmark Building Project			

321/8/14 **MOTION DECLARED CARRIED by an ABOLSUTE MAJORITY RESOLUTION OF COUNCIL (11/0)**

Cr Norman returned to the meeting at 7.11pm

Recommendation CS73/8/14 - Landmark Building Lease Agreement

MOVED Cr M Geary

That Council:

Note the progress and strategy for leasing the office space surplus to the City's own needs at 151 Jull Street, Armadale.

322/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

Recommendation CS74/8/14 - Tender 8/14 - Tender for the Supply of Personnel

Report Recommendation:

That Council:

Accept the tenders of Bluestone, Choice One, Flexistaff, Kelly Services, Integrity, DFP Recruitment Services, and Logo Appointments for the period of September 1 2014 to June 30 2016 in accordance with their submitted tender, Council's contract documentation and budget allocation. Work will allocated generally as follows:

Schedule	Panel
A - Technical-Trades	Choice One, Bluestone, Flexistaff, Kelly Services, Integrity, Logo Appointments and DFP Recruitment Services
B – Clerical – Admin – Customer Services	Bluestone, Choice One, Flexistaff, Kelly Services, DFP Recruitment Services, Integrity, and Logo Appointments
C - Finance	Bluestone, Choice One, Flexistaff, Kelly Services, Integrity, DFP Recruitment Services, and Logo Appointments
D - Other Professionals	Bluestone, Choice One, Flexistaff, Kelly Services, DFP Recruitment Services, Integrity, and Logo Appointments

The following amendment was made on the basis that a Company Records Check revealed that Bluestone Global Limited have appointed administrators.

MOVED Cr M Geary

That Recommendation CS74/8/14 be amended by deleting Bluestone from the preferred panel of suppliers.

323/8/14 **AMENDMENT DECLARED CARRIED (12/0)**

MOVED Cr M Geary that Recommendation CS74/8/14, as amended, be adopted.

That Council:

Accept the tenders of Choice One, Flexistaff, Kelly Services, Integrity, DFP Recruitment Services, and Logo Appointments for the period of September 1 2014 to June 30 2016 in accordance with their submitted tender, Council's contract documentation and budget allocation. Work will allocated generally as follows:

Schedule	Panel
A - Technical-Trades	**Choice One, Flexistaff, Kelly Services, Integrity, Logo Appointments and DFP Recruitment Services**
B – Clerical – Admin – Customer Services	**Choice One, Flexistaff, Kelly Services, DFP Recruitment Services, Integrity, and Logo Appointments**
C - Finance	**Choice One, Flexistaff, Kelly Services, Integrity, DFP Recruitment Services, and Logo Appointments**
D - Other Professionals	**Choice One, Flexistaff, Kelly Services, DFP Recruitment Services, Integrity, and Logo Appointments**

324/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

Recommendation CS75/8/14 - Annual Leave, Executive Director Corporate Services

MOVED Cr M Geary

That Council:

1. **Note that the Executive Director Corporate Services (Anthony Maxwell) will take Annual Leave from Monday 1st September to Friday 26th September 2014 inclusive and during this time it is proposed that the Executive Manager Corporate Services (Felicity Baxter be appointed Acting Executive Director Corporate Services; and**

2. **Pursuant to Management Practice ADM 12 and on the recommendation of the Chief Executive Officer, appoint the Executive Manager Corporate Services (Felicity Baxter) for the period 1st September to 26th September 2014 inclusive as Acting Executive Director Corporate Services.**

325/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

Recommendation CS76/8/14 - Community Event - Piara Waters Pavilion

MOVED Cr M Geary

That the Councillor item in regard to a community event at Piara Waters Community & Sporting Pavilion be referred to the relevant Directorate for action and/or report to the appropriate Committee.

326/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

10.2 DEVELOPMENT SERVICES COMMITTEE MEETING
Report of the Development Services Committee held on 19 August 2014 .

MOVED Cr D M Shaw that the report be received.

327/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

BUSINESS ARISING FROM REPORT

Recommendation D40/8/14 - Public Utilities Reserve 43592, Lot 663 Berala Court, Camillo

MOVED Cr D M Shaw

That Council:

1. **Submit a written request and disposal report to the Department of Planning seeking closure of the Public Utilities Reserve No.43592 between Lots 678 (No.8) & 677 (No.6) Berala Court, Camillo.**

2. Once approval has been received from Department of Planning, request Department of Lands to close and dispose of the PUR with the land being amalgamated with the adjoining lot or lots, subject to purchasers agreeing to meet all costs of the closure.

3. Advise the respondents and applicants of Council's decision.

328/8/14 MOTION not opposed, DECLARED CARRIED (12/0)

Recommendation D41/8/14 - Renaming of Hensbrook Loop, Forrestdale

MOVED Cr D M Shaw

That Council:

1. Not support the renaming of Hensbrook Loop, Forrestdale.

2. Support naming the portion of Reserve 50359 (Lot 8012 on Deposited Plan 55492 and Lot 8013 on Deposited Plan 55488) as 'Hensbroek Park' as indicated on the attached plan.

3. Advise the Geographic Names Committee, applicant, submitters, landowners and occupants of Hensbrook Loop of Council's decision.

329/8/14 MOTION not opposed, DECLARED CARRIED (12/0)

Recommendation D42/8/14 - Advertising Draft Infrastructure Cost Schedule 2014 and Proposed Values, North Forrestdale Development Contribution Plan No.3

MOVED Cr D M Shaw

That Council:

In accordance with Clauses 3.12 and 3.13 of Schedule 13B in Town Planning Scheme No.4, adopt for the purpose of advertising the Draft Infrastructure Cost Schedule 2014, the Proposed Values included within it, the Contribution per Lot of $14,977.73, an unsubdivided balance of 2,677 lots, and a Gross cost of Common Infrastructure Works of $93,374,310.09, for a period of 28 days.

330/8/14 MOTION not opposed, DECLARED CARRIED (12/0)

Recommendation D43/8/14 - Planning makes it happen: phase two

MOVED Cr D M Shaw

That Council:

1. **Note the report on the documents Planning makes it happen: phase two, Blueprint for planning reform and Review of the Development Assessment Panels.**

331/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

10.3 CHIEF EXECUTIVE OFFICER'S REPORT
Report of the Chief Executive Officer .

MOVED Cr G A Best that the report be received.

332/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

BUSINESS ARISING FROM REPORT

Recommendation - Councillors' Information Bulletin - Issue No. 15/2014

MOVED Cr M S Northcott

That Council acknowledge receipt of Issue No 15/2014 of the Information Bulletin.

333/8/14 **MOTION not opposed, DECLARED CARRIED (12/0)**

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

13 MATTERS FOR REFERRAL TO STANDING COMMITTEES – WITHOUT DISCUSSION

Nil

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

Nil

15 CLOSURE

The Mayor, Cr Zelones, declared the meeting closed at 7.15pm

MINUTES CONFIRMED THIS 8th DAY OF SEPTEMBER 2014

MAYOR

CITY OF ARMADALE

MINUTES

OF **TECHNICAL SERVICES COMMITTEE** HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **MONDAY, 1 SEPTEMBER 2014 AT 7:00 PM.**

PRESENT:
Cr G Nixon (Chair)
Cr R Butterfield
Cr G A Best
Cr K Busby
Cr C Frost
Cr J A Stewart
Cr C A Campbell JP (Deputy for Cr Northcott)

APOLOGIES:
Cr M S Northcott (Leave of Absence)

OBSERVERS:

IN ATTENDANCE:

Mr K Ketterer	Executive Director Technical Services
Mr G Davies	Executive Manager Technical Services
Mr P Lanternier	Manager, Parks
Mr J Le Roux	Manager, Waste Services
Ms S Gasior	Minute Secretary

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 was not read as no members of the public were present.

DECLARATION OF MEMBERS' INTERESTS

Cr K Busby – Financial Interest – Tender No. 25/14 for the Supply and installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) (Recommendation T71 /9/14) and Tender No. 20/14 for the Provision of Air Conditioning Preventative and Reactive Maintenance Services (Recommendation T72/9/14)

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 4 August 2014 be confirmed.

Moved Cr C Frost

MOTION CARRIED (7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

- **Outstanding Matters and Information Items**
  Various Items

- **Monthly / Quarterly Departmental Reports**
  Technical Services Works Programme

- **National Bridge Renewal Programme**
  Bridge No 6293 Croyden Road, Over Slab Creek Gully

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

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1 SEPTEMBER 2014

---

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***1.1 - REVIEW OF DELEGATIONS OF AUTHORITY RELEVANT TO THE TECHNICAL SERVICES DIRECTORATE 2014

WARD	:	ALL
FILE No.	:	M/644/14
DATE	:	18 August 2014
REF	:	CB
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- It is a requirement of the Local Government Act 1995 (as amended) that all Delegations be reviewed annually.
- The Annual Review of Council Delegations of Authority to the Chief Executive Officer, as relevant to the functions of the Technical Services Directorate, has been undertaken.
- **Recommend:**

That Council confirms the current Delegations to the Chief Executive Officer as having ongoing application, relevance, and accuracy.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

4. Good Governance and Management.
   - 4.1 Good governance and leadership.
     - 4.1.2 Ensure governance policies, procedures and activities align with legislative requirements and best practice.
   - 4.5 Effective and efficient administrative services.
     - 4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organisational requirement.
     - 4.5.2 Provide professional administrative services to support Council operations and services.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 (as amended):

- Section 5.42 – Delegations of Some Powers and Duties to the Chief Executive Officer;
- Section 5.43 – Limits on Delegations to Chief Executive Officers;
- Section 5.44 – Chief Executive Officer May Delegate Powers and Duties to Other Employees; and
- Section 5.46 – Register of, and Records Relevant to, Delegations to Chief Executive Officers and Employees.

Council Policy/Local Law Implications

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

Budget/Financial Implications

The adoption of the recommendation contained in this report has no direct financial implication.

Consultation

- Intra Directorate.
- Governance and Administration.

BACKGROUND

It is a requirement of Section 5.46(2) of the Local Government Act that Delegations of Authority are reviewed at least once every financial year. The last review was September 2013.

DETAILS OF PROPOSAL

Approval is sought to renew Council's Delegations of Authority relating to the functions of the Technical Services Directorate for the next twelve months.

COMMENT

In line with statutory requirements, all Council Delegations of Authority relating to the functions of the Technical Services Directorate have been reviewed, with confirmation that all ten (10) current Delegations:

(i) remain legislatively accurate and compliant, and
(ii) have ongoing relevance.

CONCLUSION

It is recommended that the Council Delegations of Authority relating to the functions of the Technical Services Directorate, and as presented in the following report recommendation, be confirmed as being legislatively accurate and compliant, and have ongoing relevance.

ATTACHMENTS

There are no attachments for this report.

T64/9/14 **RECOMMEND**

That Council confirms the following current Delegations to the Chief Executive Officer as having ongoing application, relevance, and accuracy.

- **Local Government Act 1995**
- **Local Government (Uniform Local Provisions) Regulations 1996**

No:	DELEGATED AUTHORITY		Assigned by CEO
	Section Reference	Delegation Described	
1	3.25 (1)	Notices requiring certain things to be done by owner or occupier of land.	Yes
3	3.27 (1)	Things that can be done on land that is not local government property.	Yes
7	3.54 (1)	Authority to do anything on land vested or under the control and management of Council.	Yes
14	3.26 (2)	Take action to achieve compliance with notice given under s3.25 (1).	Yes
23	9.49 (A)(4) and 5)	That Council pursuant to Section 9.49(A) of the Local Government Act 1995, delegates to the Chief Executive Officer, Executive Director Development Services, Executive Director Technical Services, and Executive Manager Planning Services, authority to sign the following documents and/or deeds on behalf of the City, including lodgment, removal, withdrawal, surrender or modification: ▪ Notifications, covenants and easements under the Transfer of Land Act 1893; ▪ Reciprocal access and/or parking agreements; ▪ Rights of carriageway agreements; and ▪ Caveats under the Transfer of Land Act 1893; and Easements or deeds of easement under the Land Administration Act 1997 and/or Strata Titles Act 1985.	No

No:	DELEGATED AUTHORITY		Assigned by CEO
	Section Reference	Delegation Described	
172	13	Authority to serve notice on owners or occupiers of land abutting a street or way to construct or repair a crossing from common boundary of the	Yes

		land and the street or way to the paved portion of the carriageway of the street or way.	
173	17	Approve private works on, over or under a public thoroughfare or other public place and take action for offences under this Regulation.	Yes

- **Local Law – Local Government Property**

No:	DELEGATED AUTHORITY		Assigned by CEO
	Section Reference	Delegation Described	
200	Various	To administer the Local Law including the appointment of authorised persons to perform any of the functions of an authorised person but not including any of the following functions, ie: - approve a Traders Permit under Clause 7.2(1)(a); - approve an outdoor eating facility under Clause 7.2(1)(a); - adopt or vary policy containing conditions subject to which an application for a permit may be approved under Clauses 7.2(1)(a) and 7.4; - cancel a permit under Clause 7.10; - hear an objection – refer Clause 8.1; - declare a thoroughfare to be a "flora road" under Clause 5.3; - designate a thoroughfare or part of a thoroughfare as a "special environmental area" under Clause 5.7.	Yes *(other than the authority to appoint persons who are not employees under Section 9.10 of the Local Government Act 1995)*
221	Various	Authority to administer the Local Government Property Local Law including the appointment of authorised persons (under Section 9.10 of the Local Government Act 1995) to perform any of the functions of an authorised person under the local law subject to the following: (a) The CEO may refer any matter at his discretion for the decision of Council; (b) Only Council is to: (i) make a determination under Part 2; (ii) adopt or vary a policy containing conditions subject to which an application for a permit may be approved under Clauses 3.3 (1) (a); (iii) enter into an agreement with a permit holder in respect of ownership of materials in a building (Clause 3.7); (iv) issue a permit under Clause 3.13 (1) (erect a building) or 3.13 (n) (erect or install any utility service structure); (v) appoint authorised persons who are	Yes

		not employees under Section 9.10 of the Act.	

- **Policies of Council**

No:	DELEGATED AUTHORITY		Assigned by CEO
	Section Reference	Delegation Described	
500	ENG 3	Events on Road – Authority to approve road closures for events on roads.	Yes

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr R Butterfield
MOTION CARRIED (7/0)

1.2 - VARIATION TO 2014/2015 METROPOLITAN REGIONAL ROAD GROUP (MRRG) REHABILITATION GRANTS - BUDGET AMENDMENT

WARD : ALL

FILE No. : M/650/14

DATE : 20 August 2014

REF : GD

RESPONSIBLE MANAGER : Executive Director Technical Services

In Brief:

- Advises of extra Main Roads WA Road Rehabilitation Grants available to Council.
- Total extra grants amount to $185,842 and require a one third (1/3) Council contribution of $92,922.
- Provides option of providing Council's one third (1/3) contribution to the grant funded works with no net variation to Budget funding.
- **Recommend:**

That Council accept the Main Roads WA Road Rehabilitation Grants and appropriate budget amendments.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.
   2.5.1 Provide a safe and efficient movement network including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following is applicable:

- Local Government Act 1995 (as amended) – Section 6.8 – Expenditure from the Municipal Fund not included in Annual Budget.

Council Policy/Local Law Implications

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

Budget/Financial Implications

The required expenditure can be accommodated within the 2014/2015 Budget.

Consultation

- Intra Directorate.

BACKGROUND

The City has received advice from Main Roads WA (MRWA) that it has been successful in obtaining two extra Metropolitan Regional Road Group (MRRG) Road Rehabilitation Grants. At the time of MRWA's original advice regarding approved grants for the 2014/2015 period, the City was advised that the grant applications were unsuccessful. Although the points scoring process which applies to grant applications indicated that the works were of high priority, unfortunately they could not be funded because approved grants for Council works already amounted to the maximum available total allocation per Council of $750,000.

Subsequent advice received from MRWA has indicated that they have now been able to extend an offer to the City above the $750,000 limit, and as a result of this, two further grants totaling approximately $186,000 have now been approved.

DETAILS OF PROPOSAL

The extra grants received are for Streich Avenue resurfacing (Foster Road to Ullyott Street), at a total cost of $127,475, with a grant of $84,983 and a required Council contribution of $42,492, and also for Nicholson Road reconstruction (from Armadale Road to Swamp Road) at a total cost of $151,289, with a grant of $100,859, and a required Council contribution of $50,430.

At the same time as receiving advice of the above extra grants, Council was also involved in discussion with developers of land to either side of Hopkinson Road, between Rowley Road West and Rowley Road East. This section of Hopkinson Road has previously been approved as an MRRG Rehabilitation Grant in 2014/2015, and the necessary Council contribution has been included in the 2014/2015 Budget. The discussions with developers have highlighted however that they will be constructing this section of road within the next three to four years. As a result of this, it is proposed that Council advise MRWA that it will not be accepting the grant of $111,565 for Hopkinson Road, which will result in a saving of Council's contribution of $55,783.

The net effect of the above proposed variations to the 2014/2015 Works Programme is a short fall of $37,139. As the extra works result in rehabilitation of Council roads, it is recommended that the shortfall be made up by varying road allocations included in the Road Renewal Programme. In particular, it is recommended that the resurfacing of Garratt Court, at a cost of $25,000 be postponed until 2015/2016. In addition, it is recommended that funding available for yellow line marking around the CBD and Croyden Road be proportionally reduced to provide for the $12,139 balance of required funding.

In summary the proposed amendments to the Budget are as follows:

Works	Cost	Grant Funding	Council Funding Required	2014/15 Budget Provision	Proposed Variation to Council Funds	Proposed Revised Budget
Nicholson Road *(Armadale Road to Swamp Road)*	151,289	100,859	50,430	0	+50,430	151,289
Streich Avenue *(Foster Road to Ullyott Street)*	127,475	84,983	42,492	0	+42,492	127,475
Hopkinson Road *(Rowley Road East to Rowley Road West)*	167,349	111,566	55,783	167,349	- 55,783	0
Garratt Court *(Full Length)*	25,000	0	25,000	25,000	-25,000	0
Yellow Lines *CBD*	25,000	0	25,000	25,000	-7,139	17,861
Yellow Lines *Croyden Road*	15,000	0	15,000	15,000	-5,000	10,000
Net Impact					**NIL**	

CONCLUSION

It recommended that Council accept MRWA's offer of grant funding for rehabilitation works on Streich Avenue and Nicholson Road, and that the extra funding required be provided by a combination of declining the grant funding available for Hopkinson Road and reducing proposed works in the Road Renewal Programme.

ATTACHMENTS

There are no attachments for this report.

T65/9/14 **RECOMMEND**

That Council, pursuant to Section 6.8 of the Local Government act 1995 (as amended), authorise the following expenditure:

Nicholson Road
(Armadale Road to Swamp Road) **1**

Streich Avenue **1**
(Foster Road to Ullyott Street)

and:

Amend the 2014/2015 Annual Budget as follows:

Expenditure

Increase -	**Nicholson Road**	**1**
	Streich Avenue	**1**
Decrease	**Hopkinson Road**	**1**
	Garratt Court	
	Yellow Lines CBD	
	Yellow Lines Croyden Road	

Income

Increase	**Nicholson Road**	**1**
	Streich Avenue	
Decrease	**Hopkinson Road**	**1**

for the purpose of road maintenance and renewal.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr C Frost
MOTION CARRIED (7/0)

2.1 - WRIGHT ROAD, PIARA WATERS - PARKING RESTRICTION SIGNAGE

WARD	:	LAKE
FILE No.	:	M/638/14
DATE	:	14 August 2014
REF	:	SA
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- Since the completion of the Piara Waters Oval, located on the corner of Wright Road and Nicholson Road, it is evident that a high proportion of visitors to the facility are electing to park along the footpath and road edge of Wright Road due to its close proximity to the oval.
- Parking along this footpath compromises pedestrian safety and impacts on Wright Road through traffic, and as such, parking restrictions in the form of signage is recommended.
- **Recommend:**

That Council approve the installation of Parking Control Signs for Wright Road, between Nicholson Road and Broadway Boulevard, Piara Waters, as shown on Drawing No 14-102.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.
   2.5.1 Provide a safe and efficient movement network including local and arterial roads and associated infrastructure.

Legislation Implications

Assessment of legislation indicates that the following are applicable:

- Local Government Act 1995 – Schedule 9.1, Section 2.1.
- Road Traffic Act 1975 – Section 103.

Council Policy/Local Law Implications

General assessment of Policy/Local Law indicates that the following is applicable:

- Local Law relating to Parking Facilities.

Budget/Financial Implications

Works can be accommodated within the Civil Works 2014/2015 Maintenance Budget.

Consultation

- Inter Directorate.

BACKGROUND

The new sporting facility, including pavilion, oval and car park, located at the intersection of Nicholson Road and Wright Road, Piara Waters, is essentially complete.

Whilst it would appear that sufficient parking facilities have been included within this facility, and although only recently completed, it is evident at this early stage that some users of this facility are electing to park their vehicles along the southern side of Wright Road, adjacent to the oval.

DETAILS OF PROPOSAL

The cross section of Wright Road, adjacent to the oval, has been constructed such that there is no kerb along the southern side of the road, but rather a 2m wide concrete footpath against the road surface at the same level. Without a kerb, or difference in level, between the road and footpath, it is apparent that some motorists are finding it conducive to park parallel along the footpath, hence blocking the path for its intended use, and impacting on through traffic along Wright Road.

While some motorists may be parking along this path whilst works were taking place to the internal car park, it is felt that due to the close proximity of this section of Wright Road and footpath to the oval and pavilion, parking along this footpath will always be “attractive’ and continue to create a hazard, particularly during peak usage of the oval.

It is therefore proposed that parking restrictions in the form of “No Stopping Road or Verge” be implemented via the use of signs along the southern side of Wright Road, between Nicholson Road and Broadway Boulevard.

Ranger Services have indicated that this proposed parking prohibition will be regularly patrolled; hence the parking control signs will be suitably enforced.

CONCLUSION

To assist the City’s Ranger Services with enforcing “No Stopping” restrictions along this section of Wright Road, including the verge and footpath, it is recommended

that Council approve the installation of parking restriction signage in accordance with Drawing No 14-102.

ATTACHMENTS

1. Wright Road, Piara Waters - Parking Restriction Signage - Drawing No 14-102.

T66/9/14 **RECOMMEND**

That Council approve the installation of Parking Control Signs for Wright Road, between Nicholson Road and Broadway Boulevard, Piara Waters, as shown on Drawing No 14-102.

Moved Cr C Frost
MOTION CARRIED (7/0)

LOCATION PLAN
Lot 600 Hopkinson Road, Hilbert

DATE 23 July 2014 - REVISION 1401

75 0 75 150m

SCALE 1 : 7500

CITY OF Armadale

**

3.1 - ALTERATIONS TO THE RED SANDS LICENCE TO OCCUPY A PORTION OF THE ARMADALE LANDFILL AND RECYCLING FACILITY

WARD	:	ALL
FILE No.	:	M/642/14
DATE	:	18 August 2014
REF	:	SW
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- Amendment to Resolution T46/7/14 of 14 July 2014, regarding the area of occupation by Red Sands Supplies Pty ltd at the Armadale Landfill and Recycling Facility.
- **Recommend:**

That Council enter into a Licence to Occupy Agreement with Red Sands Supplies Pty Ltd under specified terms and conditions for an area of up to two hectares at the Armadale Landfill and Recycling Facility, Hopkinson Road, Hilbert.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.
   2.10 Best practice integrated waste management.
      2.10.2 Implement continuous improvement of recycling, reuse, and minimisation of waste.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995, Section 3.58 – Disposing of Property.
- Local Government (Functions and General) Regulations 1996, Regulation 30(2) (e) - Dispositions of Property to which Section 3.58 of the Act does not apply.
- Environmental Protection Act 1986, Part 5 – Environmental Regulation.
- Environmental Protection Act 1986, Environmental Protection Regulations 1987.

Council Policy/Local Law Implications

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

- Council Policy ADM 2 – Property Lease Rentals.
- Licence Number: L6964/1997/11.

Budget/Financial Implications

The proposal provides for a negotiated rental income of $20,000 (ex GST) per annum.

Consultation

- Inter Directorate.
- LMW Hegney – Valuation Report.
- Red Sands Supplies Pty Ltd.
- Department of Environment Regulation.

BACKGROUND

At the ordinary Council Meeting of 14 July 2014, Technical Services Committee Item 3.1 - Licence to Occupy a Portion of Armadale Landfill and Recycling Facility – Red Sands, was adopted as follows.

"That Council:

1. Enter into a Licence to Occupy Agreement for a two hectare portion of the Armadale Landfill and Recycling Facility, Hopkinson Road, Hilbert, with Red Sands Supplies Pty Ltd, as outlined in the attached map under the following basic terms and conditions to be specified in the agreement:

Premises:	*A two hectare portion of the Armadale Landfill and Recycling Facility situated at Lots 1, 185, 186 and 1120 Hopkinson Road, Hilbert;*
Term:	*Twenty-four (24) months;*
Commencement:	*1 August 2014*
Annual Rent:	*$20,000 per annum plus GST;*
Operating Costs:	*The occupant to be responsible for all normal operating expenditure such as electricity consumption and general maintenance;*
Set-up Costs:	*The occupant to be responsible for all costs associated with improving the portion of land to a standard suitable for their needs. This includes providing a suitable working surface and bunded area;*

Insurance: *Occupant to maintain the following insurance policies:*

- *Public Liability Insurance.*
- *Motor Vehicle and Plant Insurance in respect of liability to third parties. The City accepts no liability for loss or damage to equipment.*
- *Worker's Compensation Insurance in accordance to applicable statutory requirements; and*

General: *The occupant is to operate under the general direction of Waste Services to ensure that the occupant complies with existing relevant environmental licences and approvals and Occupational Health and Safety procedures for the Facility.*

The occupant shall implement and maintain a "Safety Management Plan".

2. Approve the additional revenue of $20,000 (ex GST) per annum associated with the licence agreement;

and:

(i) Amend the 2014/2015 Annual Budget as follows:

Revenue

-	*Brookdale Site Entry Fees*	*Increase by $20,000*
-	*Transfer to Waste Management Reserve*	*Increase by $20,000"*

The previous report inadvertently included a plan which had incorrectly located the operation on the site, and also did not accurately reflect the approximate area of two hectares.

This report therefore serves to amend the first "bullet point" of Item 1 in the above Resolution, to allow for Red Sand Supplies Pty Ltd to occupy an area of up to two hectares within Lot 600 Hopkinson Road, Hilbert.

DETAILS OF PROPOSAL

The essence of the proposal remains the same as previously reported, but with the amendment to the location of the area of occupation. Red Sands Supplies Pty Ltd will occupy an area of up to two hectares at any given time within the location of Lot 600 Hopkinson Road, Hilbert (formerly referred to as Lots 1, 185, 186 and 1120), for the purpose of conducting their activities. These activities relate to the storage of green waste and processing thereof into mulch. This area of two hectares may be amended from time to time, as agreed between the City of Armadale and Red Sands Supplies Pty Ltd. The location will need to be amended, depending on the demands of the City's operations on the site, and the interaction between these operations and the activities of Red Sands Supplies Pty Ltd.

OPTIONS

1. Council can agree with the amended recommendation.
2. Council may refuse the recommendation.

CONCLUSION

To ensure that the Licence to Occupy reflects the requirement for Red Sands Supplies Pty Ltd to operate within a two hectare area of Lot 600 Hopkinson Road, Hilbert at any given time, it is recommended that Council adopt the recommendation listed below.

ATTACHMENTS

There are no attachments for this report.

T67/9/14 **RECOMMENDATION**

That the Licence to Occupy Agreement between the City of Armadale and Red Sands Supplies Pty Ltd, for an approximate two hectare portion of the Armadale Landfill and Recycling Facility, Hopkinson Road, Hilbert, be amended to read as follows:

Enter into a Licence to Occupy Agreement with Red Sands Supplies Pty Ltd for an approximate two hectare portion of the Armadale Landfill and Recycling Facility, Hopkinson Road, Hilbert, under the following basic terms and conditions to be specified in the agreement:

Premises: **Up to a two (2) hectare portion of the Armadale Landfill and Recycling Facility situated within Lot 600 Hopkinson Road, Hilbert, to be relocated within Lot 600, as required from time to time, and agreed in writing by both parties.**

Term: **Twenty four (24) months.**

Commencement: **1 August 2014.**

Annual Rent: **$20,000 per annum plus GST.**

Operating Costs: **The occupant to be responsible for all normal operating expenditure such as electricity consumption and general maintenance.**

Set-up Costs: **The occupant to be responsible for all costs associated with improving the portion of land to a standard suitable for their needs. This includes providing a suitable**

working surface and bunded area.

Insurance: **Occupant to maintain the following insurance policies:**

Public Liability Insurance

- Motor Vehicle and Plant Insurance in respect of liability to third parties. The City accepts no liability for loss or damage to equipment.

- Worker's Compensation Insurance in accordance with applicable statutory requirements.

General: **The occupant is to operate under the general direction of the City's Waste Services Department to ensure that the occupant complies with existing and relevant environmental licences and approvals, and Occupational Health and Safety procedures for the Facility. The occupant shall implement and maintain a Safety Management Plan.**

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr R Butterfield
MOTION CARRIED (7/0)

4.1 - TENDER NO 19/14 - SUPPLY OF HIRED PLANT - WET HIRE OF A RUBBER TRACKED SKID STEER LOADER WITH GRADER BLADE ATTACHMENT

WARD	:	ALL
FILE No.	:	M/621/14
DATE	:	11 August 2014
REF	:	JK
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- Tender No 19/14 was recently called for the Supply of Hired Plant - Wet Hire of Rubber Tracked Skid Steer Loader with Grader Blade Attachment, for projects within the City of Armadale.
- The Request for Tender seeks the provision of the required services for a period of twelve (12) months, with an option to extend for a further two (2) periods of twelve (12) months.
- **Recommend:**

That with Tender No 19/14 for the Supply of Hired Plant - Wet Hire of Rubber Tracked Skid Steer Loader with Grader Blade Attachment, Council:

1. Accepts the tender from Aussie Earthworks for an initial period of twelve (12) months commencing from 1 October 2014, at an estimated annual cost of approximately $150,000, including GST, in accordance with their submitted tender, Council contract documentation and Budget allocation.

2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of twelve (12) months up to 30 September 2017, subject to satisfactory performance by the contractor, and price adjustments as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

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

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 - Section 3.57– Tenders for Providing Goods or Services.
- Local Government (Functions and General) Regulations 1996 - Division 2– Tenders for providing goods or services.

Council Policy/Local Law Implications

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

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

Budget/Financial Implications

Works will be accommodated within the 2014/2015 Civil Works Budget.

Consultation

- Intra Directorate.

BACKGROUND

Tender No 19/14, being for the Provision of Supply of Hired Plant - Wet Hire of Rubber Tracked Skid Steer Loader with Grader Blade Attachment, was advertised in the 12 July 2014 edition of "The West Australian" newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The tender calls for the wet hire (machine with operator), which is used in upgrading and constructing City's roads assets such as road shoulders, unsealed tracks, car parks and roads.

DETAILS OF PROPOSAL

The successful tenderer will be required to provide this hired service based on the following conditions:

- Rubber Tracked Skid Steer Loaders shall have a rated operating load between 701kg and 1200kg.

- The Contractor shall guarantee the competence of the operators using the Rubber Tracked Skid Steer Loader to achieve maximum efficiency during construction operations.

- The operators using the hired plant shall be qualified in traffic control procedures as specified on AS1742.3-2009 – Traffic Control Devices for Works on Roads and Main Roads Western Australia – Traffic Management for Works on Roads – Code of Practice – 2009.

DETAILS OF NEW CONTRACT

Contract Type	Schedule of Rates
Initial Contract Duration	12 Months
Commencement Date	1 October 2014
Expiry Date	30 September 2015
Extension Permitted	Yes - As per Request for Tender Clause 4.1 Two (2) x 12 Month Extensions
Initial Contract Cost (12 months)	$150,000 (Approximately)
Total Contract Cost (36 months)	$450,000 (Approximately)
Rise and Fall Clause Included	Fixed for the first term

COMMENT

Analysis

Tender No 19/14 for the Supply of Hired Plant - Wet Hire of Rubber Tracked Skid Steer Loader with Grader Blade Attachment, closed at 2:00pm on Tuesday, 5 August 2014.

Tenders were received from:

	Tenderer's OR Respondent's Name
1.	JSB Fencing
2.	Aussie Earthworks
3.	Trench Busters
4.	HAS Group

No tenders were received after the close of deadline.

One (1) non conforming tender was received and was not assessed on the basis that it did not satisfactorily meet the compliance criteria, in particular it did not meet the specification requirements of having the working load capacity of the machine between 701kg to 1200kg. This contractor was JSB Fencing.

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

- 15% - Relevant Experience.
- 15% - Key Personnel Skills and Experience.
- 10% - Tenderer's Resources.
- 10% - Demonstrated Understanding.
- 50% - Price.

The ranking of the compliant tender submissions, as determined by the evaluation panel, is as follows:

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total	Ranking
	15%	**15%**	**10%**	**10%**	**50**	**50%**	**100**	
Aussie Earthworks	10.50	9.75	6.10	6.17	32.52	50.00	82.52	1
HAS Group	10.35	9.75	7.07	6.33	33.50	43.16	76.66	2
Trench Busters	7.35	7.85	5.77	5.50	26.47	35.65	62.12	3

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

Aussie Earthworks have provided wet hire plant support services to the City of Armadale, supporting the construction and maintenance operations areas for the past 3 years, and combined with this submission, it is recommended that this firm be selected as the City's preferred supplier for the Provision of Supply of Hired Plant - Wet Hire of Rubber Tracked Skid Steer Loader with Grader Blade Attachment.

CONCLUSION

Tender No 19/14, being for the Provision of Supply of Hired Plant - Wet Hire of Rubber Tracked Skid Steer Loader with Grader Blade Attachment, were recently invited with three (3) conforming tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from Aussie Earthworks represented the most advantageous tender to the City of Armadale. The evaluation panel therefore recommends that the contract be awarded to Aussie Earthworks at the approximate value of $150,000, including GST, for an initial period of twelve (12) months, with an option to extend for a further two (2) periods of twelve (12) months.

ATTACHMENTS

There are no attachments for this report.

T68/9/14 **RECOMMEND**

That Council:

1. **Accepts the tender from Aussie Earthworks for an initial period of twelve (12) months commencing from 1 October 2014, at an estimated annual cost of approximately $150,000, including GST, in accordance with their submitted tender, Council contract documentation, and Budget allocation.**

2. **Authorise the Chief Executive Officer to extend the contract for two (2) periods of twelve (12) months up to 30 September 2017, subject to satisfactory performance by the contractor, and price adjustments as specified in the Request for Tender document Clause 4.1.**

Moved Cr K Busby
MOTION CARRIED (7/0)

4.2 - TENDER NO 23/14 - SUPPLY AND INSTALLATION OF IRRIGATION SYSTEMS AND PUMPS TO JOHN DUNN MEMORIAL PARK OVAL 2 (EAST) AND OVAL 3 (WEST)

WARD	:	ALL
FILE No.	:	M/623/14
DATE	:	12 August 2014
REF	:	PL
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- The request for tender seeks the provision of the Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

Recommend:

That with Tender No 23/14 for the Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), Council accepts the tender from Total Eden, for a period of 13 weeks commencing from the Contractors possession of site for the consideration of $172,810.00 (excluding GST), in accordance with their submitted tender, Council contract documentation, and Budget allocation.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.
   - 2.4 Attractive and user friendly streetscapes and open space.
     - 2.4.1 Implement townscape, streetscape, and parkland improvements, to enhance the distinctive character of the City.
     - 2.4.2 Maintain and improve where required, the quality, amenity and accessibility of open spaces.
   - 2.6 Council buildings and facilities that meet community needs.
     - 2.6.1 Maintain Council buildings, facilities and public amenities to the determined levels of service.
     - 2.6.2 Implement improvements to buildings amenities and facilities, as required, to enhance the services to the community.
   - 2.7 Assets and infrastructure managed over the long term to meet current and future needs.

2.7.1 Develop and implement long term Services and Asset Management Plans for all Council assets, having regard for current and future asset needs and the City's Long Term Financial Plan.
2.7.2 Address the infrastructure requirements of the various community plans.
2.7.3 Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 - Section 3.57 – Tenders for Providing Goods or Services.
- Local Government (Functions and General) Regulations 1996 - Division 2 – Tenders for Providing Goods or Services.

Council Policy/Local Law Implications

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

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

Budget/Financial Implications

Costs can be contained within the 2014/2015 Parks Capital Budget allocation.

Consultation

- Ground improvement and irrigation consultants.

BACKGROUND

Tender No 23/14, being for Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), was advertised in the 19 July, 2014 edition of "The West Australian" newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The Kikuyu grass training fields at John Dunn Memorial Park cover approximately 1.8 hectares (East Field 1.0ha, West Field 0.8ha) of the historical putrescible waste facility that was closed and developed into a community football field in 1967 (Main Oval). The East and West field sites located within the waste facility closed several years later, around the early 1970's, and were sand capped and planted with pasture grass to create seasonally dry passive areas. Over many years the fields continued to develop into grassed and irrigated "overflow" sporting club training areas that suffered from significant surface settling and

movement and in localised areas, complete grass collapse requiring significant backfilling and ongoing leveling. Additionally, one of the two already low yielding groundwater bores dedicated to keeping the turf alive, dried up during the summer of 2013/2014.

As part of the City's Sporting and Community Hubs Master Planning Project, funding was approved to the consideration of $500,000 in the 2013/2014 Budget, with a subsequent commitment of $400,000 in the 2014/2015 Financial Year to upgrade the East and West training fields at John Dunn Memorial Park, including but not limited to the following works across both fields:

- Exploration and drilling for new groundwater sources.
- Removal of existing grass and heavy compaction of the soil profile placed over the historical tip site.
- Replacement of sports ground lighting to 50 LUX (AS 2560.2.3-2007 Recreational/Amateur Level).
- Design and installation of new irrigation systems, pumps and cabinets.
- Replacement of kikuyu turf rolls (1.8 hectares).

Parks Officers have undertaken extensive preliminary site analysis and planning over the last twelve months, and have completed the extensive ground compaction process, secured two new productive groundwater bores, and completed the lighting and irrigation design phases in order to prepare the fields for works commencing concurrently with tenders detailed below:

- Tender No 24/14 - Supply and Replacement Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).
- Tender No 25/14 - Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

DETAILS OF PROPOSAL

The successful tenderer will be required to undertake all works, as detailed within the contract specification, and in accordance with the intent to achieve a new sportsground watering system for John Dunn Memorial Park.

Other tendered works will be undertaken on this site concurrently with the requirements of this contract. All works will be coordinated by the City to achieve the highest possible outcome for the residents.

In summary, the scope of works for Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), includes:

- Supply and installation of pumping equipment into two existing bores on the site.
- Supply and installation of an electrical cubicle to operate the two new bore pump installations, and one existing bore pump installation. Switchgear for the existing pump installation shall be relocated from the existing cubicle to the new cubicle.
- Supply and installation of new medium density polyethylene (MDPE) fusion welded mainline piping, PVC lateral piping, valves, sprinklers and associated equipment.
- Supply and installation of a new SDS irrigation control system.
- Commissioning of the new irrigation water supply and distribution system.
- Preparation and supply of as constructed documentation associated with the works.

Council approval is sought to award the tender for Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) for a period thirteen (13) weeks from possession of site.

The Principal will advise the Contractor of the date that the Contractor will have possession of the site. The site possession date may be subject to works by others, as outlined in the Tender Special and General Conditions of Contract Clause 1.1.

COMMENT

Analysis

The tender seeks the provision of supply and installation of irrigation systems and pumps for a period of thirteen (13) weeks, commencing upon possession of site. Other concurrently tendered works will be undertaken on this site in conjunction with the requirements of this tender, including the installation of lighting and replacement of the turf surfaces. All works will be coordinated by the City of Armadale.

The tender for Supply and Installation of Irrigation Systems and Pumps John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) closed at 2:00pm on Tuesday, 5 August 2014. Tenders were received from:

	Tenderer's OR Respondent's Name
1.	Total Eden
2.	Spannas Engineering
3.	Horizon West Landscape & Irrigation
4.	LD Total

No tenders were received after the close of deadline. No non conforming tenders were received.

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

- 15% Relevant Experience.
- 15% Key Personnel Skills and Experience.
- 10% Tenderer's Resources.
- 10% Demonstrate Understanding.
- 50% Tendered Price.

The ranking of the compliant tender submissions, as determined by the evaluation panel is as follows:

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Overall Total	Ranking
	15%	**15%**	**10%**	**10%**	**50**	**50%**	**100**	
Total Eden	9.45	10.01	6.50	6.50	32.46	50.00	82.46	1
Horizon West	8.75	8.75	6.17	3.83	27.50	42.19	69.69	2
LD Total	10.01	9.26	6.17	5.33	30.77	36.15	66.92	3
Spannas Engineering	3.00	3.50	2.33	1.83	10.66	32.53	43.19	4

One submission scored poorly due to reasons detailed below:

- Did not demonstrate any previous relevant experience in horticultural/turf irrigation installations, or provide a detailed statement of methodology or previous similar experience/case studies that would be deemed appropriate for the execution of the contract works.

- The company was determined to provide predominantly heavy industry pipe welding and installation services unrelated to turf irrigation systems.

- Did not provide sufficient detail relative to key personnel including any sub contractors, qualifications or experience that would be determined to be appropriate to execute the contract albeit one electrical sub contractor was nominated but no other qualified turf/landscape irrigation installers detailed.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from Total Eden represents the most advantageous submission. It is therefore recommended this firm be selected as the City's preferred supplier for the Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

CONCLUSION

Tenders for the Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) were recently invited, with four submissions being received and assessed by an evaluation panel against compliance and qualitative criteria.

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

The evaluation panel therefore recommends that the contract be awarded to Total Eden at a price of $172,810.00 (excluding GST) for a period of thirteen (13) weeks from the Contractors possession of site. The Principal will advise the Contractor of the date that the Contractor will have possession of the site.

ATTACHMENTS
There are no attachments for this report.

T69/9/14 **RECOMMEND**

That with Tender No 23/14 for the Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), Council accepts the tender from Total Eden for the consideration of $172,810.00 (excluding GST), in accordance with their submitted tender, Council contract documentation, and Budget allocation.

Moved Cr J A Stewart
MOTION CARRIED (7/0)

4.3 - TENDER NO 24/14 - SUPPLY AND REPLACEMENT OF TURF SURFACES JOHN DUNN MEMORIAL PARK OVAL 2 (EAST) AND OVAL 3 (WEST)

WARD	:	ALL
FILE No.	:	M/624/14
DATE	:	12 August 2014
REF	:	PL
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- The request for tender seeks the Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

- **Recommend:**

That with Tender No 24/14 for the Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), Council accepts the tender from D&E Parker Pty Ltd for a period of thirteen (13) weeks, commencing from the Contractors possession of site for the consideration of $131,770.00 (excluding GST), in accordance with their submitted tender, Council contract documentation, and Budget allocation.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.
   - 2.4 Attractive and user friendly streetscapes and open space.
     - 2.4.1 Implement townscape, streetscape, and parkland improvements, to enhance the distinctive character of the City.
     - 2.4.2 Maintain and improve where required, the quality, amenity and accessibility of open spaces.
   - 2.6 Council buildings and facilities that meet community needs.
     - 2.6.1 Maintain Council buildings, facilities and public amenities to the determined levels of service.
     - 2.6.2 Implement improvements to buildings amenities and facilities, as required, to enhance the services to the community.
   - 2.7 Assets and infrastructure managed over the long term to meet current and future needs.
     - 2.7.1 Develop and implement long term Services and Asset Management Plans for all Council assets, having regard for current and future asset needs and the City's Long Term Financial Plan.

2.7.2 Address the infrastructure requirements of the various community plans.
2.7.3 Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 - Section 3.57 – Tenders for Providing Goods or Services.
- Local Government (Functions and General) Regulations 1996 - Division 2 – Tenders for Providing Goods or Services.

Council Policy/Local Law Implications

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

- Council Policy ADM19 – Procurement of Goods or Services.

Budget/Financial Implications

Costs can be contained within the 2014/2015 Parks Capital Budget allocation.

Consultation

Nil.

BACKGROUND

Tender No 24/14, being for the Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), was advertised in the 19 July, 2014 edition of "The West Australian" newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The Kikuyu grass training fields at John Dunn Memorial cover approximately 1.8 hectares (East Field 1.0ha, West Field 0.8ha) of the historical putrescible waste facility that was closed and developed into a community football field in 1967 (Main Oval). The East and West field sites located within the waste facility closed several years later, around the early 1970's, and were sand capped and planted with pasture grass to create seasonally dry passive areas. Over many years the fields continued to develop into grassed and irrigated "overflow" sporting club training areas that suffered from significant surface settling and movement and in localised areas, complete grass collapse requiring significant backfilling and ongoing

leveling. Additionally, one of the two already low yielding groundwater bores dedicated to keeping the turf alive, dried up during the summer 2013/2014.

As part of the City's Sporting and Community Hubs Master Planning Project, funding was approved by Council to the consideration of $500,000 in the 2013/2014 Budget, with a subsequent commitment of $400,000 in the 2014/15 Financial Year to upgrade of the East and West training fields at John Dunn Memorial Park to a higher standard.

Works included, but are not limited to the following items across both fields:

- Exploration and drilling for new groundwater sources.
- Removal of existing grass and heavy compaction of the soil profile placed over the historical tip site.
- Replacement of sports ground lighting to 50 LUX (AS 2560.2.3-2007 Recreational/Amateur Level).
- Design and installation of new irrigation systems, pumps and cabinets.
- Replacement of kikuyu turf rolls (1.8 hectares).

The City has undertaken extensive preliminary site analysis and planning over the last twelve months and has completed the extensive ground compaction process, secured two new productive groundwater bores, and completed the lighting and irrigation design phases in order to prepare the fields for works commencing concurrently with tenders detailed below:

- Tender No 23/14 - Supply and Installation of Irrigation Systems and Pumps to John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).
- Tender No 25/14 - Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

DETAILS OF PROPOSAL

The successful tenderer will be required to undertake all works, as detailed within the contract specification, for the preparation of the field's root zone, installation of the turf surfaces, and twelve (12) week consolidated maintenance period at John Dunn Memorial Park.

Other tendered works will be undertaken on this site concurrently with the requirements of this contract. All works will be coordinated by the City to achieve the highest possible outcome for the residents of the City.

In summary, the scope of works for Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) include but are not limited to:

- Final preparation of sand root zone, including final grading/smoothing, soil compaction and application of root zone amendments.
- Installation of turf grass rolls, light rolling and fertilising.
- Twelve (12) weeks consolidated maintenance, including mowing, fertilising and whippersnipping.
- All works to be in accordance with relevant sections of the Specification "Design and Construction of Municipal Sports Fields and Surrounds", comprising the "Supply and

Installation of Turf Root Zone Material and the Supply and Installation of Rolled Turf".

Council approval is sought to award the tender for Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) for a period thirteen (13) weeks from possession of site.

The Principal will advise the Contractor of the date that the Contractor will have possession of the site. The site possession date may be subject to works by others, as outlined in the Tender Special and General Conditions of Contract Clause 1.1.

COMMENT

Analysis

The tender seeks the provision of the required services for a period of 13 weeks, commencing upon possession of site.

Other tendered works will be undertaken on this site in conjunction with the requirements of this tender, including the installation of lighting and replacement of the turf surfaces. All works will be coordinated by the City.

The City will advise the Contractor of the date that the Contractor will have possession of the site.

The tender closed at 2:00pm on Tuesday, 5 August 2014. Tenders were received from:

	Tenderer's OR Respondent's Name
1.	D&E Parker Pty Ltd
2.	Greenacres Turf Group

No tenders were received after the close of deadline. No non-conforming tenders were received.

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

- 15% Relevant Experience.
- 15% Key Personnel Skills and Experience.
- 10% Tenderer's Resources.
- 10% Demonstrate Understanding.
- 50% Tendered Price.

The ranking of the compliant tender submissions as determined by the evaluation panel is as follows:

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Overall Total	Ranking
	15%	**15%**	**10%**	**10%**	**50**	**50%**	**100**	
D & E Parker Pty Ltd	8.51	8.51	5.67	6.33	29.02	50.00	79.02	1
Greenacres	9.50	3.00	4.17	1.33	18.00	42.39	60.39	2

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from D&E Parker Pty Ltd represents the most advantageous submission. It is therefore recommended this firm be selected as the City's preferred supplier for Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

CONCLUSION

Tenders for the Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) were recently invited, with two tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from D&E Parker Pty Ltd represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that the contract be awarded to D&E Parker Pty Ltd at a price of $131,770.00 (excluding GST) for a period of thirteen (13) weeks, commencing from the Contractors possession of site.

ATTACHMENTS

There are no attachments for this report.

T70/9/14 **RECOMMEND**

That with Tender No 24/14 for the Supply and Replacement of Turf Surfaces John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), Council accepts the tender from D&E Parker Pty Ltd for the consideration of $131,770.00 (excluding GST), in accordance with their submitted tender, Council contract documentation, and Budget allocation.

Moved Cr J A Stewart
MOTION CARRIED (7/0)

Councillor Busby declared a financial interest in Item 4.4 and 4.5 on the basis that the tenderers noted in both items are clients of his business. Cr Busby left the meeting at 7.20pm

4.4 - TENDER NO 25/14 - SUPPLY AND INSTALLATION OF ELECTRICAL SERVICES JOHN DUNN MEMORIAL PARK OVAL 2 (EAST) AND OVAL 3 (WEST)

WARD	:	ALL
FILE No.	:	M/625/14
DATE	:	12 August 2014
REF	:	PL
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- The request for tender seeks the provision of Supply and installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

- **Recommend:**

That with Tender No 25/14 for the Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), Council accepts the tender from Stiles Electrical for a period of twenty six (26) weeks, commencing from award of contract for the consideration of $191,058.17 (excluding GST), in accordance with their submitted tender, Council contract documentation, and Budget allocation.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments.
   - 2.4 Attractive and user friendly streetscapes and open space.
     - 2.4.1 Implement townscape, streetscape, and parkland improvements, to enhance the distinctive character of the City.
     - 2.4.2 Maintain and improve where required, the quality, amenity and accessibility of open spaces.
   - 2.6 Council buildings and facilities that meet community needs.
     - 2.6.1 Maintain Council buildings, facilities and public amenities to the determined levels of service.
     - 2.6.2 Implement improvements to buildings amenities and facilities, as required, to enhance the services to the community.
   - 2.7 Assets and infrastructure managed over the long term to meet current and future needs.

2.7.1 Develop and implement long term Services and Asset Management Plans for all Council assets, having regard for current and future asset needs and the City's Long Term Financial Plan.
2.7.2 Address the infrastructure requirements of the various community plans.
2.7.3 Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 - Section 3.57 – Tenders for Providing Goods or Services.
- Local Government (Functions and General) Regulations 1996 - Division 2 – Tenders for Providing Goods or Services.

Council Policy/Local Law Implications

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

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

Budget/Financial Implications

Works can be accommodated in the 2014/2015 Parks Budget.

Consultation

- Consulting Electrical Engineer.
- Western Power.
- Intra Directorate.

BACKGROUND

Tender No 25/14, being for Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), was advertised in the 19 July 2014 edition of "The West Australian" newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

In 2013/2014, Council approved funding for the asset renewal of sports oval lighting at a number of reserves.

The City undertook preliminary site assessment and detail design for the installation of new lighting systems that would provide a 'recreational' level of lighting (50LUX) on these reserves.

The detailed design process, in consultation with Sage Consulting Engineers, the City's Property Services Department, and Western Power, identified significant existing infrastructure that was either non compliant and that would need rectification as part of lighting upgrade, or lacked the required electrical capacity to support the new systems. These previously unknown issues delayed progress in this regard. However, the City is now appropriately placed to award contracts to complete lighting installations.

DETAILS OF PROPOSAL

The City undertook preliminary site assessment and detail design for the installation of new lighting systems that would provide a 'recreational' level of lighting (50LUX) on these reserves.

The works comprise the installation of four new light towers and luminaires for the (East) Oval, four new light towers and luminaires for the (West) Oval, new electrical switch boards, and all other associated infrastructure to accompany the new works. The works include the provision of all materials, labour, traffic management, equipment and site establishment, storing of materials, mobilisation and coordination of works.

- Survey and pegging of switchboard locations, cable routes, and pole locations.
- Geotechnical investigation and report for each pole.
- Disconnection, making safe, and removal of redundant equipment.
- Extension of existing cabling, from existing switchboard to new main switchboard.
- Relocation of irrigation equipment from existing irrigation control panel to new Main switchboard.
- Electricity supply.
- New main switchboard.
- Earthing.
- Sub mains cabling from main switchboard to floodlight poles.
- Trenching, backfilling and directional drilling.
- Concrete footings for new floodlight poles.
- Supply poles with cross arms.
- Installation of poles with cross arms and pole wiring.
- Supply floodlight luminaires.
- Installation of floodlight luminaires.
- Inspection, testing and commissioning.
- Day time pre aiming of floodlights, night final aiming, and measurement of lighting levels.
- Provide manuals and as constructed drawings.
- Maintenance during defects liability period.

Council approval is sought to award the tender for Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) for a period of twenty six (26) weeks from award of contract.

COMMENT

Analysis

The request for tender seeks the provision of the required services for a period of twenty six (26) weeks, commencing on award of contract.

The Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) closed at on 2:00pm on Tuesday, 5 August 2014, with six (6) received from:

	Tenderer's OR Respondent's Name
1.	Hender Lee
2.	Interlec
3.	Stiles Electrical
4.	Future Power
5.	Programmed Electrical
6.	FES Electrics

No tenders were received after the close of deadline. No non conforming tenders were received.

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

- 15% Relevant Experience.
- 15% Key Personnel Skills and Experience.
- 10% Tenderer's Resources.
- 10% Demonstrate Understanding.
- 50% Tendered Price.

The ranking of the compliant tender submissions, as determined by the evaluation panel, is as follows:

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Overall Total	Ranking
	15%	**15%**	**10%**	**10%**	**50**	**50%**	**100**	
Hender Lee	10.01	8.51	5.33	6.00	29.85	50.00	79.85	2
Interlec	5.51	5.51	5.33	5.00	21.35	34.09	55.44	5
Stiles Electrical	10.76	7.25	6.00	6.83	30.84	49.04	79.88	1
Future Power	9.00	8.00	5.33	5.33	27.66	33.60	61.26	3
Programmed Electrical	1.50	1.50	1.67	1.00	5.67	30.96	36.63	6
FES Electrical	6.00	6.00	4.33	2.33	18.66	38.24	56.90	4

It is evident through the tender evaluation process the two highest ranking companies, Hender Lee and Stiles Electrical, are both appropriately qualified to undertake the contract works, only separated marginally in scores, and within 2% of total contract price, of each other.

Council has however recently approved and awarded contracts to:

- Hender Lee - Tender No 12/14 - Supply and Installation of Electrical Services Rushton Park Kelmscott (Ordinary Council Meeting of Monday, 11 August 2014).

- Hender Lee - Tender No 14/14 - Supply and Installation of Electrical Services Morgan Park Stage 2, Seville Grove (Ordinary Council Meeting of Monday, 11 August 2014).
- Hender Lee - Tender No 15/14 Supply and Installation of Electrical Services Gwynne Park Oval 2, Armadale (Ordinary Council Meeting of Monday, 14 July 2014).

- Stiles Electrical - Tender No 16/14 - Supply and Installation of Electrical Services Alfred Skeet Oval 2, Forrestdale (Ordinary Council Meeting of Monday, 14 July 2014).

The evaluation panel has considered the following points, additional to the evaluation matrix outcomes, prior to making the recommendation to award Tender No 25/14 - Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), to Stiles Electrical as being the most beneficial outcome for the City:

- Maintaining the integrity of the tender submission evaluation process and to uphold the intent of all the evaluation criteria, not just cost criteria.

- Appropriate consideration of risk mitigation strategies to ensure the City's exposure to risk through the course of what are large and costly projects is managed.

- Consideration of the two companies tender evaluation score being almost identical.

- Consideration of the slight increased cost impact to the City in the order of approximately 2% of overall contract value.

SUMMARY

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from Stiles Electrical represents the most advantageous submission. It is therefore recommended this firm be selected as the City's supplier for Supply and Installation of Electrical Services for Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West).

CONCLUSION

Tenders for provision of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West) were recently invited, with six (6) tenders received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submissions received from Hender Lee and from Stiles Electrical both represented the best tenders, with the assessment of the tender from Stiles Electrical being the most advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to Stiles Electrical at a price of $191,058.17 (excluding GST) for a period of twenty six (26) weeks.

ATTACHMENTS
There are no attachments for this report.

T71/9/14 **RECOMMEND**

That with Tender No 25/14 for the Supply and Installation of Electrical Services John Dunn Memorial Park Oval 2 (East) and Oval 3 (West), Council accepts the tender from Stiles Electrical for a period of twenty six (26) weeks commencing from award of contract for the consideration of $191,058.17 (excluding GST), in accordance with their submitted tender, Council contract documentation, and Budget allocation.

Moved Cr G Nixon
MOTION CARRIED (6/0)

4.5 - TENDER NO 20/14 - PROVISION OF AIR CONDITIONING PREVENTATIVE AND REACTIVE MAINTENANCE SERVICES

WARD : ALL

FILE No. : M/626/14

DATE : 12 August 2014

REF : PP

RESPONSIBLE MANAGER : Executive Director Technical Services

In Brief:

- The request for tender seeks the provision of all air conditioning servicing and maintenance requirements to the various facilities identified in the tender.

Recommend:

That with Tender No 20/14 for the Provision of Air Conditioning Preventative and Reactive Maintenance, Council:

1. Accepts the tender from Trilogy Building Services for a period of two (2) years commencing from 1 October 2014, in accordance with their submitted tender, Council contract documentation, and Budget allocations.

2. Authorise the Chief Executive Officer to extend the contract for two (2) periods of twelve (12) months, subject to satisfactory performance by the contractors and price adjustments, as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2 Enhanced Natural and Built Environments
- 2.6 Council buildings and facilities that meet community needs.
  - 2.6.1 Maintain Council buildings, facilities and public amenities to the determined levels of service.
- 2.7 Assets and Infrastructure managed over the long term to meet current and future needs.
  - 2.7.1 Develop and implement long term Services and Asset Management Plans for all council assets, having regard for current and future needs.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 - Section 3.57– Tenders for Providing Goods or Services.
- Local Government (Functions and General) Regulations 1996 - Division 2– Tenders for Providing Goods or Services.

Council Policy/Local Law Implications

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

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

Budget/Financial Implications

Works can be accommodated within the 2014/2015 Property Services Maintenance Budget.

Consultation

- Intra Directorate.

BACKGROUND

Council previously entered into a term contract to provide for the servicing and maintenance of air conditioning equipment in various facilities. That contract has subsequently run its term, and following a review of the services being provided, it was determined that the tender should be re advertised.

The decision to carry out a new tender was taken solely because of the increased numbers of air conditioning units installed during the preceding tender period, and the requirement to bring them into a new service agreement.

Tender No 20/14 for the Provision of Air Conditioning Preventative and Reactive Maintenance Services in Council Facilities was advertised in the 12 July 2014 edition of "The West Australian" newspaper and in a notice which was displayed on the Administration Centre, Armadale, and Kelmscott and Seville Grove Libraries public notice boards.

This Contract is inclusive of heating, ventilation and air conditioning inspections, preventative maintenance and corrective maintenance to various sites within the City of Armadale, and encompasses scheduled programmed maintenance, a reactive maintenance service and an installation and replacement service.

All maintenance and works will be performed in accordance with, but not limited to the jurisdiction of the following standards including any current amendments and any amendments issued during the term of the awarded Contract:

- AS 1851-2005 - Maintenance of Fire Protection Systems and Equipment, Section 18 - Smoke Control and HVAC.
- AS 3000 - Electrical Installation and Wiring Rules.
- AS 3666 - Air Handling and Water Systems in Buildings - Microbial Control HB 40.1-2001 - Australian Refrigeration and Air-conditioning Code of Good Practice.

DETAILS OF PROPOSAL

The successful tenderer will be required to carry out the following works under this contract:

- Inspections of the nominated services, as required by the schedules.
- Maintenance of existing plant and equipment, as required by the schedules.
- Provision of a twenty four hour fault finding service.
- Provision of a fault finding service during normal working hours, with maximum response time of three hours.
- Preparation and submission, within the specified time limits, of reports, recommendations and estimates.
- Undertaking repairs, as identified in the initial fault finding service.

COMMENT

Analysis

The tender closed at 2:00pm on Tuesday, 5 August 2014. Tenders were received from:

	Tenderer's OR Respondent's Name
1.	Burke Air
2.	Action Air Conditioning
3.	Celsius Air
4.	Efficient Refrigeration
5	Mechanical Construction
6	Essential Refrigeration
7	Australian HVAC
8	KD Air
9	Trilogy
10	Hirotec
11	CMS Eng

No tenders were received after the close of deadline. No non conforming tenders were received.

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

- 15% Relevant Experience.
- 15% Key Personnel Skills and Experience.
- 15% Tenderers Resources.
- 15% Demonstrated Understanding.
- 40% Tendered Price.

The ranking of the compliant tender submissions as determined by the evaluation panel is as follows:

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Total	Ranking
	15%	**15%**	**15%**	**15%**	**60**	**40%**	**100**	
Burke Air	7.50	6.50	6.50	7.50	28.00	14.01	42.01	10
Action Air Conditioning	6.75	7.01	6.75	7.50	28.01	35.45	63.46	3
Celsius Air	5.51	6.50	5.00	5.51	22.52	16.51	39.03	11
Efficient Refrigeration	6.00	7.25	5.00	5.00	23.25	22.79	46.04	9
Mechanical Construction	9.00	9.00	8.00	8.75	34.75	34.11	68.86	2
Essential Refrigeration	9.50	9.50	9.00	9.50	37.50	19.42	56.92	6
Australian HVAC	7.50	10.01	7.50	8.00	33.01	18.88	51.89	7
KD Air	7.01	9.00	8.00	8.75	32.76	30.05	62.81	4
Trilogy	8.00	7.01	7.25	8.25	30.51	40.00	70.51	1
Hirotec	7.50	6.50	7.01	7.76	28.77	21.59	50.36	8
CMS Eng	8.00	7.50	7.50	7.50	30.50	31.48	61.98	5

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from Trilogy Building Services represents the most advantageous submission. It is therefore recommended this firm be selected as the City's preferred supplier for Provision of Air Conditioning Preventative and Reactive Maintenance Services.

CONCLUSION

Tenders for the Provision of Air Conditioning Preventative and Reactive Maintenance Services, were recently invited with eleven (11) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

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

The evaluation panel therefore recommends that the contract be awarded to Trilogy Building Services, as per the tendered rates, for a period of two (2) years commencing from 1 October 2014, with the option to extend the contract for two (2) periods of twelve (12) months.

ATTACHMENTS

There are no attachments for this report.

T72/9/14 **RECOMMEND**

That with Tender No 20/14 for the Provision of Air Conditioning Preventative and Reactive Maintenance, Council:

1. **Accepts the tender from Trilogy Building Services for a period of two (2) years commencing from 1 October 2014, in accordance with their submitted tender, Council contract documentation and Budget allocations.**

2. **Authorise the Chief Executive Officer to extend the contract for two (2) periods of twelve (12) months, subject to satisfactory performance by the contractor, and price adjustments as specified in the Request for Tender document Clause 4.1.**

Moved Cr R Butterfield
MOTION CARRIED (6/0)

Councillor Busby returned to the meeting at 7.23pm

4.6 - TENDER NO 9/14 - SPECIALISED ASSET MANAGEMENT SERVICES

WARD	:	ALL
FILE No.	:	M/630/14
DATE	:	12 August 2014
REF	:	MV
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- Resolution T47/7/14 in relation to Tender No 9/14 for the Provision of Specialised Asset Management Services, was adopted by Council on 14 July 2014.
- The recommendation presented failed to recognise the scope of work changes envisaged in the tender, as part of the price.
- **Recommend:**

That with Tender No 9/14 for the Provision of Specialised Asset Management Services, as detailed in Council Resolution T47/7/14 of 14 July 2014, Council amend the statement of acceptance to read as follows:

> Accepts the tender from Asset Infrastructure Management for a period of three (3) years, commencing 1 August 2014 in accordance with their submitted schedule of rates and tender, Council's contract documentation, and Budget allocation.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

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

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 - Section 3.57– Tenders for providing goods or services.

- Local Government (Functions and General) Regulations 1996 - Division 2– Tenders for providing goods or services.

Council Policy/Local Law Implications

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

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

Budget/Financial Implications

The scope of work will be accommodated within the 2014/15 Asset Management Annual Budget.

Consultation

- Inter Directorate.
- Intra Directorate.

BACKGROUND

At the Ordinary meeting of 14 July 2014, Council adopted the following Resolution (T47/7/14) in relation to Tender No 9/14 – Provision of Specialised Asset Management Services:

> *"That with Tender No. 9/14 for the Provision of Specialised Asset Management Services, Council:*
>
> *1. Accepts the tender from Asset Infrastructure Management for a period of three (3) years commencing from 1 August 2014 for the consideration of $247,282.44 (excluding GST), in accordance with their submitted tender, Council contract documentation and Budget allocation.*
>
> *2. Authorise the Chief Executive Officer to extend the contract for a period of two (2) years up to 31 July 2019, subject to satisfactory performance by the contractors, and price adjustments as specified in the Request for Tender document Clause 4.1."*

The above Council report did not make provision for an increase in the scope of work, ie the annual increase in the road and path network due to growth, as well as assets to be added due to the possible boundary change between the City of Armadale and the Shire of Serpentine Jarrahdale. Consequently, this report deals with Resolution T47/7/14, dated 14 July 2014, and includes a recommendation to amend Part 1 to make provision for an increase in the scope of work.

Specifically, Resolution T47/7/14 refers to a total contract amount, while the tender should have been awarded on a schedule of rates, with an estimated annual expenditure indicated.

DETAILS OF PROPOSAL

The City of Armadale invited tenders for Specialised Asset Management Services on 17 May 2014. The scope of the contract includes the following:

- Data capturing for new road infrastructure.
- Condition inspection of the road network.
- Safety and maintenance defects inspection of the road network.
- Safety and maintenance defects inspection of the path network (on roads and parks).
- Condition assessment of the entire Path Network on a five (5) yearly cycle.
- Asset Infrastructure Management was the successful tenderer, and has submitted the following schedule of rates:

Item	Scheduled rate per hour
Data Capture - New road infrastructure	$95.00
Condition inspection - Roads	$41.50
Condition inspection - Paths	$46.00
Safety and maintenance defects inspections - Roads	$9.00
Safety and maintenance defects inspections - Paths	$77.00

These rates reduce to the following expected cost estimates for the following three years of the contract, as well as the possible two one year extensions.

Year	Current Infrastructure	Plus normal Growth	Boundary Change including Growth – Effective from 1 July 2015
2014/2015	$82,427.48	$2,022.28	
2015/2016	$82,427.48	$2,098.12	$26,215
2016/2017	$82,427.48	$2,176.80	$24,144
Three (3) Year Contract Estimate	**$247,282.44**	**$6,297.20**	**$50,359.00**
2017/2018	$82,427.48	$2,258.43	$25,351
2018/2019	$82,427.48	$2,343.12	$26,619

Annual estimated contract cost, subject to CPI.

The total value of the contract over a three (3) year period is approximately $253,000 (excluding GST), with an annual estimated expenditure of $84,000. This estimate is based on the current infrastructure plus growth. Should the boundary change figures be included, the total estimate over the three (3) year contract period could be $330,000 with an estimated annual expenditure of $110,000. Should the contract be extended for a further two (2) years, the total estimated contract value could increase to approximately $525,000.

CONCLUSION

To include the additional road and path assets in the contract with Asset Infrastructure Management, it is recommended that Council amend Part 1 of Recommendation T47/7/14, dated 14 July 2014.

The increase in the road and path network and the proposed boundary change does not affect the evaluation result in favour of Asset Infrastructure Management.

ATTACHMENTS
There are no attachments for this report.

T73/9/14 **RECOMMEND**

That with Tender No 9/14 for the Provision of Specialised Asset Management Services, as detailed in Council Resolution T47/7/14 of 14 July 2014, Council amend the statement of acceptance to read as follows:

> **Accepts the tender from Asset Infrastructure Management for a period of three (3) years, commencing 1 August 2014 in accordance with their submitted schedule of rates and tender, Council's contract documentation, and Budget allocation.**

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr C Frost
MOTION CARRIED (7/0)

4.7 - TENDER NO 18/14 - PROVISION OF SUPERVISION SERVICE FOR THE ROLEYSTONE GREEN WASTE SITE

WARD	:	ALL
FILE No.	:	M/651/14
DATE	:	20 August 2014
REF	:	JL
RESPONSIBLE MANAGER	:	Executive Director Technical Services

In Brief:

- Tender No 18/14 was recently called for the Provision of Supervision Services at Roleystone Green Waste Site.
- Only one tender was received by the specified closing date.
- David Sherrard (current contractor) has been supervising the Roleystone site for the past eleven (11) years approximately.
- **Recommend:**

That with Tender No 18/14 for the Provision of Supervision Services at the Roleystone Green Waste site, Council:

1. Accepts the tender from David Sherrard for a period of two (2) years commencing on 13 September 2014 and expiring 12 September 2016, at a daily rate of $420.00 (excluding GST), in accordance with the submitted tender, Council contract documentation and Budget allocation.

2. Authorise the Chief Executive Officer to extend the contract for two (2) one (1) year extensions, subject to the satisfactory performance by the contractor and price adjustment, as specified in the Request for Tender document Clause 4.1.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2. Enhanced Natural and Built Environments
   - 2.10 Best practice integrated waste management
     - 2.10.1 Delivery improved municipal waste and recycling collection services
     - 2.10.2 Promote recycling, reuse and minimisation of waste materials to the community and industry.

2.10.3 Provide and manage waste disposal and recycling facilities.

Legislation Implications

Assessment of legislation indicates that the following apply:

- Local Government Act 1995 - Section 3.57 – Tenders for Providing Goods or Services.
- Local Government (Functions and General) Regulations 1996 - Division 2– Tenders for Providing Goods or Services.

Council Policy/Local Law Implications

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

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

Budget/Financial Implications

Works can be accommodated within the 2014/2015 Waste Services Budget.

Consultation

- Intra Directorate.

BACKGROUND

Council, at its meeting of 13 September 2010, accepted a tender for the provision of Supervision Services at Roleystone Green Waste Site for the period 13 September 2010 to 12 September 2012, including an option to extend the contract for two years. Subsequent to the initial two years, the contract was extended for the two additional years due to the good service received from the contractor. The second and final extension is due to end on 12 September 2014. In order to continue the services from the Roleystone Green Waste Site, a new tender was prepared for the provision of Supervision Services at the site.

Tender No 18/14 for the Provision of Supervision Service for the Roleystone Green Waste Site was advertised in the 19 July 2014 edition of "The West Australian" newspaper, and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

DETAILS OF PROPOSAL

The City of Armadale invited tenders for the Provision of Supervision Service for the Roleystone Green Waste Site on 19 July 2014.

The successful tenderer will be required to:

- Collect fees and monies as the agent of the City.
- Be present at the green waste facility continuously every day that the facility is open to the public.
- Be responsible for the opening of the site gates at the commencement of each day, and locking and securing the site gates at the close of each day's operations, and control vehicle movements within the site.
- Ensure green waste material is deposited in an orderly manner without any contamination, and the provision of plant to push up the green waste into a neat pile as required, and clean surrounding area and fences of all litter.
- Control the bulk bin weekend that is conducted at the site on Saturday and Sunday, three times per year, collect entry fees from customers, record vehicles on tally sheets and coordinate bulk bin movements.
- The Contractor shall ensure that personnel engaged with this Contract are courteous, wear approved safety clothing, maintain a high standard of public relations, avoid interference with or damage to any property, real or personal, prevent any nuisance or inconvenience to owners, tenants or occupiers of any property, and adhere to any directive issued by the City.
- In the event of any damage to property in the performance of the services, the Contractor shall report to the City, repair or arrange repairs to the damage to the satisfaction of the City, and bear all costs incurred.

Council approval is sought to award the tender for the Provision of Supervision Service for the Roleystone Green Waste Site for the period 13 September 2014 to 12 September 2016, with the option to extend the contract for two (2) one (1) year extensions.

COMMENT

Analysis

The tender closed at 2:00pm on 5 August 2014. Of six tender documents distributed, only one tender was received from:

	Tenderer's Name
1.	David Sherrard

No tenders were received after the close of deadline. No non-conforming tenders were received.

Although only one tender was received, an evaluation process was still undertaken by a panel to ensure Council's interest is protected. The following Qualitative Criteria was used in the evaluation process:

- Demonstrated Understanding.
- Tenderer's Resources.
- Key Personnel skills and experience.
- Relevant Experience.

An evaluation of the above has determined that the submission meets all the compliant criteria.

Due to the fact that there were no other tenderers to complete a price comparison, the tendered price was compared to the price of the existing contract. The annual increase from the original tendered rate in 2010 for the current contract to the newly tendered rate that expires in 2016 is approximately 3% per annum. This figure is consistent with the CPI increases over this period, and is considered to be a good outcome for the City.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from David Sherrard represents an advantageous submission to Council, and it is therefore recommended that David Sherrard be accepted as the City's preferred supplier for the Provision of Supervision Service for the Roleystone Green Waste Site for the period 13 September 2014 to 12 September 2016, with the option to extend the contract for two (2) one (1) year extensions.

CONCLUSION

Tenders for the Provision of Supervision Service for the Roleystone Green Waste Site were recently invited, with one tender being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from David Sherrard represented an advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that the contract be awarded to David Sherrard at a price of $ 420.00 per day (excluding GST), for the Provision of Supervision Service for the Roleystone green waste site for the period of 13 September 2014 to 12 September 2016, with the option to extend the contract for two (2) one (1) year extensions.

ATTACHMENTS
There are no attachments for this report.

T74/9/14 **RECOMMEND**

That with Tender No 18/14 for the Provision of Supervision Services at the Roleystone Green Waste Site, Council:

1. **Accepts the tender from David Sherrard for a period of two (2) years commencing on 13 September 2014 and expiring 12 September 2016, at a daily rate of $420.00 (excluding GST), in accordance with the submitted tender, Council contract documentation, and Budget allocation.**

2. **Authorise the Chief Executive Officer to extend the contract for two (2) one (1) year extensions, subject to the satisfactory performance by the contractor, and price adjustment as specified in the Request for Tender document Clause 4.1.**

Moved Cr K Busby
MOTION CARRIED (7/0)

COUNCILLORS' ITEMS

5.1 **Speeding Vehicles - Pamplona Way** (Cr Jim Stewart)

T75/9/14 Officers to investigate and address speeding on Pamplona Way and report back to Committee with suggested alternatives.

Moved Cr K Busby
MOTION CARRIED (7/0)

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil

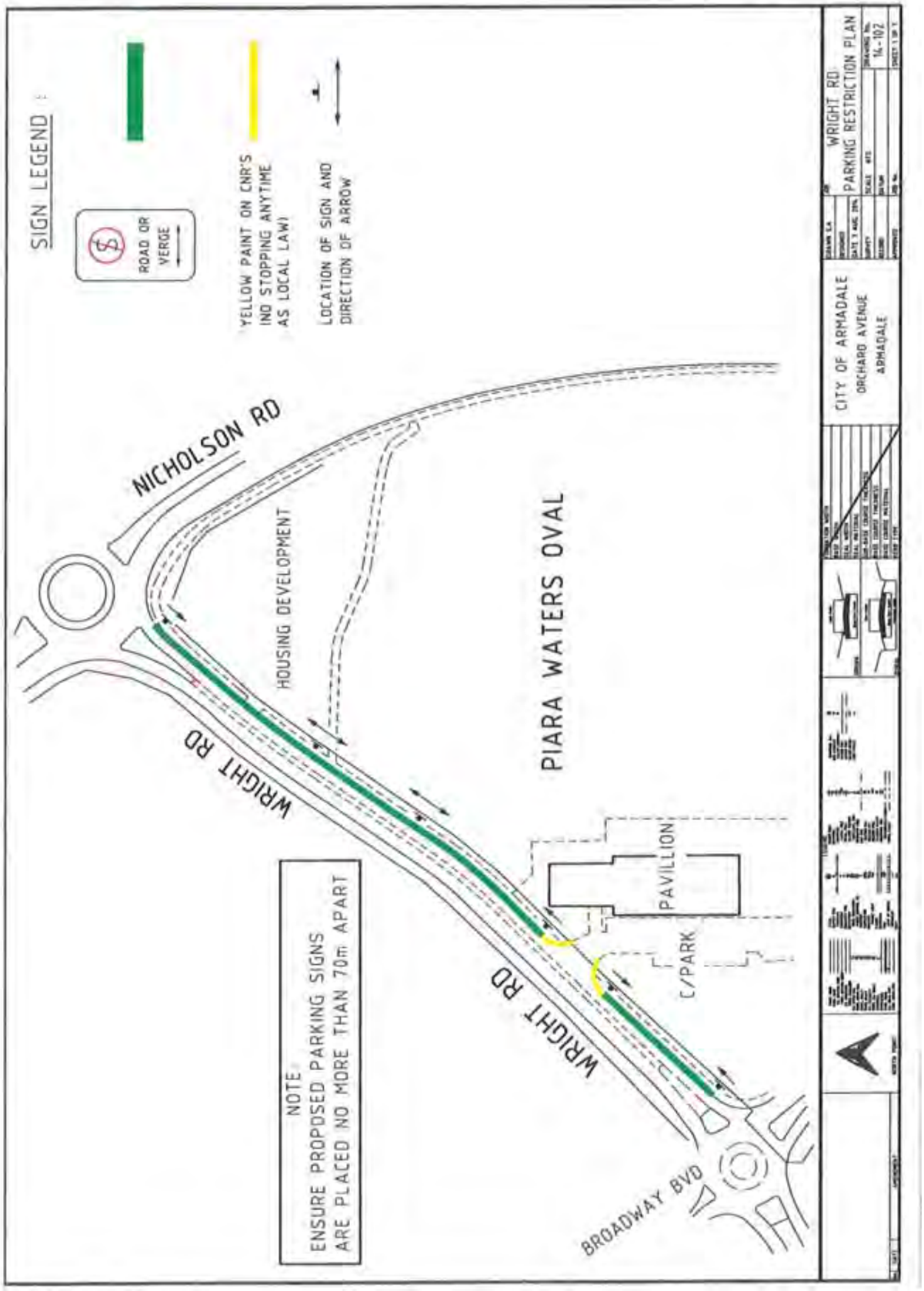
MEETING DECLARED CLOSED AT 7.46pm

TECHNICAL SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

1 SEPTEMBER 2014

ATT NO.	SUBJECT	PAGE
2.1	**WRIGHT ROAD, PIARA WATERS - PARKING RESTRICTION SIGNAGE**	
2.1.1	Wright Road, Piara Waters - Parking Restriction Signage - Drawing No 14-102.	78


SIGN LEGEND
ROAD OR VERGE
YELLOW PAINT ON CNR'S INO STOPPING ANYTIME AS LOCAL LAW)
LOCATION OF SIGN AND DIRECTION OF ARROW
NICHOLSON RD
HOUSING DEVELOPMENT
PIARA WATERS OVAL
WRIGHT RD
WRIGHT RD
PAVILLION
C/PARK
BROADWAY BVD
NOTE:
ENSURE PROPOSED PARKING SIGNS ARE PLACED NO MORE THAN 70m APART
CITY OF ARMADALE
ORCHARD AVENUE
ARMADALE
WRIGHT RD
PARKING RESTRICTION PLAN
TA-102

CITY OF ARMADALE

MINUTES

OF **COMMUNITY SERVICES COMMITTEE** HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 2 SEPTEMBER 2014 AT 7:00 PM.**

PRESENT:	Cr K Busby	(Chair)
	Cr R Butterfield	
	Cr C A Campbell JP	(Deputy for Cr Northcott)
	Cr C Frost	
	Cr J A Stewart	
	Cr G Nixon	(Deputy for Cr Wielinga)

APOLOGIES: Cr M S Northcott (Leave of Absence)
Cr C Wielinga (Leave of Absence)
Cr G Best

OBSERVERS: Cr H Zelones OAM JP

IN ATTENDANCE:	Ms Y Loveland	- Executive Director Community Services
	Mr N Kegie	- Executive Manager Community Services
7pm – 7.25pm	Ms F Grieves	- Manager Leisure Services
	Mr G Giles	- Acting Manager Community Planning Infrastructure
	Mr B Watkins	- Manager Ranger & Heritage Services
7pm – 7.25pm	Ms A McGlynn	- Coordinator Leisure Services
7pm – 7.25pm	Mr T Dayman	- Club Development Officer
	Ms S Gasior	- Minute Secretary

PUBLIC: **Nil**

*"For details of Councillor Membership on this Committee, please refer to the City's website – **www.armadale.wa.gov.au/your council/councillors**."*

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee was not read as no members of the public were present.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 5 August 2014 be confirmed.

MOVED Cr G Nixon

MOTION CARRIED 6/0

ITEMS REFERRED FROM INFORMATION BULLETIN

- **Outstanding Matters & Information Items**
  Report on Outstanding Matters – Community Services Committee

- **Monthly / Quarterly Departmental Reports**
  Community Planning
  Community Development Report –Community Development Report August 2014
  Leisure Services Report –June 2014
  Manager Library & Heritage Services Monthly Report – July 2014
  Manager Ranger & Emergency Services Monthly Report – July 2014
  Tourism/Events &Visitor Centre Monthly Report – July 2014

- **Notes / Minutes from Committees and Groups**
  Disability Advisory Team
  Highland Gathering

No items were raised for further investigation or report.

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CONTENTS

COMMUNITY SERVICES COMMITTEE

2 SEPTEMBER 2014

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1. PRESENTATIONS

1.1 CLUB DEVELOPMENT.....82

2. COMMUNITY SERVICES

2.1 **REVIEW OF DELEGATIONS OF AUTHORITY RELEVANT TO THE COMMUNITY SERVICES DIRECTORATE 88

2.2 PROPOSED PUBLIC ART PROJECT - LANDMARK BUILDING 91

3. COMMUNITY PLANNING

3.1 ARMADALE GOLF COURSE MANAGEMENT AND OPERATION - EXPRESSIONS OF INTEREST 94

4. RANGER AND EMERGENCY SERVICES

4.1 MANAGEMENT OF DOGS ON RESERVES AND PUBLIC OPEN SPACE 98

5. COUNCILLORS' ITEMS

NIL ..... **ERROR! BOOKMARK NOT DEFINED.**

6. EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

NIL ..... **ERROR! BOOKMARK NOT DEFINED.**

SUMMARY OF "A" ATTACHMENTS.....77

1.1 - CLUB DEVELOPMENT

"The aim, of the Club Development Framework is to create a collaborative approach to club development by connecting State Sporting Associations, Local Government and community Organisations and to provide leadership, education and training."
- Department of Sport and Recreation
CITY OF Armadale

Building Community Capacity
Approximately 7,000 members of our community rely Armadale's sports clubs to provide a safe, inclusive, fun and professional environment.
More than a Sports Club
Up to 450 members
Upwards of 10 'staff'
Up to $200,000 turnover
Legal requirements
Insurance, Working with Children, Constituations
CITY OF Armadale

Training and Education
Identifying appropriate training and delivery methods
Relationship with Clubs
Australian Sports Commission – Club Health Checks
We provide a range of training options for Clubs
Group sessions
Committee direct
External providers
Networking events
Monthly e-bulletins
CITY OF Armadale

Governance
Constitutions
Insurance
Volunteer management and recruitment
Financial planning/ budgets
Business planning/Succession plans
Conflict resolution
Marketing and sponsorship (including social media)
Working with Children
Business Forum Briefing – 15 September 2010
CITY OF Armadale

Piara Waters Pavilion
Registration of Interest process
State Sporting Association endorsed (SSA)
Setting up the Piara Waters Junior Football Club
Becoming incorporated, forming a committee, setting fees
Establishing relationships between seasonal users
Season changeovers, Alcohol policies, COA booking process
Business Forum Briefing – 15 September 2010
CITY OF Armadale

Champion Lakes Boating Club
Rowing, Kayaking, radio sailing, dragon boating
Clubs and State Sporting Association (SSA)
Shed space leased off Venueswest
Interim lease costs expiring
Need to increase storage space
Need to increase membership
Need to increase financial turnover, but restricted by lease agreement
CITY OF Armadale

Examples: Marketing, Grants & Sponsorship

CITY OF Armadale

Community feedback

"We have secured 7 sponsors to date and are in the process of consolidating what we have promised to each of them and setting up a delivery plan. It seems a lot easier to secure sponsors than applying for grants.

Thanks so much for the help to get us up and running with this form of fundraising."

Tania Conlin
Roleystone Netball Club

"Just letting you know that we received the cheque for $2000 yesterday .... yay!!
Thanks, again, for your help (with the grant application)."

Regards
Elspeth
ACFC Inc

CITY OF Armadale

Ms Fiona Grieves, Ms A McGlynn & Mr T Dayman left the meeting at 7.25pm

***2.1 - REVIEW OF DELEGATIONS OF AUTHORITY RELEVANT TO THE COMMUNITY SERVICES DIRECTORATE

WARD : ALL

FILE No. : M/655/14

DATE : 21 August 2014

REF : SG

RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:

- Annual review of Council Delegations of Authority to the Chief Executive Officer as relevant to the Community Services Directorate.

- That Council pursuant to Section 5.46(2) and .42(1) of the Local Government Act 1995 **approves the following current delegations to the Chief Executive Officer as having ongoing application, relevance and accuracy.

Tabled Items

1. Nil

Officer Interest Declaration

Nil

Strategic Implications

4. ***Good Governance and an Effective Organisation***
   - 4.1 ***Good Governance and Leadership***
     - 4.1.2 Ensure governance policies, procedures and activities align with legislative requirements and best practice.
   - 4.5 ***Effective and efficient administrative services***
     - 4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organisational requirements.
     - 4.5.2 Provide professional administrative services to support Council operations and services

Legislation Implications

The relevant Sections of the Local Government Act 1995 are as follows:

5.42. Delegation of some powers and duties to CEO.
5.43. Limits on delegations to CEO's
5.44. CEO may delegate powers and duties to other employees
5.46. Register of, and records relevant to, delegations to CEO's and employees

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

1. Executive Director and Managers of Community Services

BACKGROUND

It is a requirement of the Local Government Act 1995 – (Section 5.46(2)) that delegations of authority be reviewed annually.

DETAILS OF PROPOSAL

Council is asked to confirm Council's Delegations of Authority as relating to the functions of Community Services Directorate

COMMENT

ANALYSIS

In line with statutory requirements, all current Council Delegations of Authority as relating to the functions of the Community Services Directorate have been reviewed to ensure that each Delegation is compliant with current legislation and has on-going operational relevance.

CONCLUSION

It is recommended that the Council Delegations of Authority as relating to the functions of the Community Services Directorate and as presented in the following report recommendation be adopted.

ATTACHMENTS

There are no attachments for this report.

C38/9/14 **RECOMMEND**

That Council:

1. pursuant to Section 5.46(2) and 5.42(1) of the Local Government Act 1995 **approves the following current delegations to the Chief Executive Officer as having ongoing application, relevance and accuracy;

No	Delegated Authority Local Government Act 1995	Assignee
6	Authority to sell or dispose of impounded goods (Section 3)	Yes
12	To withdraw infringement notice	Yes
16	Disposal of sick or injured animals (Section 3.47A)	Yes
900	The Chief Executive Officer is delegated authority to exercise all of its powers and the discharge of all of its duties under the *Cat Act 2011* including the appointment of authorized persons or classes of persons under section 48	Yes

No	Delegated Authority Policies of Council	Assignee
502	**COMD 1 – Consider requests for assistance according to the following categories** **Donations** **Community Grant** **Other Delegations**	**Yes**
603	**Community Development – Authority to approve any requests for "one-off" free use of facilities shall be considered on its merits but will normally only be eligible for approval if it is a not-for-profit community service activity that provides a significant benefit to the community. In the event that a request is refused the matter is to be referred to the Community Service Committee for consideration prior to a decision.**	**Yes**
82	**Fire Service – The Mayor and Chief Bush Fire Control officer be given delegated authority to vary the prohibited and restricted burning periods.**	Yes

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr G Nixon
MOTION CARRIED (6/0)

2.2 - PROPOSED PUBLIC ART PROJECT - LANDMARK BUILDING

WARD	:	ALL
FILE No.	:	M/662/14
DATE	:	27 August 2014
REF	:	YL
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

- Presents an update on the development of a Public Art Policy and recommends a Public Art Project be investigated for the Landmark Building.

Tabled Items

1. <Type text here>

Officer Interest Declaration

Nil

Strategic Implications

1.3 Access to a wide range of cultural, arts and learning opportunities.
1.3.4 Promote and support initiatives that enables the community to enjoy a variety of cultural experiences.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Council has allocated $100,000 for Public Art in its 2014/15 Budget.

Consultation

Community Services Directorate
Director City Projects

BACKGROUND

Council has previously resolved to develop a Public Art Policy and Strategy which will guide how the City will commission and fund public artworks (C45/11/12). An initial desktop review has been completed, a scope has been devised and discussion initiated with suitable consultants to develop the document. The intention was for the document to be presented to Council for consideration prior to the end of 2014; however the impending outcomes of the Local Government Reform process has given pause to drafting a new policy at this time. It would be prudent to temporarily delay the appointment of a consultant until the future of Armadale's boundaries and communities have been determined. This would enable the Policy to consider all existing Public Art works, themes, processes and practices etc.

Council has however, allocated a once off amount of $100,000 for public art in the 2014/15 year with the intent that a project could be commissioned once the Policy had been adopted. The timing of the adoption of the Policy may impinge on the ability for an identified Public Art project to be initiated within the 2014/15 year. Council has the option of deferring the project pending the Policy adoption, reallocating the funds through the mid-year review or can consider a project outside of a formal policy framework. This report proposes that Council consider a project prior to adopting the Public Art Policy.

A number of potential projects have either been raised by Elected members, the community or been identified as officers for community and public art works. These include wall, walkway and skate park murals, interpretation of historical and heritage themes such as the Armadale-Fremantle Railway Line, commemoration of significant events such as the WW1 Centenary and the Roleystone/Kelmscott Bushfires and projects identified through the Master Planning process such as the reinstatement of the Forrestdale Entry Statement. All of which will be used as practical projects to inform the development of the Public Art Policy and guide its rationale, principals and practices.

The Public Art Policy will define the difference between 'public art' and 'community art', however for the purpose of this report the following general definition is provided:

> The term *'community art'* usually refers to artistic works or activities designed and created for and by the local community. Examples are the Youth Creative Art Project at the Youth Activity Area, the Champion Centre, the artwork on the pillars outside the Church Café on Jull Street and the Mural on the Telstra building in Jull Street Mall.
>
> The term *'public art'* usually refers to artistic works or activities created for, located in or which are part of a public space or facility. Public art component of a project can be secured through an acquisitions or commissions, employing artists on a collaborative design team and/or as a consequence of a community arts process. Examples are the Jull Street Pioneer Waterwheel, Sculptures in the Armadale Train Station forecourt and the Italian Australian Centenary of Federation Memorial.

In addition to the development of the Public Art Policy, Council was advised through the Chief Executive Officers Workforce Planning Report 2014 (CS36/5/14) that a Community Development Officer – Community Art was supported (approved).

This position will be responsible for 'community art' projects that fall within the definition determined by the Policy and a separate recurrent budget allocation of $25,000 has been made to be used in conjunction with external grant funding available. This will enable the 'community art' component of the Public Art Policy to be 'hands on' and allow for resources to build on what has been achieved to date both by City and external initiatives.

It is expected that Public Art projects will be on a commission or acquisition basis as they are identified and will be guided and governed by the Public Art Policy.

Whilst all of the options noted have merit, an opportunity has been identified by officers with the construction of the City's Landmark Building on the corner of Jull St and Orchard Avenue in the CBD.

DETAILS OF PROPOSAL

The Jull Street façade of the new Landmark building presents an opportunity to display public art. The potential location is next to the public entry doors under the façade canopy, facing Jull Street. The plan in Attachment 1 shows two potential locations.

It is proposed that a Public Art Project be investigated with a further report being presented on theme, type and cost of options for Council consideration.

COMMENT

OPTIONS

Council has the following options:

1. Proceed with a Public Art Project with the Landmark Building
2. Nominate another Public Art Project
3. Not proceed with a Public Art Project

Option 1 is recommended.

CONCLUSION

The Landmark Building is currently the most significant economic investment by Council and demonstrates its commitment to establishing the City of Armadale as a Strategic Regional Centre. A Public Art Project is an opportunity for Council to celebrate the first stage in the redevelopment of the City's Civic Centre.

ATTACHMENTS

1. Landmark Building Proposed Artwork Positions

Committee Discussion

Committee discussed the recommendation and amended it to give consideration for a broader scope of placement of artwork rather than be constrained by the proposed positions.

Officer Recommendation

That Council

Request a Public Art Project be investigated for the Jull Street Façade of the Landmark Building with a further report to be presented on the outcomes.

C39/9/14 RECOMMEND

That Council:

1. Request a Public Art Project be investigated for the Landmark Building with a further report to be presented on the outcomes.

Moved Cr C Frost
MOTION CARRIED (6/0)

MEETING CLOSED TO PUBLIC

Moved Cr Frost that the meeting be closed to members of the public as the matter to be discussed relates to a confidential item. The meeting was closed at 7.45pm

3.1 - ARMADALE GOLF COURSE MANAGEMENT AND OPERATION - EXPRESSIONS OF INTEREST

WARD	:	ALL
FILE No.	:	M/661/14
DATE	:	26 August 2014
REF	:	GG
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

- A confidential report is presented at Attachment B-1 to this Agenda.
- The City endorsed and sought Expressions of Interest (EOI) for the operation and management of the Armadale Golf Course, when the current lease expires on 7 December 2014 (C13/4/14) prior to proceeding to tender.
- An EOI was publically advertised for a period of three weeks ending 8 July 2014.
- Details of the EOI's received are presented in the confidential report at Attachment B-1 to this Agenda.
- The report is confidential as Section 5.23(2)eiii of the Local Government Act applies as the matter if disclosed would reveal information about the business, professional, commercial or financial aspects of the proposal.

Strategic Implications

1.1.2 Support and strengthen community groups, organisations and volunteer services.
1.2.5 Ensure Council's services and facilities are accessible.
1.5.1 Provide and promote Council's Sport, Recreation and Leisure Facilities.
2.6.2 Development of new buildings and facilities in accordance with asset management principles.

Legislation Implications

Sections 5.36, 5.38 and 5.39 of Local Government Act 1995.

Council Policy/Local Law Implications

ENG 13 Asset Management Vision
ADM 19 Procurement of Goods or Services

Budget/Financial Implications

The City has included funds in the current budget, including Department of Sport and Recreation (DSR) Community Sport and Recreation Facilities Fund (CSRFF). Budget and financial implications were reported in the confidential attachment at the Community Services Committee of 8 April 2014.

Consultation

1. The City's Asset and Services group
2. The City's Operational Management Team
3. MANEX
4. The City's Project Management Group
5. Corporate Services (Governance and Administration)

BACKGROUND

The Armadale Golf Course is located on Forrest Road and in an area east of Forrestdale Lake. Forrestdale Lake is recognised as a wetland of international importance. The Armadale Golf Course is located on Reserve 27165 which is subject to a management order specifying that it should be used for Recreation only. The reserve is vested in the City with the power to lease. The development of the Armadale Golf Course was identified in 2009 and has been included in the City's Corporate Business Plans to date.

The Golf Facilities Needs Assessment was undertaken in 2011 and was presented to the Community Services Committee at its meeting of 6 December 2011 (C40/12/11) and Council at its meeting of 19 December 2011 (316/12/11) where the following recommendation was adopted;

That Council:

1. *Receive the study and note its findings*
2. *Receive a further report in mid-2012 that includes costed upgrade to the Armadale Golf Course.*
3. *Note that officers will continue to work with the current lessee to identify opportunities to increase patronage of the Golf Course*

Following the Needs Assessment, the Feasibility Study was completed and included a costed upgrade to the Armadale Golf Course. The feasibility study and cost estimates for upgrades were considered at the Community Services Committee on 3 July 2012 (C35/7/12) which identified that a minimum work of $961,565 is needed to bring the course up to a good basic standard. This work comprises;

Upgrade/replace irrigation system $500,000
Reconstruct two greens $117,124
Repair bore $5,000
Renovate existing building $50,000
Construct new maintenance shed and demolish existing $184,200
Contingency and professional fees $105,241

TOTAL $961,565

It was recommended;

That Council:

1. *Approve the Department of Sport and Recreation CSRFF grant application for the upgrade of the Armadale Golf Course and the grant applications be forwarded to the Department of Sport and Recreation prior to the closing date of 28 September 2012.*
2. *Endorse an increase of $251,043 in City funds required for the upgrade to the Armadale Golf Course for inclusion in the City's fifteen year financial plan.*

Following the July 2012 Community Services Committee meeting, a report was presented to the 2 April 2013 Community Services Committee (C14/4/13) advising of the success of the DSR CSRFF funding round ($315,000 DSR CSRFF).

Following further discussion on the scope of work for the upgrade, a report was presented to the Community Services Committee on 8 April 2014 (C13/4/14) in which it was recommended;

That Council;

1. *Receive the Report presented at Attachment 2.2.1 noting the options presented therein;*
2. *Endorse an Expression of Interest approach for the development of a new lease agreement for the Armadale Golf Course when the current lease expires on 7th December 2014;*
3. *Receive a further report once Expressions of Interest for the ongoing lease of the Armadale Golf Course have been received and analysed, that makes recommendation on:*

    a) *The preferred approach for the City in any ongoing management and operational arrangements of the Armadale Golf Course, and*
    b) *The financial and budget implications associated with (a) above.*

Previous Tender for Lease

In 2009, Council considered the tender for the management of the Armadale Golf Course (City Strategy Committee 6 October 2009, CS104/10/09). Tender documents were issued to a total of 19 interested parties, however at close of tenders only two tenders were received. It was reported at the time that officers were aware that other interested parties did not submit applications primarily because of the short lease period (5 years), condition of the irrigation system/pump/bore and those concerns, coupled with significant establishment costs for equipment did not make the lease management a viable investment for these operators.

The current scope of work will alleviate these previous concerns, mainly as the course is in a better condition than in 2009 and will improve with a new modern and efficient reticulation system.

CONCLUSION

Commercial issues to be addressed as part of this EOI necessitate the report being given confidential consideration. The full report is therefore provided as a Confidential Report.

A Confidential Report is presented at Attachment B-1 to this Report.

ATTACHMENTS

1. Confidential Report Community Services 2 September 2014 - *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*

C40/9/14 **RECOMMEND**

Invite Prime Golf/Mahons to tender for the operational and Management of the Armadale Golf Course.

Moved Cr C Frost
MOTION CARRIED (6/0)

MEETING OPENED TO PUBLIC

MOVED Cr Butterfield that the meeting be opened to the public. The meeting was opened at 7.53pm

4.1 - MANAGEMENT OF DOGS ON RESERVES AND PUBLIC OPEN SPACE

WARD	:	ALL
FILE No.	:	M/634/14
DATE	:	13 August 2014
REF	:	BW
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

- The report provides an overview of the City's Urban Animal Management Strategy (UAMS) and current practices in relation to the management of dogs on reserves and public open space.
- Recommend that Council notes the current practices being undertaken, including that the UAMS is currently under review and will be presented to Council following the review for endorsement.

Tabled Items

1. Nil

Officer Interest Declaration

Nil

Strategic Implications

1.6.2 Ensure effective management of animals within the community

Legislation Implications

Section 51 of the *Dog Act 1976:*

Council Policy/Local Law Implications

Local Law Relating to Dogs:
Clause 5.1 (Place where dogs are prohibited absolutely)
Clause 5.2 (Place which are dog exercise areas)

Budget/Financial Implications

There are no current Budget/Financial Implications; however the review of the Urban Animal Management Strategy may identify the requirement for additional budget allocations. Council will need to consider budget implications at the time it considers the reviewed UAMS.

Consultation

1. Manager Leisure Services
2. Manager Parks & Reserves

BACKGROUND

This report has been compiled in response to a matter raised by Councillor Butterfield at the Community Services Committee Meeting, on 6 May 2014, regarding the issues associated with the use of Council reserves and public open space areas as dog exercise areas, and methods employed to manage conflict between dog owners/walkers and other users of playgrounds, ovals and public open space.

The Committee discussed the matter at that time in regard to identifying areas where dogs are allowed to be exercised "off lead", increased promotion (and signage), dog owner education and responsibilities in relation to removal and correct disposal of their dog faeces, and ensuring that the dog does not display anti-social behavior.

Council then resolved the following at the Ordinary Council meeting on 12 May 2014:

> *C21/5/14*
>
> *That Council:*
>
> *Request a report on ways to manage conflict between dogs and other reserve users (including people, wildlife and other dogs).*

The City's Urban Animal Management Strategy (UAMS) was developed in 2003 and provides the framework and guidelines for how the City and Ranger Services in particular carry out effective domestic animal management. The UAMS is currently under a comprehensive review to ensure currency with recent changes to the Dog Act and the introduction of the Cat Act 2011. Whilst the UAMS is essentially an operational document, it is intended to bring the reviewed Strategy to Council for endorsement.

The management of dogs, including the conflict with other reserve users as noted by Council is within the strategies and actions outlined in the UAMS. The following is provided as a summary of the UAMS within the context of the issues raised by Council.

Urban Animal Management Strategy 2003

Mission Statement

The City of Armadale recognises that companion animals are part of the community contributing to its quality of life and whilst ensuring the needs of animals and their owners are accommodated, also recognises the differing needs and rights of all members of the community.

Objectives

1. To promote responsible pet care and ownership.
2. Ensure that pet owners are able to maximise their enjoyment of companion animals
3. Ensure that the activities of animals and their owners do not adversely affect the rest of the community or the environment.
4. Identify and prioritise current and future animal management issues to be addressed.

Involve community stakeholders in animal management processes to facilitate community ownership and the successful program implementation

The UAMS emphasises a proactive combination of education, prevention, encouragement and enforcement. It identifies strategies and actions to implement the mission and objectives, including:

Educating and promoting responsible pet ownership
Highlighting the importance of sterilisation for dogs and cats
Obtaining the right pet and pet friendly housing
Reducing dog attacks and bite avoidance
Managing dog faeces in public places
Shared use of Public Open Space including dog 'off leash' and 'on leash' areas
Reducing the numbers of dogs wandering at large
Promoting the importance of dog socialisation and training
Reducing dog barking and nuisance
Encouraging responsible cat management
Reviewing Officer image & staff training
Meeting our Corporate Responsibilities
Risk Management
Service Levels

Shared Use of Reserves and Public Open Space

The City's approach on the use of public open spaces and reserves should meet the needs of responsible dog owners to exercise their dogs and also the needs of groups to engage in activities without being harassed by uncontrolled dogs. Providing a balanced use of public open spaces and reserves for dog owners and non-dog owner's means that each group has to have unrestricted use of some areas and restricted use of others. In addition the City of Armadale Local Laws Relating to Dogs has to be consistent, easily understood by the community and enforceable.

Management of Reserves and Public Open Space

Public open space management has changed dramatically in the last ten years, dog owners have not been immune from these changes; increased restrictions have been imposed on their use of public open space either by requiring dogs to remain leashed or by outright banning.

In general the City's reserves and public open space areas are designated as 'Off Leash – Supervised' (dog friendly parks) where dogs are permitted to be exercised and effectively supervised off leash.

The City currently has six (6) reserves designated as "dog free". These are Gwynne Park, Bob Blackburn Reserve, Morgan Park, John Dunn Oval, Springdale Park and Memorial Park.

Furthermore, with the exception of 'Assistance Dogs', all dogs are prohibited absolutely from entering or being in any of the following places –

(a) where so indicated by a sign, a public building;
(b) a theatre or picture gardens;

(c) all premises or vehicles classified as food premises or food vehicles under the *Health (Food Hygiene) Regulations 1993*;
(d) a public swimming pool;
(e) a children's playground

The City's Ranger Services adopt work place practices and programs promoting a combination of education, encouragement and enforcement, which is currently providing a successful method of animal management in reserves and public open space areas.

Dog Faeces

Dog faeces in public open places, recreational areas and footpaths is a source of annoyance, aesthetically displeasing and considered to be a health risk. Rangers make a constant effort to patrol off leash areas regularly, encourage owners to clean up after their dog and dispose of the waste appropriately.

Currently the City has facilities for the collection of dog faeces in place on the following reserves; each reserve has two (2) units:

Frye Park; Cross Park; Fancote Park; Rushton Park; Minnawarra Park; Sanctuary Lake and Creyk Park.

As part of the review of the UAMS, it is intended to review the need for further facilities on other reserves and public open space areas in response to community demand. If Council determines that there is a need for further facilities then there will be a requirement for additional funding allocation other than the current allocation for the ongoing maintenance and replacement of the bins already in place.

Dog Attacks

Dog attacks are considered to be the most serious potential problem and there is always a great deal of interest in this issue. Attacks can occur against humans, other dogs and other animals. Most dogs don't bite people or other dogs however those that do are either frightened, dominant, protective or possessive.

To reduce the risk of dog attacks Rangers regularly patrol public areas and are very mindful of situations where unrestrained dogs may pose a threat, or nuisance, to the public, especially to children sharing the same facilities. Public safety is paramount when considering these areas and Ranger Services have in place formal procedures to ensure that investigations into dog attacks are carried out in a prompt, efficient and consistent manner.

Statistics, taken over the previous five (5) years, show that on average 195 reported dog attacks occur in the City annually, however history shows that of the reported cases of dog(s) attacking/harassing or chasing a person or animal in the City, less than 2% of these occurred in a City reserve or off leash dog exercise area.

Education

Education and promotion are key priorities in changing attitudes to result in an increase in responsible pet ownership. At the same time Rangers are proactive in investigating and

implementing preventative measures where possible and by providing encouragement to members of our community to comply with our policies and regulations.
Whilst it has been well documented that pet owner education is seen as a solution to dog associated problems, there is little details as to the type and content of education dog owners and the community need. Education programs provided by Ranger Services include:-

Creating an awareness of dog associated problems
Informing the community of Local Laws.
The legal obligations of pet owners.
The management of the animals' behaviour.
The care and welfare requirements of a dog.
The costs involved in keeping a dog.
The benefits and availability of sterilisation.
The management of the animals behaviour.

As part of its overall animal management strategy the City promotes a suitable environment for all urban animals in the community by:-

Striving towards a proactive culture using 'education encouragement and enforcement'.
Reducing the number of dog attacks and harassments through bite avoidance education and encouraging the reporting of all dog attacks.
Strictly enforcing the prohibition of dogs in areas that are set aside as a children's playground, and ensuring that education programs for dog owners and the community clearly define areas where dogs are prohibited.
Utilising Variable Message sign trailers at strategic locations around the City to remind dog owners of topical issues.
Working proactively with dog obedience clubs and other stakeholders to promote a variety of educational and promotional events within the City.
Undertaking a risk management analysis, where appropriate, of Council reserves for the purpose of identifying ways to maximise the effectiveness of ongoing management strategies.

DETAILS OF PROPOSAL

The City's Urban Animal Management Strategy was developed in 2003 and has proven to be a practical and effective operational document for the overall management of domestic animals within the City. In addition to the UAMS, the Dog Act (1976) and the City's Local Laws Relating to Dogs provides the legislative requirements for dealing with management of dogs.

The UAMS is currently under a comprehensive review to ensure currency with recent changes to the Dog Act and the introduction of the Cat Act 2011. The review is taking into consideration the issues raised by Council in relation to matters with dogs and reserves/public open space areas. It is proposed that the reviewed UAMS will be presented to Council for endorsement by the end of December 2014. It should be noted however, that the outcomes of the Local Government Reform may impede on the timing of presenting the Strategy to Council as they may have an impact on the actions to be considered in the Strategy.

COMMENT

For most Local Government Authorities (LGA) accommodating the diversity of usage on reserves and public open space can be challenging, as the activities of each user group are not always compatible with each other. This is very apparent with the potential conflict between dog owners who exercise their dogs off leash and people using the reserves for other purposes, such as sporting activities.

The problems general attributed to dogs and their owners in the public realm include defecation, aggression to humans and other animals, barking and other nuisance behaviour. It would seem that the aforementioned problems are, on the whole being kept at a manageable level within the City, given statistics that the City maintains.

SUMMARY

Whilst the enforcement of laws relating to animal control has been the traditional form of domestic animal management in the past, the focus has shifted in recent times to community education, prevention and encouragement.

The UMAS is an integral part of the City's animal management practices and the current review will ensure that issues such as those which prompted this report are addressed in a strategic and enforceable manner. It will provide the actions required to encourage and educate pet owners, ensure compliance with the provisions of the Dog Act, Cat Act and Local Laws, and to increase public safety through the reduction of public and environmental nuisance that can sometimes be caused by dogs.

The City's aim is to monitor, review and continually improve the management of dogs on reserves, and open space areas, apply these practices with a strong focus on education, prevention, encouragement and enforcement, and to provide best practice to achieve a harmonious community environment for all residents.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Following discussion on issues regarding dogs on off leash reserves, Committee requested that the review of the UMAS specifically consider the following:

- *The appropriateness of current off leash areas given the installation of playgrounds and exercise equipment since the UMAS was developed.*
- *Additional signage regarding dog owner responsibilities and off leash areas penalties.*
- *Strategies to encourage reporting of inappropriate dog behaviour so that Rangers could target 'hotspots'.*

C41/9/14 **RECOMMEND**

That Council:

1. **Receive the report relating to the management practices of Dogs on rves and Public Open Space areas.**
2. **Note the review being undertaken on the Urban Animal Management Strategy and request that the reviewed Strategy be presented for endorsement by December 2014.**

Moved Cr G Nixon
MOTION CARRIED (6/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8.08pm

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

2 SEPTEMBER 2014

ATT NO.	SUBJECT	PAGE
2.2	**PROPOSED PUBLIC ART PROJECT - LANDMARK BUILDING**	
2.2.1	Landmark Building Proposed Artwork Positions	107

PUBLIC ART PROJECT
PROPOSED POSITION 3x2m
PUBLIC ART PROJECT
PROPOSED POSITION 5x2m

CHIEF EXECUTIVE OFFICER'S REPORT

8 SEPTEMBER 2014

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1. REPORTS

1.1 COUNCILLORS' INFORMATION BULLETIN - ISSUE NO. 16/2014.....109

CITY OF ARMADALE
Chief Executive Officer's Report

Mayor and Councillors
City of Armadale

Following is my Report for the period
ended 8 September 2014

1.1 - COUNCILLORS' INFORMATION BULLETIN - ISSUE NO. 16/2014

WARD	:	ALL
FILE No.	:	M/602/14
DATE	:	4 August 2014
REF	:	CT
RESPONSIBLE MANAGER	:	Chief Executive Officer

In Brief:

- Councillors' Information Bulletin – Councillors are advised to take note of the information submitted in Issue No. 16/2014 to be received by Council.

Strategic Implications

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

COMMENT

The following general information and memorandums were circulated in Issue No. 16/2014 on 4 September 2014.

Correspondence & Papers

- WA Local Government Association (WALGA) News
- Australian Local Government Association (ALGA) News
- Media Releases

Information from Human Resources

Employee Movements

Information from City Strategy

- Progress Report on Contingency, Operational & Strategic Projects

- Report on Outstanding Matters & Information Items
- Donations/Grants/Contributions July/August 2014/15
- Accounting Reports
- Rates Reports
- Report of the Common Seal

Information from Development Services

Outstanding Matters & Information Items
- Report on Outstanding Matters – Development Services
- Review before the State Administrative Tribunal (SAT)

Health
- Health Services Manager's Report – August 2014

Planning
- Planning Applications Report – August 2014
- Town Planning Scheme No. 4 – Amendment Action Table
- Subdivision Applications – WAPC Approvals/Refusals – August 2014
- Subdivision Applications – Report on Lots Registered for 2013/14
- PAW Closure Report – Significant Actions during August 2014
- Compliance Officers Report – August 2014

Building
- Building Services Manager's Report – August 2014
- Building/Health Compliance Report – August 2014
- Building Applications Monthly Statistics – August 2014

ATTACHMENTS
There are no attachments for this report.

RECOMMEND

That Council acknowledge receipt of Issue No 16/2014 of the Information Bulletin.