



**ORDINARY MEETING OF COUNCIL
MONDAY, 10 SEPTEMBER 2018**

AGENDA

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AGENDA

REPORTS

**CITY AUDIT COMMITTEE MEETING
HELD ON 27 AUGUST 2018**

**TECHNICAL SERVICES COMMITTEE MEETING
HELD ON 3 SEPTEMBER 2018**

**COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 4 SEPTEMBER 2018**

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 **7.00pm**

MONDAY, 10 SEPTEMBER 2018



R S TAME
CHIEF EXECUTIVE OFFICER

6 September 2018

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

Nil

4 PUBLIC QUESTION TIME

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

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

Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>.

It is also available in the public gallery.

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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7 CONFIRMATION OF MINUTES

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BUSINESS ARISING FROM REPORT

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12	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION
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13	MATTERS FOR REFERRAL TO STANDING COMMITTEES – WITHOUT DISCUSSION
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14	MATTERS REQUIRING CONFIDENTIAL CONSIDERATION
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15	CLOSURE
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CITY OF ARMADALE

MINUTES

OF CITY AUDIT COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY,
27 AUGUST 2018 AT 5:30PM.

PRESENT: Cr C Frost (Chair)
Cr J H Munn CMC
Cr L Sargeson
Cr H A Zelones OAM JP

APOLOGIES: Cr G Nixon

OBSERVERS:

IN ATTENDANCE: Mr R Tame Chief Executive Officer
Mr J Lyon Executive Director Corporate Services
Mrs F Baxter Executive Manager Corporate Services
Mrs J Sutherland Executive Assistant Corporate Services

Note:

Meetings of the City Audit Committee are closed to the public on the basis that matters to be dealt with by Committee will generally be of a sensitive and confidential nature which, if disclosed could reasonably be expected to impair the effectiveness of the audit process – Council resolution CS18/2001 refers.

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/your_council/councillors.”

DECLARATION OF MEMBERS' INTERESTS

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the City Audit Committee Meeting held on 5 February 2018 be confirmed.

Moved Cr Sargeson

MOTION CARRIED

(4/0)

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CITY AUDIT COMMITTEE

27 AUGUST 2018

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1.1 - AUDITOR'S INTERIM AUDIT REPORT - 2017/18 FINANCIAL YEAR

WARD : ALL
FILE No. : M/536/18
DATE : 21 August 2018
REF : FB
RESPONSIBLE MANAGER : Executive Director Corporate Services

In Brief:

- This Report presents matters raised in the Auditor's Interim Audit Report for Council's attention together with responses from Management to those matters;
- The Report Recommendation is to note the Auditor's comments and support the responses to those comments by Management.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- 4. Leadership
 - 4.1 Visionary Civic Leadership and Sound Governance
 - 4.1.2 Make decisions that are sound, transparent and strategic.

Legislation Implications

Local Government Act 1995

- Section 7.1A – Audit Committee
- Section 7.1C – Decisions of audit committees
- Section 7.9 – Audit to be conducted
- Section 7.12A – Duties of local government with respect to audits

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

City's Auditor

BACKGROUND

Each year as part of the City's audit program, an Interim Audit is undertaken by the City's Auditor to identify areas of improvement associated with the City's internal controls, systems and procedures. The comments received from the Auditor are then assessed by Management and action is taken as required. The findings of the Interim Audit together with responses from Management are presented in this Report for Committee's consideration and recommendation to Council.

DETAILS OF PROPOSAL

As part of Council's committee structure, the City Audit Committee has been established to review and address audit matters arising. The Interim Audit Report is summarised in this Report. It is to be noted that the Interim Audit is primarily concerned with a review of internal controls/practices/procedures and Management's compliance with those controls. The findings of the Interim Audit help inform the Auditor in his Independent Audit Report to Ratepayers. The Interim Audit reports on an exception basis those matters that the Auditor believes Council should be aware of and/or requiring action by Management.

The Auditor's Interim Audit Report is prefaced with the following comments:

"Our interim audit covered a review of the accounting and internal control procedures in operation, as well as testing of transactions, in the following areas:

- *Bank Reconciliations*
- *Investment of Surplus Funds*
- *Purchases and Payments*
- *Corporate Credit Cards*
- *Creditors*
- *Rate Receipts and Rate Debtors*
- *Receipts and Sundry Debtors*
- *Payroll*
- *Stores and Depot*
- *General Accounting (Journals, etc.)*
- *IT Controls*
- *Registers (Tenders Register, etc)*
- *Compliance*
- *Review of Council Minutes*

Our review also covered an examination of some compliance matters, which are required under the Local Government Act 1995 (as amended) and Financial Management Regulations 1996.

Please note that our examination of internal controls was carried out for audit purposes designed primarily for the purpose of expressing an opinion on the financial statements of the City of Armadale.

Because of the inherent limitations of any internal control structure, it is possible that fraud, error, or non-compliance with laws and regulations may occur and not be detected. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

It should be appreciated that the matters noted came to our attention during the course of our normal audit examination and as a result do not necessarily include all those matters which a more extensive or special examination might identify.

Accordingly, our comments in this management letter are not intended to cover all aspects of the Council's internal controls and accounting systems and are limited to those matters that arose from our normal audit procedures."

COMMENT

Matters raised by the Auditor together with Management's responses to those matters are as follows:

1. Auditor's Comment - Purchases and Payments

As per Council Policy ADM 19 - Procurement of Goods and Services "Unless exemptions apply all purchases of \$150,000 or greater shall be by a tender process and be conducted in accordance with regulations."

We noted that the total procurement of goods/services from Bollig Design Group (Pty) Ltd was in excess of \$150,000 and tenders were not publicly invited as required under the Council's procurement of goods and service policy and Regulation 11 of the Local Government (Functions and General) Regulations 1996 "the regulations".

There was no documentary evidence to indicate as to why the tender process had not been followed.

Rating: Moderate

Implication:

The Council could be in breach of the regulations and the requirements under the Council's procurement of goods and service policy (ADM 19).

Recommendation:

We recommend that management investigate whether there are any other instances of similar nature where tenders were not called by the Council unless exemptions apply for such instances in accordance with the Council's Policy on procurement of goods and services.

Management Comment:

The Department of Local Government and Communities (DLG&C) issued advice on 10 Sept 2015 in its circular No 16-2015, with respect to the anti-avoidance provisions of the Local Government Functions and General Regulations. This advice states that:

"Reports prepared by the CCC made recommendations that the anti-avoidance provisions be strengthened to ensure that contracts were not split for the purposes of avoiding the tender threshold.

Regulation 12 has been amended to clarify this. It is expected that if a local government reasonably believes that the purchase of a good or service from one supplier will exceed the tender threshold of \$150,000 they should publically invite tenders.

No timeframe for the tender threshold has been included in the regulations. However, local governments should consider the importance of testing the market through a public tender process for low value, repetitive contracts. A best practice suggestion is that if the tender threshold is reached within three years, then a public tender is invited for that good or service."

The City complied with its Purchasing Policy when awarding works to Bollig Design Group. The transactions raised in the auditor’s report relate to three separate and distinct projects, namely:

1. Greendale Centre
2. Kelmscott Hall
3. Armadale Arena

These projects were the subject of separate capital budgets over two years, with transactions occurring during 2016, 2017 and 2018.

By the nature of these distinct projects, it is not agreed that the works were required to be subject to tender. Rather, the works were subject to three separate Requests for Quote (RFQ). It is also noted that Bollig have been unsuccessful in one other RFQ. Notwithstanding, the fact that the City has expended over \$150,000 over the last three financial years, the future procurements will be monitored.

From a systems perspective, a quarterly report will be generated to review all payments to suppliers exceeding in \$50,000 in any given year, to ascertain where possible, it is reasonably expected that the City may purchase goods or services recurrently, that may, over a 3 year period, exceed \$150,000, warranting a Request for Tender. The Manager of Financial Services will have the responsibility for reviewing this report.

Responsible Person: Manager Financial Services

Completion Date: Completed

2. Auditor’s Comment - Purchases And Payments

During our interim audit we noted 4 instances (16 samples tested) where purchase orders were raised only after the purchase of goods and services.

These instances were as follows:

Purchase Order Number	Supplier	Invoice No:
122296	Entire Fire Management	2-675A
126598	Western Tree Recyclers	00001462
131527	WA Electoral Commission	2899
127918	Drilling Contractors of Australia	332-17

Rating: Moderate

Implication:

Such practice may increase the risk of unauthorised purchases being made.

Recommendation:

We recommend that purchase orders be raised when the goods and services are ordered and not after the goods and services have been received as the practice of raising purchase orders

after the goods and services have been received increases the risk of unauthorised purchases being made.

This will also ensure adherence to Council's procurement of goods and service policy and that goods and services are obtained at the most competitive prices.

Management Comment:

The City's procedures require Purchase Orders to be raised before goods and services are ordered. Regular quarterly reports will be run, to review Purchase Order dates and Invoice Dates, and follow up exceptions to the City's procedures with officers. The Manager of Financial Services will have the responsibility for reviewing this report, and notify Manex of the outcomes, and any corrective measures required.

Responsible Person: Manager Financial Services/Coordinator Accounting Services

Completion Date: Ongoing

3. Auditor's Comment - Corporate Credit Cards

As part of the audit, we examined the policy and procedures in place for the use of corporate credit cards in the Council. The objective of the audit in this area was to check the controls over the authorisation and payment of expenditure.

During our testing of credit card transactions, we observed 6 instances (6 credit card statements tested) where the credit card expenditure was incurred and approved by the same cardholders. There was no independent review of the credit card statements and related expenditure documentation.

This issue was reported in our previous management letter dated 22 September 2017.

The management response then provided was as follows:

"The City's continued use of four Corporate Credit Cards remains very low and is still an exception based payment method only when the purchase order/invoice payment and/or cheque request procurement practices are not available, as documented in Council Policy (Fin 5 - Use of Corporate Credit Cards). The combined limits of these four corporate credit cards amount to only \$16,000 and only three of these cards are used on a regular basis. As such the risk has been assessed by Management as being 'Low'.

The City has a mechanism in place whereby all transactions incurred on a Corporate Credit Card are reviewed by a Finance Officer, as per its Management Practice (FIN 5 - Use of Corporate Credit Cards):

Cardholders are responsible for the purchases made on their corporate credit card and must sign the statement received at the end of each month certifying they have checked that all transactions listed match their purchases for that month. Cardholders are to obtain in all instances a compliant tax invoice or receipt which records an adequate description of the goods or services obtained and shall write on the statement or the

supporting documents for each transaction, the applicable expense account budget number for cost allocation purposes.

- i. All corporate credit cards statements from the City's financial institution shall be mailed directly to the Finance Department who will distribute to cardholders.
- ii. Corporate credit card statements (including supporting documentation of the goods or services acquired) when signed by the cardholder as being true and correct, are to be returned to the Finance Department.
- iii. The Finance Department will:
 - Reconcile the corporate credit card statements to the total monthly payment made to the City's financial institution.
 - Review the transactions and supporting documents on each corporate credit card statement, and report any irregularities or discrepancies to the MFS.
 - File all corporate credit card statements and supporting documentation."

Credit Card statement reconciliations will be signed off by an independent senior Financial Officer.

Rating: Significant

Implication:

The credit card may be misused either accidentally or fraudulently by the cardholder and the council may not be able to recover any financial loss arising from such misuse by the cardholder in the absence of a review by a senior officer independent to the cardholder.

Recommendation:

We recommend that the credit card statements and related expenditure documentation be reviewed and approved by a senior officer independent to the cardholder in order to maintain control over credit card expenditure.

Cardholders should not approve expenditure incurred on their own credit cards.

Management Comment:

The City has a mechanism in place whereby all transactions incurred on corporate credit cards are reviewed by a Finance Officer and reported to the Manager Financial Services when there are perceived irregularities or discrepancies as per the City's Management Practice (Fin 5 - Use of Corporate Credit Cards).

Management will have all credit card statements reviewed by the Finance Officer and payment approved by an Executive Officer.

Responsible Person: Manager Financial Services Completion Date:

Completed Date (Effective July 2018)

4. Auditor’s Comment - Sundry Debtors

We examined the policies and procedures in relation to debtors invoicing, receipting, banking and debt collection. The debtors system, including raising of invoices, was reviewed with limited testing for some transactions.

Our review of the sundry debtors aged trial balance report (excluding GST receivable) as at 3rd April 2018 indicated that debts amounting to \$ 326,259.89 (approximately 22.5%) of the total outstanding debts of \$1,443,929.83 were in the 120 days and over category.

The large and overdue accounts in the 120 days and over category which existed in the report were as follows:

Debtor’s Name	Amount \$
Specialist Underwriting Agencies Pty Ltd	110,021.15
Kelmscott Senior Football Club	12,444.50
Kelmscott Junior Football Club	6,510.75
Various Ranger’s Infringement Accounts	140,618.62
Various Planning/Building Infringement Accounts	36,554.15
Various Ranger’s Others	20,110.72
Total	326,259.89

We understand that some invoices raised in respect of infringements have been outstanding since year 2004.

Rating: Minor

Implication:

The management may encounter difficulty in recovering long outstanding debts resulting in a financial loss to the City.

Recommendation:

We recommend that management take appropriate steps to recover all long outstanding debts without further delay.

We also recommend that the management review the existing provision for doubtful debts in the books and consider its adequacy for the financial year ending 30 June 2018.

We will be pleased to receive feedback from management in due course as to the status of the above accounts.

Management Comment:

Management will continue to monitor and pursue debts that are not collected within 30 days. There are certain debts (Fines Enforcement Registry) which are enforced by the Courts that the City has no control over.

The long outstanding debts identified are due to:

Debtor's Name	Amount (\$)	Comment
Specialist Underwriting Agencies Pty Ltd	110,021.15	Debt pending legal/insurance proceedings
Kelmscott Senior Football Club	12,444.50	Debtor on payment plan
Kelmscott Junior Football Club	6,510.75	Debtor on payment plan
Various Ranger's Infringement Accounts	140,618.62	Fines Enforcement Registry debts
Various Planning/Building Infringement Accounts	36,554.15	Fines Enforcement Registry debts
Various Ranger's Others	20,110.72	Debts ongoing under review
Total	326,259.89	

Responsible Person: Manager Financial Services

Completion Date: Ongoing

5. Auditor's Comment - Payroll

Our audit examined the City's payroll system which consists of controls assessment around the following areas:

- Reviewing the policies and procedures at the City in relation to the Payroll system
- Staff additions and terminations
- Changes to employees pay, including variations to pay
- Authorisation and monitoring of leave taken by employees
- Processing of payroll
- Segregation of duties

The following matter was noted and brought to your attention:

According to the City's "Annual and Long Service Management Procedure" annual leave deferrals, in excess of a maximum period of three years requires the approval of the CEO.

However, we noted that, as at 17 April 2018, there were 24 employees with annual leave entitlements in excess of three years without prior approval from the CEO.

Rating: Moderate

Implication:

Excess annual leave entitlements may have adverse effects on the Council including:

- key staff not being rotated, a preventive control against fraud;

- health and safety concerns with staff members not taking their annual entitlements; and
- increase the City's costs given salary rises and increments over time.

Recommendation:

We recommend that appropriate steps be taken by the management to manage and minimise the excessive annual leave balances in order to avoid the effects mentioned under implication.

Management Comment:

Management is aware of the risks associated with excess leave accumulation. As per the City's leave management procedure, annual leave may under the following circumstances be deferred for a maximum of three years.

- *Impending retirement*
- *Future holiday commitment (for example an overseas trip)*
- *Long term personal commitments (for example, building a house, taking care of a sick family member), or*
- *Special circumstances, which will be considered on a case by case basis.*

Having compared the information from 2016 to 2017, there was an overall drop of 4 employees with excess leave. The total liability for this group is also continually decreasing from 428 weeks to 380 weeks. A report is generated on outstanding leave balances and provided to Executive Directors six-monthly. Retrospectively, the CEO will review all outstanding cases for authorisation.

Management will continue to work with employees to reduce their excess leave.

Responsible Person: Manager Human Resources

Completion Date: Ongoing

CONCLUSION

The Auditor's Interim Audit Report is considered to reflect favourably on the City's internal controls/practices/procedures and Management's compliance with those controls.

ATTACHMENTS

1. [↓](#) Interim Management Letter 2018

RECOMMEND

CA3/8/18

That Council:

1. **Notes the matters raised by the Auditor in his Interim Audit Report for the 2017/18 financial year, and supports the Management responses to those matters, as presented in this Report; and**
2. **Prior to the next Interim Audit, invite the Auditor to meet with the City Audit Committee to discuss the proposed scope of the next interim audit.**

Moved Cr H A Zelones

MOTION CARRIED

(4/0)

1.2 - TIMELY PAYMENT OF SUPPLIERS

WARD : ALL
FILE No. : M/537/18
DATE : 21 August 2018
REF : FB
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- This Report presents matters raised in the OAG's (Office of the Auditor General) Focus Audit Report for the 'Timely Payment of Suppliers' for Council's consideration, together with responses from Management to those matters.
- The Report Recommendation is to note the OAG's comments and support the responses to those comments by Management.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

4. Leadership
 - 4.1 Visionary Civic Leadership and Sound Governance
 - 4.1.2 Make decisions that are sound, transparent and strategic.

Legislation Implications

Local Government Amendment (Auditing) Act 2017

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil.

Consultation

OAG (Office of the Auditor General)

BACKGROUND

Auditor General Focus Audits centre on the effective and efficient management and operation of public sector programs and activities. Topics are selected by the Auditor General following a comprehensive process which may also include requests for audits from Parliament, the government or the broader community. In choosing topics factors such as risk, materiality and impact are taken into consideration.

The Local Government sector spends billions of dollars purchasing goods and services. To assist the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs, it is important that local governments make payments to suppliers in a timely manner. In some instances, slow payments to suppliers may impact their ability to meet subsequent orders.

Local Government Regulations do not specify payment timeframes, and this audit did not have regard to a particular payment period as the ideal. Rather, the focus was mainly on the policies and practices of the local government and the payment terms of their suppliers.

The comments received from the OAG are assessed by the management and action is taken as required. The findings of this Focus Audit together with responses from Management are presented in this report for Committee's consideration and recommendation to Council.

DETAILS OF PROPOSAL

As part of Council's committee structure, the City Audit Committee has been established to review and address audit matters arising. The Auditor General's report on the timely payment of suppliers is primarily concerned with the effective and efficient management and operation of public sector programs and activities.

The Report is prefaced with the following comments:

"The focus of the audit was to assess whether the local government is making payments to suppliers on a timely basis in accordance with better practice.

Policies and practices were assessed over an 11 month period from 1 January to 30 November 2017, using the following lines of inquiry:

- 1. Have local governments developed procedures and controls for ensuring that payments are made on a timely basis?*
- 2. Are suppliers being paid on a timely basis?*

We conducted this audit under section 18 of the Auditor General Act 2006 and in accordance with Australian Auditing and Assurance Standards."

COMMENT

Matters raised by the OAG together with Management's responses to those matters are as follows:

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

1. Untimely Payment of Invoice

Finding

We noted that there were four (4) invoices from our sample of 60 payments, which were not paid within 30 days of the invoice date or the receipt of the goods and services, as required by the management approved procedure. As detailed below, they were paid between 30 and 40 days.

Supplier	Days between invoice date and payment date	Invoice Amount
J.J Richards and Sons	32	\$201.30
Kidsport	32	\$2,070.00
D & T Asphalt PTY Ltd	34	\$2,439.00
P.G.S. Hope & Partners PTY Ltd	40	\$1,007.16

In addition, eight (8) were paid later than 30 days, but were within the suppliers' terms, which allowed for a longer payment period. We noted that the approved procedures do not address the circumstance where suppliers' payment conditions are above 30 days.

Rating: Minor

Implication

When invoices are paid late, there is an increased risk that the City may incur additional costs such as late payment fees. In addition, the cashflow of suppliers is impacted.

Recommendations

- Unless suppliers allow longer than 30 days, the City should pay all invoices within 30 days of the receipt of the invoice or receipt of the goods and services.
- Management should clarify its procedure with regard to payments where supplier requirements are greater than 30 days.

Management Comment

From a contextual perspective, the City has approximately 5,500 suppliers, makes approximately 12,000 supplier payments and processes approximately 20,000 invoices per year. Given the number of suppliers and invoices dealt with annually, to ensure segregation of authorisation, the City has established separate purchase order and invoice authorisation matrixes. The matrixes are structured around business areas with a hierarchy of approval value limits based on an officer's rank and responsibilities.

With the diversity and volume of the City's procurements, there will be occasions from time to time when invoices for example inadvertently go astray, that may delay payment. To the

best of the City's knowledge for at least the past five (5) years, there have been no recorded supplier complaints about late invoice payments.

With regards to the OAG Recommendations:

- 1. The City's payment terms for invoices stemming from contracts arising from public tenders and eQuotes through WALGA's preferred supplier program, is 28 days from date of invoice unless otherwise agreed (eg. discount for earlier payment) between the City and supplier.*
- 2. The City's payment terms for invoices not stemming from contracts arising from public tenders and eQuotes through WALGA's preferred supplier program, is 30 days from date of invoice unless otherwise agreed (eg. discount for earlier payment) between the City and supplier.*
- 3. As a consequence of OAG's focus audit on the timely payment of suppliers, Management is now in the process of initiating three (3) improvements:*
 - (a) The City's procedures will be amended to stipulate that where a suppliers terms are greater than the City's standard payment terms, the City may elect to pay in accordance with the supplier's terms.*
 - (b) Displaying at the bottom of the City's purchase orders a link to the City's website on its payment terms as a condition of purchase.*
 - (c) A report on invoice date and payment date shall be generated and reviewed by the Manager Financial Services on a quarterly basis.*

Responsible Person: Manager Financial Services

Completion Date: 30 June 2018

2. Invoice/Goods and Services Received Dates

Business Improvement Opportunity details

We found that the invoice received date and goods and services received date are not recorded in the City's financial system.

Management Comment

- 1. The City's current financial system does not have the functionality to record invoice/goods/services received dates;*
- 2. Invoice payment approvals by authorised Officers is predicated on the goods/services actually having been received, the goods/services being of an acceptable standard and the invoice details in terms of unit quantity and unit price are correct and align with the City's purchase order; and*
- 3. It is understood that the new Corporate Business System has the capacity to record and incorporate goods/services received in the process workflow. This will be evaluated during implementation.*

Responsible Person: Manager Financial Services

Completion Date: To be confirmed

CONCLUSION

The OAG's Focus Audit Report presents a favourable result for the City. There are no findings to indicate that suppliers to the City are not paid in a timely manner.

ATTACHMENTS

1. [↓](#) Governance - City Audit - Attachments

RECOMMEND

CA4/8/18

That Council notes the matters raised by the OAG in its Focus Audit Report for the Timely Payment of Suppliers, and supports the Management responses to those matters, as presented in this Report.

**Moved Cr J H Munn
MOTION CARRIED**

(4/0)

MEETING DECLARED CLOSED AT 6.07PM

CITY AUDIT COMMITTEE SUMMARY OF ATTACHMENTS 27 AUGUST 2018		
ATT NO.	SUBJECT	PAGE
1.1 AUDITOR'S INTERIM AUDIT REPORT - 2017/18 FINANCIAL YEAR		
1.1.1	Interim Management Letter 2018	17
1.2 TIMELY PAYMENT OF SUPPLIERS		
1.2.1	Governance - City Audit - Attachments	28



Certified Practising Accountants

PARTNERS
Anthony Macri FCPA
Domenic Macri CPA
Connie De Felice CA

31 July 2018

Chief Executive Officer
City of Armadale
Locked Bag No 2
ARMADALE WA 6992

Dear Sir

RE: INTERIM AUDIT VISIT FOR THE YEAR ENDED 30 JUNE 2018

We recently carried out an interim audit of the City of Armadale for the year ended 30 June 2018.

Our interim audit covered a review of the accounting and internal control procedures in operation, as well as testing of transactions, in the following areas:

- Bank Reconciliations
- Investment of Surplus Funds
- Purchases and Payments
- Corporate Credit Cards
- Creditors
- Rate Receipts and Rate Debtors
- Receipts and Sundry Debtors
- Payroll
- Stores and Depot
- General Accounting (Journals, etc.)
- IT Controls
- Registers (Tenders Register, etc)
- Compliance
- Review of Council Minutes

Our review also covered an examination of some compliance matters, which are required under the Local Government Act 1995 (as amended) and Financial Management Regulations 1996.

Please note that our examination of internal controls was carried out for audit purposes designed primarily for the purpose of expressing an opinion on the financial statements of the City of Armadale.

Because of the inherent limitations of any internal control structure, it is possible that fraud, error, or non-compliance with laws and regulations may occur and not be detected. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

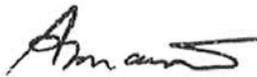
It should be appreciated that the matters noted came to our attention during the course of our normal audit examination and as a result do not necessarily include all those matters which a more extensive or special examination might identify.

Accordingly, our comments in this management letter are not intended to cover all aspects of the City's internal controls and accounting systems and are limited to those matters that arose from our normal audit procedures.

The matters noted and brought to your attention are detailed within Annexure A.

We thank your staff for the assistance given during the audit. Should you have any queries with respect to the above or any other matters please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Anthony Macri', written in a cursive style.

ANTHONY MACRI
AUDIT PARTNER

ANNEXURE A

CITY OF ARMADALE
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018
MATTERS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Purchases and Payments			
1. Instance noted where payments to a supplier exceeded the threshold of \$150,000 whereby a public tender process was required to engage the supplier by the Council. The supplier was engaged based on 3 written quotations.		✓	
2. Instances noted where purchase orders were raised only after the purchase of goods and services.		✓	
Corporate Credit Cards			
3. No evidence of review of the credit card expenditure by an independent senior officer to the credit card holder.	✓		
Sundry Debtors and Receipting			
4. Significant overdue debtor accounts noted.			✓
Payroll			
5. Excessive balances of annual leave noted.		✓	

ANNEXURE A

**CITY OF ARMADALE
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018
MATTERS IDENTIFIED DURING THE INTERIM AUDIT**

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

ANNEXURE A

CITY OF ARMADALE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

1. Matter

As per Council Policy ADM 19 – Procurement of Goods and Services “Unless exemptions apply all purchases of \$ 150,000 or greater shall be by a tender process and be conducted in accordance with regulations.”

We noted that the total procurement of goods/services from Bolling Design Group (Pty) Ltd was in excess of \$150,000 and tenders were not publicly invited as required under the Council's procurement of goods and service policy and Regulation 11 of the Local Government (Functions and General) Regulations 1996 “the regulations”.

There was no documentary evidence to indicate as to why the tender process had not been followed.

Rating: Moderate

Implication:

The Council could be in breach of the regulations and the requirements under the Council's procurement of goods and service policy (ADM 19).

Recommendation:

We recommend that management investigate whether there are any other instances of similar nature where tenders were not called by the Council unless exemptions apply for such instances in accordance with the Council's Policy on procurement of goods and services.

Management Comment:

The Auditor's comments are acknowledged.

The City complied with its Purchasing Policy when awarding works to Bolling Design Group.

These design and management works were for separate projects with different scopes and quotes from different suppliers were sourced for each item. It would not have been possible to combine these projects into one tender contract due to its nature.

Responsible Person: Manager Financial Services
Completion Date: Completed

ANNEXURE A

**CITY OF ARMADALE
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018
MATTERS IDENTIFIED DURING THE INTERIM AUDIT**

2. Matter

During our interim audit we noted 4 instances (16 samples tested) where purchase orders were raised only after the purchase of goods and services.

These instances were as follows:

Purchase Order No	Supplier	Invoice No:
122296	Entire Fire Management	2-675A
126598	Western Tree Recyclers	00001462
131527	WA Electoral Commission	2899
127918	Drilling Contractors of Australia	332-17

Rating: Moderate

Implication:

Such practice may increase the risk of unauthorised purchases being made.

Recommendation:

We recommend that purchase orders be raised when the goods and services are ordered and not after the goods and services have been received as the practice of raising purchase orders after the goods and services have been received increases the risk of unauthorised purchases being made.

This will also ensure adherence to Council's procurement of goods and service policy and that goods and services are obtained at the most competitive prices.

Management Comment:

The Auditor's comments are acknowledged.

Management as an ongoing process will report, monitor and reinforce to officers the need for purchase orders to be raised before the commitment is made rather than after receipt of the invoice.

**Responsible Person: Manager Financial Services/Coordinator Accounting Services
Completion Date: Ongoing**

ANNEXURE A

**CITY OF ARMADALE
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018
MATTERS IDENTIFIED DURING THE INTERIM AUDIT**

CORPORATE CREDIT CARDS

3. Matter

As part of the audit, we examined the policy and procedures in place for the use of corporate credit cards in the Council. The objective of the audit in this area was to check the controls over the authorisation and payment of expenditure.

During our testing of credit card transactions, we observed 6 instances (6 credit card statements tested) where the credit card expenditure was incurred and approved by the same cardholders. There was no independent review of the credit card statements and related expenditure documentation.

This issue was reported in our previous management letter dated 22 September 2017.

The management response then provided was as follows:

"The Auditor's comments are acknowledged. The City's continued use of four Corporate Credit Cards remains very low and is still an exception based payment method only when the purchase order/invoice payment and/or cheque request procurement practices are not available, as documented in Council Policy (Fin 5 – Use of Corporate Credit Cards). The combined limits of these four corporate credit cards amount to only \$16,000 and only three of these cards are used on a regular basis. As such the risk has been assessed by Management as being 'Low'.

The City already has a mechanism in place whereby all transactions incurred on a Corporate Credit Card are reviewed by a Finance Officer, as per its Management Practice (FIN 5 – Use of Corporate Credit Cards):

Cardholders are responsible for the purchases made on their corporate credit card and must sign the statement received at the end of each month certifying they have checked that all transactions listed match their purchases for that month. Cardholders are to obtain in all instances a compliant tax invoice or receipt which records an adequate description of the goods or services obtained and shall write on the statement or the supporting documents for each transaction, the applicable expense account budget number for cost allocation purposes.

- i. All corporate credit cards statements from the City's financial institution shall be mailed directly to the Finance Department who will distribute to cardholders.*
- ii. Corporate credit card statements (including supporting documentation of the goods or services acquired) when signed by the cardholder as being true and correct, are to be returned to the Finance Department.*
- iii. The Finance Department will:*
 - Reconcile the corporate credit card statements to the total monthly payment made to the City's financial institution.*
 - Review the transactions and supporting documents on each corporate credit card statement, and report any irregularities or discrepancies to the MFS.*
 - File all corporate credit card statements and supporting documentation."*

ANNEXURE A

**CITY OF ARMADALE
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018
MATTERS IDENTIFIED DURING THE INTERIM AUDIT**

Rating: Significant

Implication:

The credit card may be misused either accidentally or fraudulently by the cardholder and the council may not be able to recover any financial loss arising from such misuse by the cardholder in the absence of a review by a senior officer independent to the cardholder.

Recommendation:

We recommend that the credit card statements and related expenditure documentation be reviewed and approved by a senior officer independent to the cardholder in order to maintain control over credit card expenditure.

Cardholders should not approve expenditure incurred on their own credit cards.

Management Comment:

The Auditor's comments are acknowledged.

The City already has a mechanism in place whereby all transactions incurred on corporate credit cards are reviewed by a Finance Officer and reported to the Manager Financial Services when there are perceived irregularities or discrepancies as per the City's Management Practice (Fin 5 – Use of Corporate Credit Cards).

Management will now have all credit card statements reviewed by the Finance Officer and approved by the Manager Financial Services.

**Responsible Person: Manager Financial Services
Completion Date: Completed (Effective July 2018)**

ANNEXURE A

**CITY OF ARMADALE
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018
MATTERS IDENTIFIED DURING THE INTERIM AUDIT**

SUNDRY DEBTORS

4. Matter

We examined the policies and procedures in relation to debtors invoicing, receipting, banking and debt collection. The debtors system, including raising of invoices, was reviewed with limited testing for some transactions.

Our review of the sundry debtors aged trial balance report (excluding GST receivable) as at 3rd April 2018 indicated that debts amounting to \$ 326,259.89 (approximately 22.5%) of the total outstanding debts of \$1,443,929.83 were in the 120 days and over category.

The large and overdue accounts in the 120 days and over category which existed in the report were as follows:

Debtors Name	Amount \$
Specialist Underwriting Agencies Pty Ltd	110,021.15
Kelmscott Senior Football Club	12,444.50
Kelmscott Junior Football Club	6,510.75
Various Rangers' Infringement Accounts	140,618.62
Various Planning/Building Accounts	36,554.15
Various Others	20,110.72
Total	326,259.89

We understand that some invoices raised in respect of infringements have been outstanding since year 2004.

Rating: Minor

Implication:

The management may encounter difficulty in recovering long outstanding debts resulting in a financial loss to the City.

Recommendation:

We recommend that management take appropriate steps to recover all long outstanding debts without further delay.

We also recommend that the management review the existing provision for doubtful debts in the books and consider its adequacy for the financial year ending 30 June 2018.

We will be pleased to receive feedback from management in due course as to the status of the above accounts.

ANNEXURE A

**CITY OF ARMADALE
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018
MATTERS IDENTIFIED DURING THE INTERIM AUDIT**

Management Comment:

The Auditor's comments are acknowledged.

Management will continue to monitor and ensure that debts are collected within 30 days. There are certain debts (Fines Enforcement Registry) which are enforced by the Courts that the City has no control over.

The long outstanding debts identified are due to:

Debtors Name	Amount (\$)	Comment
Specialist Underwriting Agencies Pty Ltd	110,021.15	Debt pending legal/insurance proceedings
Kelmscott Senior Football Club	12,444.50	Debtor on payment plan
Kelmscott Junior Football Club	6,510.75	Debtor on payment plan
Various Rangers' Infringement Accounts	140,618.62	Fines Enforcement Registry debts
Various Planning/Building Accounts	36,554.15	Fines Enforcement Registry debts
Various Others	20,110.72	Debts ongoing under review
Total	326,259.89	

Responsible Person: Manager Financial Services

Completion Date: Ongoing

PAYROLL

5. Matter

Our audit examined the City's payroll system which consists of controls assessment around the following areas:

- Reviewing the policies and procedures at the City in relation to the Payroll system
- Staff additions and terminations
- Changes to employees pay, including variations to pay
- Authorisation and monitoring of leave taken by employees
- Processing of payroll
- Segregation of duties

The following matter was noted and is brought to your attention:

ANNEXURE A

CITY OF ARMADALE

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

MATTERS IDENTIFIED DURING THE INTERIM AUDIT

According to the City's "Annual and Long Service Management Procedure" annual leave deferrals, in excess of a maximum period of three years requires the approval of the CEO.

However, we noted that, as at 17 April 2018, there were 24 employees with annual leave entitlements in excess of three years without prior approval from the CEO.

Rating: Moderate

Implication:

Excess annual leave entitlements may have adverse effects on the Council including:

- key staff not being rotated, a preventive control against fraud;
- health and safety concerns with staff members not taking their annual entitlements; and
- increase the City's costs given salary rises and increments over time.

Recommendation:

We recommend that appropriate steps be taken by the management to manage and minimize the excessive annual leave balances in order to avoid the effects mentioned under implication.

Management Comment:

The Auditor's comments are acknowledged.

Management is aware of the risks associated with excess leave accumulation. As per the City's leave management procedure, annual leave may under the following circumstances be deferred for a maximum of three years.

- *Impending retirement*
- *Future holiday commitment (for example an overseas trip)*
- *Long term personal commitments (for example, building a house, taking care of a sick family member), or*
- *Special circumstances, which will be considered on a case by case basis.*

Having compared the information from 2016 to 2017, there was an overall drop of 4 employees with excess leave. The total liability for this group is also continually decreasing from 428 weeks to 380 weeks.

Management will continue to work with employees to reduce their excess leave.

Responsible Person: Manager Human Resources
Completion Date: Ongoing

Western Australian Auditor General's Report



Timely Payment of Suppliers



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We can deliver this report in an alternative format for
those with visual impairment.

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WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Timely Payment of Suppliers



**THE PRESIDENT
LEGISLATIVE COUNCIL**

**THE SPEAKER
LEGISLATIVE ASSEMBLY**

TIMELY PAYMENT OF SUPPLIERS

This report has been prepared for Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

This focus area audit assessed whether 10 local governments were making payments to suppliers on a timely basis in accordance with better practice.

I wish to acknowledge the cooperation of the staff at the local governments included in this audit.

A handwritten signature in black ink, appearing to read 'C Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
13 June 2018

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Timely Payment of Suppliers

Background

Each year local governments spend hundreds of millions of dollars purchasing goods and services. To assist the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs, it is important that local governments make timely payments to suppliers. In some instances, slow payments may impact the ability of suppliers to meet subsequent orders.

Due to the variety of factors affecting the circumstances under which local governments and their suppliers operate, we did not expect to find identical payment practices across the local governments included in our audit. Local government regulations do not specify payment timeframes and during this audit we have not regarded a particular payment period as the ideal. Rather, we have had regard mainly to the policies and practices of the sampled local governments and the payment terms of their suppliers. This audit therefore required significant judgement when identifying and investigating the timeliness of payments.

Conclusion

Most payments were made in a timely manner. However, 7 local governments did not have formal payment policies and practices that addressed the need to pay on time, which led to inconsistency in how quickly payments were made. For the 3 local governments with timely payment policies, 15% of payments were outside the timeframes in the policies without a valid reason.

What we did

The focus of the audit was to assess whether 10 sampled local governments were making payments to suppliers on a timely basis in accordance with better practice.

We assessed the policies and practices over an 11-month period from 1 January to 30 November 2017, using the following lines of inquiry:

1. Have local governments developed procedures and controls for ensuring that payments are made on a timely basis?
2. Are suppliers being paid on a timely basis?

We audited 600 transactions across 10 local governments with a total value of \$68.9 million. Where payments were not made in accordance with policies and procedures or suppliers' terms, we considered whether there were valid reasons for delays.

We conducted this audit under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards. The approximate cost of undertaking this audit was \$170,000.

Local governments included in our audit

Focus area audits assess local governments against common business practices to identify good practices and control weaknesses and exposures so that local governments, including those not audited, can evaluate their own performance.

When deciding which local governments to include in this audit we aimed for a mix of different size local governments from diverse locations with varying budgets, resourcing and purchasing requirements. This allowed us to identify potential issues, better practice examples and improvement opportunities that are likely to be applicable across the broader local government sector. We included the following local governments in this audit:

Local government	Number of transactions 1 January – 30 November 2017	Value of transactions 1 January – 30 November 2017
City of Armadale	20,723	\$77,888,825
Shire of Bruce Rock	1,642	\$6,333,914
City of Cockburn	20,981	\$114,500,102
Shire of Cunderdin	2,774	\$6,171,374
Shire of Kellerberrin	1,489	\$7,929,003
Shire of Kojonup	2,977	\$8,596,354
Shire of Merredin	3,976	\$8,075,895
City of Swan	27,650	\$123,501,738
Shire of Tammin	970	\$2,634,177
Shire of York	1,974	\$9,229,998
Total	85,156	\$364,861,380

Table 1: Volume and value of transactions

What did we find?

Only 3 local governments had policies and procedures that addressed timely payment of suppliers

Good policies and procedures provide essential guidance for staff to manage payments in accordance with management's expectations and the needs of suppliers. They should specify timelines and where appropriate, circumstances where alternate timelines may be acceptable.

Only 3 metropolitan local governments in our sample had policies or procedures that addressed the timely payment of suppliers. Two of these required payment within 30 days, with the other requiring payment by the end of the month after the invoice is received. For these 3 local governments 15% of payments did not comply with their policies and procedures.

To enable management to monitor any payment delays it is important to record the dates when goods or services and the invoice are received. While 6 of the 10 local governments were recording on the invoices the date that they were received, only the cities of Cockburn and Swan were recording the date that goods and services were received in their financial system to enable effective monitoring.

For our audit, where the local government had not recorded the date of receipt, we have assumed that the invoice was received 3 days after the date on the invoice.

At 4 local governments there was no documented evidence that someone had checked that goods and services were received prior to payment. Invoices were approved and it is possible that someone checked whether goods or services were received as part of this approval. Some local governments advised that their 'OK to Pay' stamp implied that goods or services were received, however, we consider that an explicit signoff for receipt is better practice.

For 13% of payments there was no valid reason why payments were later than supplier requirements or management policy/procedures

Delays in paying invoices adversely affects the cashflow of suppliers. It may also result in late payment fees although we did not find any instances in this audit.

Figure 1 shows the timing of all payments by number of days and by value including those with valid reasons and no reason for delays. This table shows that most payments were made within 32 days.

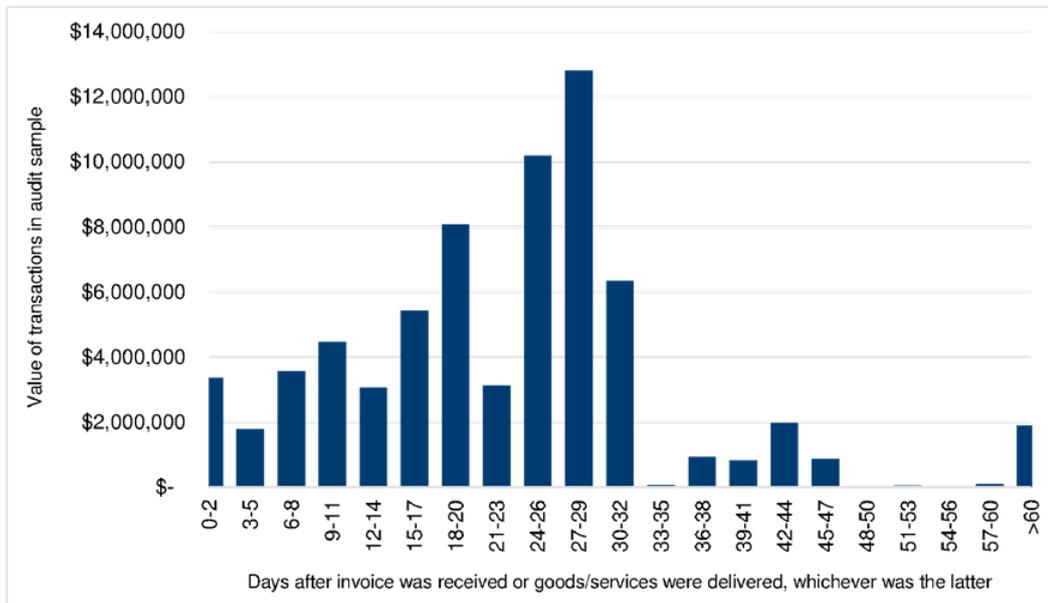


Figure 1: Timeline of all payments in our sample

The largest late payment to a state government agency with no valid reason was for \$5.2 million, paid 31 days after receipt of the invoice. This was 1 day later than the local government’s policy. The largest late payment to a private sector supplier was \$1.4 million, paid 29 days later than the local government’s policy.

The longest overdue payment, relating to the purchase of gym equipment, was paid 154 days after the invoice. There was no valid reason for the delay.

We regarded payments that, for no valid reason, did not meet supplier requirements or the local government’s own policies and procedures and were also later than 30 days to be of particular concern. There were 75 payments (13%) which were paid later than 30 days and were either outside of the suppliers’ terms or the local government’s policy, split as shown in Figure 2.

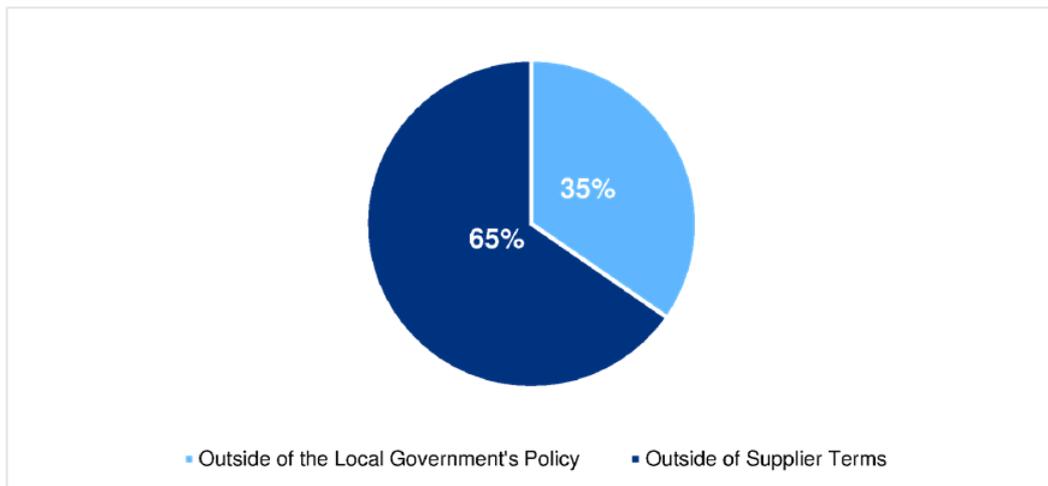


Figure 2: Analysis of payments later than 30 days without a valid reason

Figures 3 and 4 provide a breakdown of the main reasons for delays in paying invoices. Valid reasons for delays included:

- goods and services were received after the invoice was received
- dispute with the supplier
- delay in the supplier sending the invoice.

The main reasons for delays that we considered avoidable were:

- some larger local governments experienced internal delays in submitting invoices to the finance area for payment
- delays in processing payments in the finance area
- unable to provide an explanation for the delay
- misplaced or lost invoice.

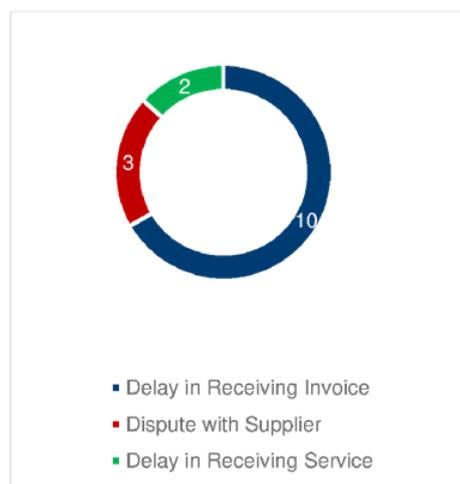


Figure 3: Valid reasons for delays

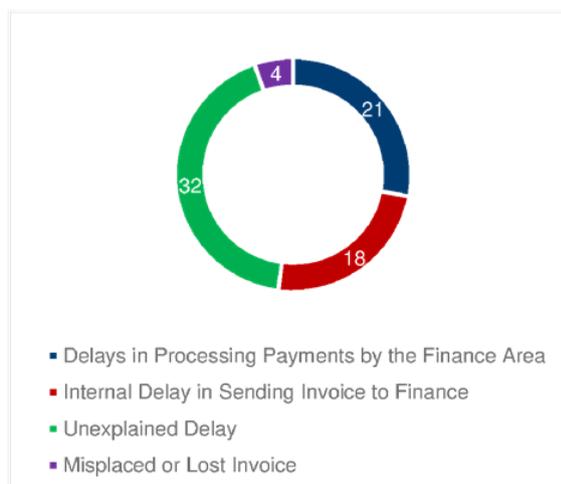


Figure 4: Invalid reasons for delays

Recommendations

Local governments should:

1. have policies or procedures that clearly require payment of invoices within specified periods after receiving the invoice or after the receipt of goods and services (whichever is later)
2. ensure they improve administrative processes so that all payments are made in accordance with their policies and procedures
3. improve recordkeeping to ensure that for all payments there are records of the date that the invoice and goods or services were received. Ideally, this information should be recorded in the financial information management system and used as a key date for determining when payments should be made.

Response from local governments

Local governments in our sample generally accepted the recommendations and confirmed that, where relevant, they have either amended policies, procedures or administrative systems or will improve practices for managing timely payments.

Auditor General's reports

Report number	2018 reports	Date tabled
11	WA Schools Public Private Partnership Project	13 June 2018
10	Opinions on Ministerial Notifications	24 May 2018
9	Management of the State Art Collection	17 May 2018
8	Management of Salinity	16 May 2018
7	Controls Over Corporate Credit Cards	8 May 2018
6	Audit Results Report – Annual 2017 Financial Audits and Management of Contract Extensions and Variations	8 May 2018
5	Confiscation of the Proceeds of Crime	3 May 2018
4	Opinions on Ministerial Notifications	11 April 2018
3	Opinion on Ministerial Notification	21 March 2018
2	Agency Gift Registers	15 March 2018
1	Opinions on Ministerial Notifications	22 February 2018



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CITY OF ARMADALE

MINUTES

OF THE TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 3 SEPTEMBER 2018 AT 7.00PM.

PRESENT: Cr G Nixon (Chair)
Cr C Frost (Deputy Chair)
Cr K Busby
Cr R Butterfield
Cr J H Munn CMC
Cr L Sargeson
Cr J A Stewart

APOLOGIES: Nil.

OBSERVERS: Cr G Smith

IN ATTENDANCE: Mr K Ketterer Executive Director Technical Services
Mr T Naude Executive Manager Technical Services
Mr J Lyon Executive Director Corporate Service
Mrs A Owen-Brown Senior Administration Officer

PUBLIC: Nil.

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/your_council/councillors.”

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

Nil.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 6 August 2018 be confirmed.

Moved Cr K Busby

MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

▪ **Outstanding Matters and Information Items**

Various Items.

▪ **Monthly Departmental Reports**

Technical Services Works Program.

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

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3 SEPTEMBER 2018

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1.1 - ANTI-GRAFFITI INITIATIVES UPDATE REPORT - 2017/18

WARD : ALL
FILE No. : M/511/18
DATE : 8 August 2018
REF : MH/AO/JJ
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The City continues to put significant effort into the removal of graffiti from City property and public open spaces.
- The City works in partnership with the volunteer City of Armadale Graffiti Removal Team, Armadale Police and the City's appointed contractor to ensure graffiti is removed in a timely and efficient manner.
- This report recommends that Council receive the Anti-graffiti Initiatives Update Report 2017/18.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1.2 Active community life that is safe and healthy

1.2.3 Encourage initiatives to improve perceptions of safety

Legislative Implications

General assessment of relevant legislation (eg Local Government Act) has not revealed any restrictions.

Council Policy/Local Law Implications

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

- Council Policy ENG 16 – Graffiti

Budget/Financial Implications

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

Consultation

- Intra Directorate.

BACKGROUND

Graffiti negatively impacts on the amenity of buildings and public open space areas in the City. Its absence, in addition to improving the amenity of buildings and public open space areas, also improves perceptions of community safety which is a strategic aim of the City.

The City removes graffiti on its property and in public areas but does not remove any graffiti on private property. However, the *Graffiti Vandalism Act 2016* gives the City increased authorities to ensure graffiti on private property is also removed in a timely fashion by the owner. There were no instances in the 2017/18 financial year where it was necessary for the City to exercise this increased authority.

COMMENT

Incidents of graffiti are reported directly to the City by residents, mainly by phone or email. Additionally, City officers also report incidents when these are observed in their daily activities.

The City uses two services for graffiti removal; removal by an appointed contractor and removal by the volunteer City of Armadale Graffiti Removal Team (GRT), previously known as the Civic Pride Action Group (CPAG). The group requested a name change in order for their work to be instantly and easily recognised. The volunteers are also keen to be easily visually identified by the public when they are out and about and intend to wear appropriately identified uniforms in the future.

The GRT is a group of thirteen volunteers who travel the City two days a week to remove any graffiti observed. The City supports the group by providing a vehicle, paints, removal chemicals, training, and electronic tools, for reporting purposes.

The City works in close collaboration with the group and their positive attitude provides for a great relationship with great outcomes. The group also participates in community awareness and engagement initiatives related to eliminating graffiti throughout the City.

Graffiti Systems Australia currently provide the contracted graffiti removal service as a result of a tender process undertaken by the City (Recommendation T/59/7/17 refers). Most service requests are responded to within 24 hours unless the request is received late in the day, in which case the removal would take place the following day. The tender has a 24 hour removal clause specifically to address offensive graffiti, with all cases being required to be resolved within 48 hours.

The direct cost to the City to remove and support the removal of graffiti, along with the number of reported incidents, is detailed in the table below. These costs include both direct charges by the contractor for the size and type of job and volunteer costs for paint, brushes, etc. Therefore, the costs can vary disproportionately to the number of incidents depending on the size and type of removal actually required.

Financial Year	Incidents	Cost
2013/14	277	\$40,760
2014/15	166	\$28,752
2015/16	333	\$42,834
2016/17	429	\$51,293
2017/18	266	\$30,048

In the last two years, Armadale Police have dedicated a specific officer to focus on graffiti. It is considered that this focus by a senior constable is assisting greatly to clean up graffiti in the City's CBD.

The City continues to maintain a good working relationship with the Armadale Police, providing as much information electronically as possible to assist the police to identify offenders and their catalogued history of offences. Both the appointed contractor and the GRT volunteers report every incident of graffiti direct to the WA Police graffiti website. The website records the tags and types of graffiti, enabling the police to track offenders and eventually charge them with all graffiti related offences on the database. The conviction statistics are not currently publically available.

CONCLUSION

The use of City and volunteer resources, the successful partnership and cooperation with both WA and Armadale Police, and the efforts made by the local community to report incidents, has resulted in progress being made in cleaning up graffiti throughout the City. This has increased the amenity of public open space areas and assisted the City to achieve its aim of encouraging initiatives to improve perceptions of community safety.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Committee acknowledged the report and the work of the volunteer group and suggested that the City formally acknowledge appreciation. Committee agreed to amend point 3 of the Recommendation to add the words “and convey the City’s thanks for their continuing contribution” as below and send the group a written letter of thanks.

RECOMMEND

T70/9/18

That Council:

- 1. Receive the Anti-Graffiti Initiatives Update Report for 2017/18.**
- 2. Continue to acknowledge the support and emphasis placed by the Armadale Police on addressing graffiti crime.**
- 3. Continue to recognise the work undertaken by the City of Armadale Graffiti Removal Team (previously known as the Civic Pride Action Group) and convey the City’s thanks for their continuing contribution.**

**Moved Cr K Busby
MOTION CARRIED**

(7/0)

2.1 - ARALUEN ESTATE EMERGENCY EVACUATION ARRANGEMENTS

WARD : HILLS
FILE No. : M/551/18
DATE : 28 August 2018
REF : KK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Council at its meeting of 29 January 2018, requested a risk assessment of the emergency exit arrangements from the Araluen estate be undertaken.
- The risk assessment has since been completed and is detailed in this report.
- This report recommends that Council note the current emergency evacuation arrangements.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 1.3 The community has the services and facilities it needs
 - 1.3.3 Advocate and share responsibility for service delivery
 - 1.3.3.1 Contribute to cooperative regional emergency management
- 2.3 Well Managed Infrastructure
 - 2.3.2 Ensure maintenance activities address required levels of service
 - 2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

Legislative Implications

General assessment of relevant legislation (eg Local Government Act) has not revealed any restrictions).

Council Policy/Local Law Implications

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

- FIRE 1 - Firebreaks

Budget/Financial Implications

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

Consultation

- Inter Directorate.

BACKGROUND

When the Araluen estate was established in the late 1980s, the original subdivision design detailed two access routes to the estate, these being the current route via Heritage Drive, with the second route intended to be via Thompson Road. The Thompson Road route however would have resulted in very high additional costs, which at the time made the development financially non-viable and this second access road was consequently abandoned. Heritage Drive provides the main traffic access to the estate and no second access road could be justified from a traffic demand/time of travel point of view in development of the estate.

The additional two emergency evacuation routes were thereafter determined as being via Armenti Road to the east and Wymond Road to the west of the estate. The route through the estate to Armenti Road is mostly on public roads but is routed partially along the privately owned golf course as an unsealed gravel road to link to Armenti Road. The Wymond Road route however is located on public roads and is fully sealed, apart from a short gravelled section of approximately 15 metres on the boundary of the estate. Both routes have access gates installed, the locations of which are depicted in Attachment 1.

These arrangements have been in place with both emergency evacuation routes being maintained in operating condition since the establishment of the estate. There have not been any reported emergencies requiring the evacuation of the estate, although the 2011 fires started a short distance from this location.

A number of residents on Heritage Drive, in the vicinity of the Old Albany Lane intersection, have been provided with keys to the Wymond Road gate. The Wymond Road gate is opened during days when events of any magnitude are scheduled at the Araluen Botanic Park and where additional traffic is expected on Croyden Road, which is the route vehicles would have to use if leaving or accessing the estate via Heritage Drive. The gate has been the subject of a number of vandalism incidents over an extended period. These incidents have however reduced, possibly since it became known that the City has been monitoring the gate with the assistance of covert CCTV cameras.

Council at its meeting of 29 January 2018, considered a report on the emergency access arrangements to the Araluen estate and approved the replacement of the existing signs at the entrances to the fire emergency escape routes (CS1/1/18 refers). At the same meeting, Council also referred a Councillor item requesting that a risk assessment of the emergency exit arrangements from the Araluen estate be undertaken (CS12/1/18 refers). This report serves to address that requirement.

COMMENT

To provide context, when considering a full evacuation of the Araluen estate in an emergency situation, an evaluation of the maximum travel distances and times for both residents and visitors to evacuate has been carried out. The following parameters would apply, noting that the measurements are to the boundary of the estate.

Evacuation Travel Distance and Travel Time

Parameter	Route		
	Heritage	Armenti	Wymond
* Minimum Time – short prep time and speed 40-50kph	6 mins	5 mins	5 mins
* Maximum Time – panic, bottlenecks, 20-25kph, poor visibility	25 mins	38 mins	37 mins
No of Vehicles – 2 vehicles per property, and full resort parking	750	750	750
Distance – max. to estate boundary via nearest emergency exit	5.1 km	3.1 km	3.6 km

**The above evacuation time estimates have been provided by an external traffic engineering specialist who provided consultancy services on this matter.*

In the majority of situations it is expected that an evacuation of the estate would be carried out via the Heritage Drive route, this route being more easily trafficable and accepted as the usual access and egress point from the estate. As detailed in the table above, in the best case scenario, an evacuation via the Heritage Drive route could be completed in six minutes and in the worst case scenario in 25 minutes. In the event that utilising the Heritage Drive route was not possible and considering the worst case scenario, an evacuation could be completed in 38 minutes utilising the Armenti Road route.

Current Emergency Evacuation Arrangements

The current emergency evacuation arrangements include the following:

1. The estate is required to maintain the gravelled section of the Armenti emergency evacuation route in a trafficable condition. This is performed satisfactorily by all accounts.
2. The estate is required to install and maintain fire breaks along their boundary. The City carries out annual inspections in this regard and issues notices as required. These fire breaks are currently as per requirements and have been maintained satisfactorily by the estate.
3. Both the Armenti and Wymond Road emergency evacuation routes are gated. The gates are unlocked but not opened on high fire risk days (these are days defined as Very High fire risk days under the Bureau of Meteorology's rating system, which gives a fire danger rating from Low-Moderate, High, Very High, Severe, Extreme and Catastrophic each day).
4. The Emergency Services and relevant City staff are all equipped with master keys to the gate locks; and arrangements and standard operating procedures are in place for these gates to be unlocked during emergencies.
5. In line with Council's resolution at the Ordinary Council Meeting of 29 January 2018 (recommendation CS1/1/18) both of the gates and the evacuation routes leading to them have been well signposted to guide residents and visitors to these emergency evacuation points. Examples of the signs are provided in Attachment 2.

These arrangements as outlined above are considered as being appropriate for this situation, well managed by the emergency authorities and the City Emergency Management staff. These arrangements are well supported by the estate residents and the City's civil works staff.

Considerations Regarding a Permanent Alternate Access Route to the Estate

It has been suggested on a number of occasions by local residents that the Wymond Road route should be opened to traffic permanently. The main reason provided in support of this suggestion is that a second egress point is required from a fire emergency point of view, to allow residents and visitors to evacuate the estate. A further motivation is that should Heritage Drive be temporarily closed due to an accident or other cause, then a second exit route is required. This suggestion has been investigated with the following comment provided:

- Heritage Drive has a far greater capacity to manage all the expected traffic volumes generated by the estate even if the estate were to be fully developed. Technically there is no need for a second access point. At this stage the maximum daily traffic volumes are only in the region of 1,000 vehicles per day with the peak hour volumes at below 100 vehicles per hour. The capacity of this class of road is 3000 vehicles per day.

- The suggested Wymond Road route has been assessed and it can be confirmed that this route does not comply with the required standards and requirements of a residential access road. Were this route to be constructed, it would be expected that an estimated 40% of the traffic from the estate would use this route to access the Armadale CBD, given that it would reduce the travel time. The following considerations are of particular concern when considering permanently opening the road:
 - The vertical and horizontal geometrics are very poor and would be considered unacceptable and unsafe for the expected increase in traffic.
 - The intersection of Wymond Road and Soldiers Road does not conform to the geometric requirements of more than a driveway serving a small number of properties. To open this route would require significant upgrades to this intersection in order to address the shortcomings at this location, in particular the improvement of sight distances in both directions.
 - In order to meet the required standards, a significant amount of tree clearing would be required to ensure the road would be constructed to the required standard.

The cost of construction of this route is estimated at \$2,000,000.

ANALYSIS

Risk Assessment

It is not considered appropriate that emergency evacuation routes are left open at all times, especially where the opening of such routes introduces other risk factors. This applies particularly to the Wymond Road route, which is currently of poor geometric standard and not suitable for use as a residential access road.

By unlocking the gates on days of Very High or greater fire risk as a standard operating procedure, the City will be relying on the public to obey signs and not use the route, other than in an emergency evacuation situation.

As mentioned above, in most circumstances evacuation of the estate would likely be carried out via Heritage Drive. Primarily, there are two events in which this route may prove insufficient. The first is a general emergency situation, most likely a bush fire, whereby some or all of the residents and visitors are unable to exit the estate via Heritage Drive.

The second circumstance may be a two-stage event in which the main access route, Heritage Drive, is closed; perhaps following a road traffic crash, whilst a concurrent occurrence, such as a house fire or a medical emergency means that access must be gained quickly. Whilst on a smaller scale and not necessitating a full evacuation, an alternative route would be required.

To a certain extent, these eventualities are catered for with two alternative emergency routes already available. However, in the current situation the alternative routes involve gates, padlocks and some unsealed sections of road. These elements all add time to the process.

A full evacuation through the existing permanent access is estimated to take a maximum of around 25 minutes, whilst a similar exercise through any one of the existing emergency exits could take almost 40 minutes.

These times are considered acceptable, especially when it is taken into consideration that in cases of a fire emergency, notice is almost always provided in advance.

OPTIONS

In considering the emergency evacuation arrangements, Council could:

1. Retain the current emergency evacuation arrangements.
2. Permanently open the Wymond Road route in its current condition to general traffic.
3. Upgrade the Wymond Road route to a standard residential access road at an estimated cost of approximately \$2,000,000 as a second access route to the estate.

Option 2, opening the Wymond Road route in its current condition to general traffic permanently, is considered to be a high risk option and is not recommended.

Similarly, Option 3, upgrading the Wymond Road route to a standard residential access road (at an estimated cost of \$2,000,000), is considered to be a very costly option for little return.

Given the existing emergency access arrangements are considered appropriate, with the evacuation travel times being acceptable, Option 1 is recommended.

CONCLUSION

The emergency route management arrangements at the Araluen estate are considered to be well managed, with good cooperation between the estate and the Fire and Emergency staff of the City. The firebreaks are addressed annually and the emergency routes managed appropriately. The emergency evacuation routes are well signposted and are clear to visitors and residents.

The existing evacuation routes have been shown to provide evacuation of the estate within acceptable timeframes, with a full evacuation through the existing permanent access estimated to take a maximum of around 25 minutes; whilst a similar exercise through any one of the existing emergency exits could take almost 40 minutes. Therefore, with the management arrangements in place in the estate, the risk is considered to be well managed and appropriate for the situation and conditions in the estate.

ATTACHMENTS

1. [↓](#) Location of Emergency Access Gates - Wymond and Armenti Evacuation Routes
2. [↓](#) Examples of Emergency Evacuation Route Signs

Committee Discussion

Committee requested clarification of the terminology 'the estate' mentioned throughout the report and 'who' that is, as there appeared no differentiation. The Executive Director Technical Services (EDTS) clarified that 'the Estate' referred to the Araluen Golf Estate as well as the individual land owners collectively.

Committee further discussed the evacuation arrangements were reported as being well supported by residents, which the Chair clarified in that evacuation exercises were regularly conducted. The permanent opening of the Wymond Road route was agreed by the Committee to be a separate issue to that of emergency arrangements.

RECOMMEND

T71/9/18

That Council:

1. **Note the report on the emergency evacuation arrangements for the Araluen estate.**
2. **Not support the opening of Wymond Road in its current condition as a second access route to the Araluen estate, due to its poor geometric configuration.**
3. **Not support the upgrading of Wymond Road to the standard of a residential access road at a cost of approximately \$2,000,000 as a second full permanent access route to the Araluen estate.**

**Moved Cr G Nixon
MOTION CARRIED**

(7/0)

****3.1 - MORGAN PARK ADDITIONAL SPORTS LIGHTING**

WARD : PALOMINO
FILE No. : M/507/18
DATE : 7 August 2018
REF : BS/DH
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The Morgan Park Sports Lighting project was implemented and completed in the 2014/15 financial year, renewing existing sports lighting to the principal playing area (PPA).
- A request has been received to investigate the feasibility of providing additional training lighting to the northern portion of Morgan Park in order to increase night training ground capacity.
- This report recommends that Council approve amendments to the City's 2018/19 Works Program and the associated budget amendments.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1.2 Active community life that is safe and healthy

1.2.2 Provide opportunities to improve health outcomes for everyone

1.2.3 Encourage initiatives to improve perceptions of safety

1.2.3.2 Activate local spaces to improve local safety

2.2 Attractive and Functional Public Places

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

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

Legislative Implications

General assessment of relevant legislation (e.g. Local Government Act) has not revealed any restrictions).

Council Policy/Local Law Implications

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

Budget/Financial Implications

The recommended option can be accommodated in the 2018/19 Parks Services Budget.

Consultation

- Intra Directorate.
- Consulting Electrical Engineer.

BACKGROUND

The City received a request from the Armadale Soccer Club (Junior) for additional lighting at Morgan Park to increase the number of practice and playing areas, particularly in the northern section of Morgan Park.

Morgan Park Site and 2014/15 Lighting Renewal Summary

- Morgan Park was historically illuminated by three 25m light towers to the principal playing area (PPA).
- Morgan Park has a total playable area of 3.99ha excluding surrounds, passive playground area and verges.
- The main PPA is approximately 3.35ha comprising two main senior soccer pitches to the southern portion of the site with multiple smaller pitches placed elsewhere across the site. These pitches were illuminated as part of Tender 14/14 - Morgan Park Lighting Renewal in the 2014/15 financial year.
- An area of approximately 0.5ha to the north, is not directly illuminated to AS2560.2.3 "Football All Codes" for Recreation/Amateur night training standard (50 lux minimum).

DETAILS OF PROPOSAL

As part of investigating the feasibility of the request to investigate the provision of additional training lighting in the northern section of Morgan Park, an independent consulting lighting engineer was commissioned to investigate opportunities for increased AS2560.2.3 compliant training lighting to the northern portion of Morgan Park.

This site investigation included examining what existing lighting infrastructure was presently installed and what capacity it had to cope with any additional lighting infrastructure and importantly, what local site constraints were present that could affect the viability or success of any such proposals in the immediate and long term future.

COMMENT

Morgan Park is home to both Armadale Soccer Club (Junior) and Dale Athletics Club.

Dale Athletics Club does not currently require provision of lighting for their operations during the summer season.

In 2017 a Club Development Survey indicated that Armadale Soccer Club has approximately 800 members with approximately 50% of that number being junior membership based at Morgan Park, with the club utilising the grounds primarily as a junior and 'overflow' training facility.

Presently, soccer training is undertaken across all weeknights from 4.00pm and by 9.00pm is at full capacity with no room for further club growth across all membership categories.

Lights on the whole reserve would provide the soccer club the ability to keep growing within the confines of Morgan Park and would also provide more training space; alleviating the pressure on the quality of the turf and the need to investigate a third training facility.

ANALYSIS

The feasibility audit investigated the spatial and electrical capacity of the existing electrical infrastructure on site and its capacity to support any additional lighting infrastructure.

Further to and by way of including the development of detailed lighting design documentation for the various options at this early stage, in-depth analysis could be undertaken to allow the City to look forward to any possible internal and external risks and impacts that may arise as part of the works and risk the long term viability of any proposals put forward.

Some of those considerations are outlined in AS2560.2.3-2007 “Sports Lighting Football All Codes” set of standards and AS 4282 “Control of obtrusive effects of outdoor lighting” and relate to:

- Provision of acceptable illumination intensity for dedicated sporting code and player skill level (50Lux Recreation/Amateur night training).
- Evaluation of potential for obtrusive light exiting the PPA into surrounding residential areas and or road networks creating traffic hazards or community nuisance.

OPTIONS

The results of the feasibility study undertaken by the consulting electrical engineer, including the development of design documentation, presented two possible options to affect change to increased lighting provision at Morgan Park as summarised below.

1. Install four additional flood lights (2 per pole) to the existing northern PPA light poles at a probable order of cost estimated to be \$52,000 (refer attached Drawing E.01a).
2. Install three additional flood lights (2 and 1 per pole) to existing northern PPA light poles and install one new 30 meter light pole to the north-east tree line boundary with two additional light fittings at a probable order of cost estimated to be \$85,000 (refer attached Drawing E.01b).
3. Not undertake an additional capital lighting upgrade in the northern portion of Morgan Park; and the City’s Recreation Services Department continue to investigate and identify other fit for purpose training facilities to cope with increasing player demands.

Option 2 represents the lowest risk approach to increasing illuminated training ground at Morgan Park. This option strictly meets compliance with AS2560.2.3 and AS 4282 with no non-conformance issues relating to player safety/fit for purpose lighting provision nor with creating external nuisance issues with surrounding residents and road networks.

It is expected that with minor soccer field and goal re-positioning the new additional pole can be located to ensure the five meter player run off from the field boundary of the principle playing area to any hard infrastructure is maintained.

Option 1, whilst less costly and involving less capital works and disruption to the site’s operation is non-compliant with AS 4282 “Control of obtrusive effects of outdoor lighting” and is likely to create external nuisance issues to the surrounding residents and road traffic. Should Option 1 be considered and subsequent issues arise in the future, the only course of engineering solution to mitigate the risk or remove the issue would be to totally remove the additional lighting; effectively wasting time, effort and financial resources.

Neither of the two possible options impact future Master Planning initiatives.

Option 2 is recommended based on being the only strictly compliant solution to increasing training lighting at Morgan Park.

Funding

The Cross Park Hardcourt Lighting project is a fixed price contract with minor reinstatement works undertaken and already realised by the City.

Tender costs have been very competitive with project savings estimated at approximately \$74,000 with project completion at 60%.

The table below details respective budgets proposed to be amended:

Location/Budget Entry	2018/19 Budget	Actual	Current Project Contingency	Total Forecast	Balance Amendment to Morgan Park
Cross Park Hardcourt Lighting Renewal (Con 5/18)	\$349,600	\$265,000	\$10,000	\$275,600	\$74,000
Master Planning Projects Lighting Renewal	\$50,000	10,000	NA	\$39,000	\$11,000
Total					\$85,000

CONCLUSION

Option 2, with associated Budget variations, is the recommended option.

The site plan (Drawing E01 Rev. B) and line diagram (Drawing E02 Rev. B) showing the proposed location of the additional lighting and lighting details are attached (refer Attachments 1 and 2 respectively).

ATTACHMENTS

1. [↓](#) Drawing E01 Rev. B - Site Plan
2. [↓](#) Drawing E02 Rev. B - Line Diagram

Committee Discussion

Committee commented that it was the accepted process for projects of this nature, funded from expenditure allocation saving, to be progressed through the normal budget deliberation process, usually at the mid-year review.

Discussion continued around growth of sporting clubs in general and the capacity of the turf in City's parks and ovals to sustain additional usage at the same intensity. The EDTS commented that the City's turfed areas are well managed and at this time there were no real issues with overuse of ovals.

It was noted that the table on page 19 had a numerical error in one of the amounts and this was amended during the meeting.

RECOMMEND

T72/9/18

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

Morgan Park Master Planning Lighting	\$85,000
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And;

Amend the 2018/19 Budget as follows:

EXPENDITURE

Increase:

Master Planning Projects Lighting Renewal (86.6427.8667)	\$74,000
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Decrease:

Cross Park Lighting Renewal (86.6413.8647)	\$74,000
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***ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved Cr Sargeson
MOTION CARRIED**

(7/0)

4.1 - TENDER 21/18 - MAINTENANCE OF THE ARMADALE CBD STREETScape

WARD : ALL
FILE No. :
DATE : 11 October 2017
REF : CW
RESPONSIBLE Executive Director
MANAGER Technical Services

In Brief:

- Tender 21/18 was recently advertised for the Maintenance of the Armadale CBD Streetscape.
- One (1) tender was received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that the tender from Horizon West Landscape and Irrigation Pty Ltd be accepted.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2.2 Attractive and Functional Public Places

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

2.3 Well Managed Infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

4.3 Financial Sustainability

4.3.3 Seek efficiencies that will reduce service delivery costs

4.3.3.3 Investigate ways that assets service levels can be matched to long term funding capability

Legislative Implications

Assessment of legislation indicates that the following apply:

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

Council Policy/Local Law Implications

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

- Council Policy ADM 19 – Procurement of Goods and Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

BACKGROUND

Tender 21/18 for the Maintenance of the Armadale CBD Streetscape was advertised in the Saturday, 21 July 2018 edition of the West Australian newspaper, the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries' public notice boards.

This tender includes maintenance items such as litter collection, garden bed maintenance, vegetation/shrub pruning or removals and the application of herbicides within the City's CBD road verges, roundabouts and streetscapes. This is an operation for which the City does not currently have the appropriate resources to effectively undertake the required maintenance.

DETAILS OF PROPOSAL

Council approval is sought to award the tender for the Maintenance of the Armadale CBD Streetscape for a period of thirteen (13) months from 1 October 2018 to 31 October 2019, with an option to be extended for a further two (2) periods of twelve (12) months.

COMMENT

Analysis

The tender closed at 2.00pm on Tuesday, 7 August 2018. Tenders were received from:

	Tenderer's Name
1.	Horizon West Landscape and Irrigation Pty Ltd

No tenders were received after the close of deadline.

The tender was assessed against compliance criteria and found to be conforming.

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

Relevant Experience (35% weighting)

This criterion required tenderers to describe their experience in completing similar works, including details of the scope of the tenderer's involvement, details of outcomes, issues identified and how these were overcome.

Horizon West Landscape and Irrigation Pty Ltd met all the criteria and provided examples of recent projects of a similar nature which they had completed, current works performed for the City, experience with similar high traffic areas and traffic management requirements; demonstrating their experience with similar contracts.

Key Personnel Skills and Resources (35 % weighting)

This criterion required tenderers to describe all key personnel that would be involved in implementing this contract including describing their role in the performance of the contract, provision of a curriculum vitae for all key personnel noting their performance, their roles in similar projects and details of designated plant, equipment and materials including contingency methods, and a resource commitment schedule.

Horizon West Landscape and Irrigation Pty Ltd provided information on nominated personnel including their availability throughout the project and staff dedicated to the maintenance of the CBD streetscapes. They also provided more relevant information regarding project and site requirements, including plant and equipment available for this contract, demonstrating they are adequately resourced to undertake the works.

Pricing (30 % weighting)

This criterion required tenderers to submit prices for the works as outlined in the tender specification and maps. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for the tender. The weighted cost method was used in the evaluation of the tender.

The total percentage weighting of the tender as determined by the evaluation panel, is as follows:

Tenderer	Relevant Experience	Key Personnel and Resources	Price	Total	Ranking
	35%	35%	30%		
Horizon West Landscape and Irrigation Pty Ltd	19.69	18.81	30.00	68.50	1

It should be noted that although only one tender was received, the prices submitted by Horizon West Landscape and Irrigation Pty Ltd are in line with expected prices within the industry in the current market.

Based on the panel’s evaluation, using a combination of the qualitative criteria, the tender from Horizon West Landscape and Irrigation Pty Ltd represents an advantageous tender.

CONCLUSION

Tenders for the Maintenance of the Armadale CBD Streetscape were recently invited with one (1) tender being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Horizon West Landscape and Irrigation Pty Ltd represented an advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to Horizon West Landscape and Irrigation Pty Ltd for a period of thirteen (13) months.

NB: The Confidential Attachment to this report detailing the recommended tenderer’s price/consideration will be made public when Council has accepted the successful tender.

ATTACHMENTS

1. Confidential Attachment - Schedule of Rates - Tender 21/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale*

RECOMMEND

T73/9/18

That Council, in regard to Tender 21/18 for the Maintenance of the Armadale CBD Streetscape:

1. **Accept the tender from Horizon West Landscape and Irrigation Pty Ltd for a period of thirteen (13) months commencing 1 October 2018 in accordance with:**
 - **The tenderer's submitted Schedule of Rates as presented in Confidential Attachment 1**
 - **Council's contract documentation, Budget and Long Term Financial Plan estimates**
2. **Authorise the Chief Executive Officer to extend the contract for up to two (2) periods of twelve (12) months up to 31 October 2021, subject to satisfactory performance by the tenderer and price adjustment as specified in the Request for Tender Special Conditions of Contract Clause 4.1.**

**Moved Cr J H Munn
MOTION CARRIED**

(7/0)

4.2 - TENDER 23/18 - TURF MAINTENANCE SERVICES

WARD : ALL
FILE No. :
DATE : 11 October 2017
REF : CW
RESPONSIBLE Executive Director
MANAGER Technical Services

In Brief:

- Tender 23/18 was recently advertised for Turf Maintenance Services.
- Four (4) compliant tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that the tender from Turf Care WA Pty Ltd be accepted.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2.2 Attractive and Functional Public Places

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

2.3 Well Managed Infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

4.3 Financial Sustainability

4.3.3 Seek efficiencies that will reduce service delivery costs

4.3.3.3 Investigate ways that assets service levels can be matched to long term funding capability

Legislative Implications

Assessment of legislation indicates that the following apply:

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

Council Policy/Local Law Implications

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

- Council Policy ADM 19 – Procurement of Goods and Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

BACKGROUND

Tender 23/18 for Turf Maintenance Services was advertised in the Saturday, 14 July 2018 edition of the West Australian newspaper, the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries' public notice boards.

This tender contained two parts, with Part 1 being the supply and application of granular and liquid fertiliser, wetting agents and soil amendments. Part 2 is for the supply and installation of turf and turf renovations within the City's parks and reserves. Tenderers were invited to submit pricing for Part 1, Part 2 or both parts of the tender, meaning the tender could be awarded to either one tenderer or two different tenderers. These are specialised operations for which the City does not have the appropriate resources to effectively undertake the amount of maintenance required, hence the need to contract out these works.

DETAILS OF PROPOSAL

Council approval is sought to award the tender for Turf Maintenance Services for a period of nineteen (19) months from 1 October 2018 to 30 April 2020, with an option to be extended for a further four (4) periods of twelve (12) months.

COMMENT

Analysis

The Request for Tender seeks the provision of the required services for a period of nineteen (19) months from 1 October 2017 to 30 April 2020, with an option to extend the contract.

The tender closed at 2.00pm on Tuesday, 31 July 2018. Tenders were received from:

Part 1 - Application of Fertilisers and Soil Amendments

	Tenderer's Name
1.	D & E Parker Pty Ltd T/A Lawn Doctor
2.	Turf Care WA Pty Ltd
3.	A.K.C. Pty Ltd T/A Baileys Fertilisers (Baileys Fertilisers)

Part 2 – Turf Renovation Services

	Tenderer's Name
1.	D & E Parker Pty Ltd T/A Lawn Doctor
2.	Turf Care WA Pty Ltd
3.	Jerra Nominees and Neil Norrish T/A State Wide Turf Services (State Wide Turf Services)

No non-conforming tenders were received.

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

PART 1 - APPLICATION OF FERTILISERS AND SOIL AMENDMENTS

Relevant Experience (30% weighting)

This criterion required tenderers to describe their experience in completing similar works, including details of outcomes, scope of the tenderer's involvement including details of outcomes, project values and referee contact details.

Of the three (3) tenderers, Turf Care WA Pty Ltd and Bailey's Fertilisers best met the criteria.

Turf Care WA Pty Ltd provided the greatest level of detail and extensive examples of recent local government projects of a similar nature which they had completed, including current works performed for the City. Turf Care WA Pty Ltd scored highest in this criterion.

Key Personnel Skills and Resources (25 % weighting)

This criterion required tenderers to describe details of designated plant and equipment, quality of equipment and materials, qualifications and curriculum vitae of key operational personnel noting experience and role of key personnel in similar contracts, and the tenderer's commitment schedule demonstrating current contracts and availability to meet scheduled requirements.

Of the three (3) submissions Turf Care WA Pty Ltd best met the criteria.

Turf Care WA Pty Ltd demonstrated a significant investment in new plant, detailed the use of GPS and other technology; and staff held a minimum qualification of a Certificate III in Turf Maintenance.

Methodology (15 % weighting)

This criterion was specifically seeking to identify each tenderer's methodology for delivering the contract and asked for a draft annual works schedule and commitment to scheduled works. The criterion also requested details of risk, OHS and environmental considerations.

Of the three (3) tenders, Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd provided a high level of OHS monitoring and reporting, detailed methodology and a detailed annual schedule.

The remaining tenders were of a generic nature and did not adequately demonstrate their understanding of the requirements.

Pricing (30 % weighting)

This criterion required tenderers to submit prices for the works as outlined in the tender specification and drawings. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for each tender. The weighted cost method was used in the evaluation of the tenders. The tenders were ranked according to the qualitative criteria and then the evaluation panel assessed the price component to determine the tender that is most advantageous to the City.

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

Tenderer	Relevant Experience	Key Personnel & Resources	Methodology	Price	Total	Ranking
	30%	25%	15%	30%		
A.K.C. Pty Ltd T/A Baileys Fertilisers (Baileys Fertilisers)	17.25	11.25	7.13	29.30	64.93	2
D & E Parker Pty Ltd T/A Lawn Doctor	12.75	12.81	8.25	18.86	52.67	3
Turf Care WA Pty Ltd	21.38	18.44	10.88	18.57	69.27	1

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the tender from Turf Care WA Pty Ltd represents the most advantageous tender.

PART 2 – TURF RENOVATION SERVICES

Relevant Experience (30% weighting)

This criterion required tenderers to describe their experience in completing similar works, including details of outcomes, scope of the tenderer's involvement including details of outcomes, project values and referee contact details.

Turf Care WA Pty Ltd and State Wide Turf Services best met the criteria. Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd provided a good level of detail and examples of long term projects and contracts currently in place, and provided many examples of works of a similar nature performed for local governments. State Wide Turf Services demonstrated relevant contracts and provided a customer focused response.

Key Personnel Skills and Resources (25 % weighting)

This criterion required tenderers to describe details of designated plant and equipment, quality of equipment and materials, qualifications and curriculum vitae of key operational personnel noting experience and role of key personnel in similar contracts and the tenderers commitment schedule demonstrating current contracts and availability to meet scheduled requirements.

Turf Care WA Pty Ltd and State Wide Turf Services best met the criteria. Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd demonstrated a significant investment in new plant, detailed the use of GPS and other technology; and staff held a minimum qualification of a Certificate III in Turf Maintenance. State Wide Turf Services demonstrated their capacity to provide the resources for the works.

Methodology (15 % weighting)

This criterion was specifically seeking to identify each tenderer’s methodology for delivering the contract and asked for a draft annual works schedule and commitment to scheduled works. The criterion also requested details of risk, OHS and environmental considerations.

Turf Care WA Pty Ltd and State Wide Turf Services best met the criteria. Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd provided OHS, environmental and risk considerations; and a detailed schedule for the first year. State Wide Turf Services demonstrated excellent environmental outcomes and waste innovation.

Pricing (30 % weighting)

This criterion required tenderers to submit prices for the works as outlined in the tender specification and drawings. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for each tender. The weighted cost method was used in the evaluation of the tenders. The tenders were ranked according to the qualitative criteria and then the evaluation panel assessed the price component to determine the tender that is most advantageous to the City.

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

Tenderer	Relevant Experience	Key Personnel & Resources	Methodology	Price	Total	Ranking
	30%	25%	15%	30%		
D & E Parker Pty Ltd T/A Lawn Doctor	14.25	14.69	9.00	28.31	66.25	3
Turf Care WA Pty Ltd	21.38	18.44	10.88	21.66	72.36	1
Jerra Nominees and Neil Norrish T/A State Wide Turf Services (State Wide Turf Services)	20.63	16.88	9.94	19.53	66.98	2

Based on the panel’s evaluation, using a combination of the above qualitative criteria, the tender from Turf Care WA Pty Ltd represents the most advantageous tender.

CONCLUSION

Tenders for Turf Maintenance Services were recently invited with four (4) tenders received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Turf Care WA Pty Ltd represented the most advantageous tender to the City for both Parts 1 and 2 of the tender.

The evaluation panel therefore recommends that the contract be awarded to Turf Care WA Pty Ltd for a period of nineteen (19) months.

NB: The Confidential Attachment to this report detailing the recommended tenderer's price/consideration will be made public when Council has accepted the successful tender.

ATTACHMENTS

1. Confidential Attachment - Schedule of Rates - Tender 23/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale*

Committee Discussion

Committee noted that the report mentioned different terminology regarding Part 2 of the tender and requested the report be amended. The terminology was amended during the meeting to reflect a consistent title – page 30 “MAINTENANCE” changed to “RENOVATION”. The EDTS also clarified the services to be provided in the contract.

RECOMMEND

T74/9/18

That Council, in regard to Tender 23/18 for Turf Maintenance Services:

1. **Accept the tender from Turf Care WA Pty Ltd for Parts 1 and 2 for a period of nineteen (19) months commencing 1 October 2018 in accordance with:**
 - **the submitted Schedule of Rates as presented in Confidential Attachment 1**
 - **Council's contract documentation, Budget and Long Term Financial Plan estimates**
2. **Authorise the Chief Executive Officer to extend the contract for four (4) periods of twelve (12) months up to 30 April 2024, subject to satisfactory performance by the tenderer and price adjustment as specified in the Request for Tender Special Conditions of Contract Clause 4.1.**

**Moved Cr R Butterfield
MOTION CARRIED**

(7/0)

COUNCILLORS' ITEMS

Nil.

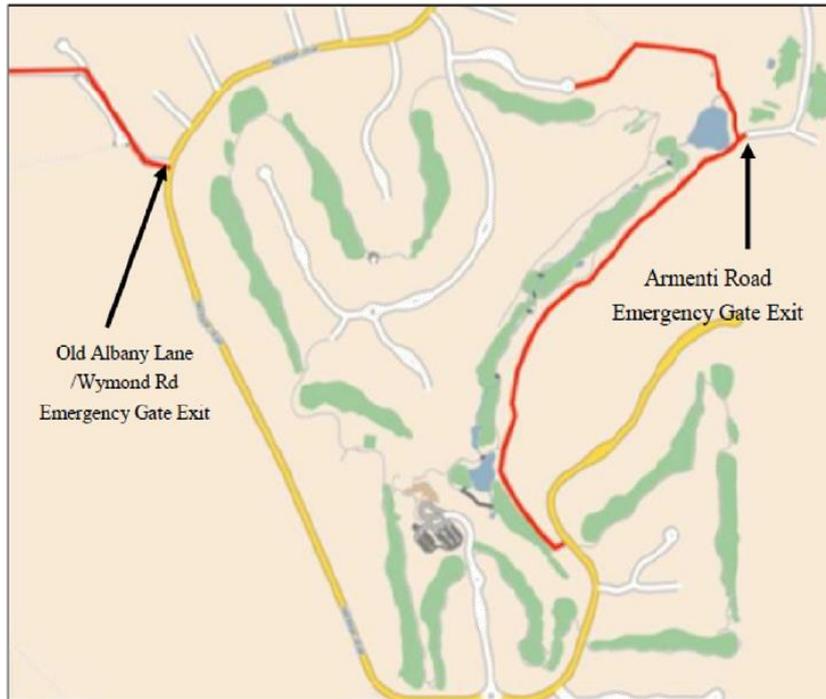
EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil.

MEETING DECLARED CLOSED AT 7.42PM

TECHNICAL SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
3 SEPTEMBER 2018		
ATT NO.	SUBJECT	PAGE
2.1 ARALUEN ESTATE EMERGENCY EVACUATION ARRANGEMENTS		
2.1.1	Location of Emergency Access Gates - Wymond and Armenti Evacuation Routes	75
2.1.2	Examples of Emergency Evacuation Route Signs	76
3.1 MORGAN PARK ADDITIONAL SPORTS LIGHTING		
3.1.1	Drawing E01 Rev. B - Site Plan	77
3.1.2	Drawing E02 Rev. B - Line Diagram	78

**Location of Emergency Access Gates – Araluen Estate – Wymond and Armenti
Evacuation Routes**



EMERGENCY FIRE EVACUATION ROUTE ONLY
 Enquiries - City of Armadale
 (08) 9394 5000 - OFFICE HOURS
 1300 886 885 - AFTER HOURS
 000 - EMERGENCY
OPEN

CLOSED
 GATE ONLY OPEN ON HIGH FIRE RISK DAYS
OPEN

EMERGENCY FIRE EVACUATION ROUTE ONLY

Dimensions: 1500 mm (height), 900 mm (width), 450 mm (width), 380 mm (width), 600 mm (width), 200 mm (width), 1200 mm (height)

Materials and Components:

- x9 35mm crop class 1 reflective 2mm aluminium post holes
- x5 class 1 reflective 1.6mm aluminium struts 60mm crop with 200mm slider
- x16 stickers (arrow heads) class 1 (blockout) (two spares)
- x5 slider panel d/sided 5mm crop class 1 reflective 1.6mm aluminium

Client:	City of Armadale
Date:	16/03/2018
Job No.:	MW 0803 02 - Version 3
Drawn By:	Merrit / RL
Proof reader:	PC
Sales:	Peter Malauski



Please proceed with this proof:

Name:

Date:

Signature:

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1 McDowell St Welshpool WA 6106
Telephone: (08) 9458 7033
Facsimile: (08) 9458 8552
Email: sales@jasonsigns.com.au

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 4
SEPTEMBER 2018 AT 7.00PM.

PRESENT:

- Cr C M Wielinga (Chair)
- Cr C Frost (Deputy Chair)
- Cr R Butterfield
- Cr C A Campbell JP
- Cr M Geary
- Cr G J Smith

APOLOGIES:

- Cr J A Stewart
- Ms Y Loveland Executive Director Community Services

OBSERVERS:

IN ATTENDANCE:

Mr N Kegie	A/Executive Director Community Services
Ms L Jarosz	Executive Assistant Community Services
Mr G Dixon	Manager Libraries and Heritage
Ms C Whittington	Community Facilities Planning Coordinator
Ms J Elton	Social Planning Coordinator
Ms J Steele	Community Facilities Planning Coordinator

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

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

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 7 August 2018 be confirmed.

Moved Cr C A Campbell

MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE 14

Report on Outstanding Matters – Community Services Committee

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

No items were raised for further investigation or report to Committee.

.

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COMMUNITY SERVICES COMMITTEE

4 SEPTEMBER 2018

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NIL	117
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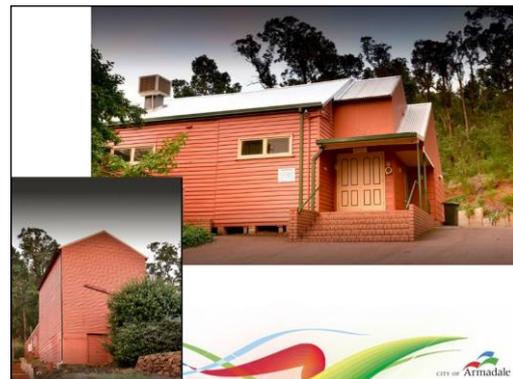
1.1 - COMMUNITY PLANNING OVERVIEW

The Executive Manager Community Services was in attendance and provided an overview of the Community Planning Department and its activities.

The information presented by Mr Neil Kegie, Executive Manager Community Services is outlined below:



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COMMUNITY SERVICES COMMITTEE	
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Snapshot

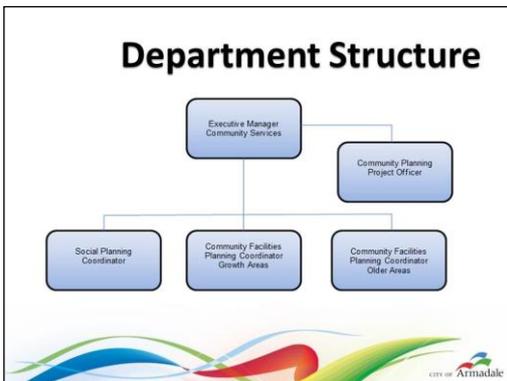
- 151 Community groups using 59 facilities:
- Of which 97 Sporting Clubs use 35 facilities
- Of which 55 facilities are in older areas
- Dichotomy of ageing facilities and the need to provide for emerging communities
- 22 Key Projects - \$120,000,000 in LTFP
- 19 grants in 10 years - \$23.2Million
- Most popular sport – AFL, soccer, gymnastics
- Fastest growing – soccer, basketball, gymnastics
- Emerging sports – volleyball, badminton, female participation in AFL & Rugby
- Increase in unstructured and social sport (mainly in growth areas)
 - cricket, soccer, volleyball, badminton
- Strong interest in 2nd tier infrastructure
 - Men's Sheds, Community Gardens, Cycle activities, youth spaces





Community Planning Core Functions

- Social Planning
- Community Infrastructure Planning
- Embedding Financial Sustainability
- Coordination & Integration



Social Planning

- Demographic Insights
- Research
- Feasibility Analysis
 - Golf Course
 - Greendale Centre
 - Champion Centre/Svi Gve Library
- Social Impact Statements
 - Armadale Fitness & Aquatic Centre
 - City Centre Structure Plan
- Wungong connectivity
- Community Engagement
 - Training
 - On Line Platform

Community Infrastructure Planning

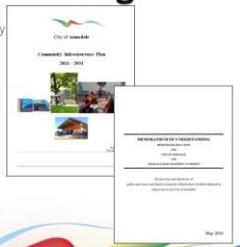
- Growth Areas – Planning and Funding
- Older Areas – Master Plans
- Some stand alone facilities
 - District Hall, Golf Course
 - Equestrian Facilities
 - Greendale Centre
- Stand Alone Facilities
- 2nd Tier Community Infrastructure
- Standards of Provision
- Regional Recreation Reserve

Embedding Financial Sustainability

- Grant Advocacy strategies
- Grant Management: identifying, seeking, monitoring and acquitting
- Monitoring Project Funding Models, (Loans, Grants, DCP, DCS, POS sales, DoE) & Recurrent Costs for LTFP
- Forward Planning Modelling for LTFP consideration

Coordination & Integration

- **Single point of contact for external groups**
 - Eg: Men's Sheds, Community Gardens, Gymnastics
- **Reviewing the Community Infrastructure Plan**
- **Coordinating Internal Project Teams including Asset and Services Group**
- **Liaising with external stakeholders**
 - Department of Education
 - Department of Communities
 - Department of Health



City of Armadale



GymMobility
Gymnastics for over 55s

Location: Lakeside Pavilion, Kingsley
Time: Monday 10:00am - 11:30am
Cost: Free

Details: This program is designed for people aged 55 and over who are interested in learning gymnastics skills and improving their balance and coordination. The program is run by experienced instructors and is suitable for people of all fitness levels. It includes a variety of exercises and games that are fun and challenging. The program is held in a well-lit and spacious gymnasium with all the necessary equipment provided.

Bookings: Bookings are essential and can be made by calling 08 9437 4444 or visiting the City of Armadale website.

For more information, please contact the City of Armadale Community Services Team on 08 9437 4444.

City of Armadale



City of Armadale



Risk of inaction

History tells us poor planning leads to....

- Lack of **social cohesion**
- **Physical and mental health** problems
- Low **civic participation**
- Isolation
- **Disengaged** young people
- Crime and anti social behaviour
- Dormitory suburbs **lacking character**



Sound Planning helps facilitate Communities that....

- Are **safe** and **feel safe**
- Are **inclusive** and **diverse**
- Are **healthy** and **participative**
- Are **connected** and **self organise**
- Have access to **support services and social networks** relevant to all life stages and circumstances
- Have **places, spaces and facilities** for interaction, recreation, leisure, sport, lifelong learning and other activities



2.1 - TRAILS MASTER PLAN

WARD : ALL
FILE No. : M/550/18
DATE : 27 August 2018
REF : CW/NK
RESPONSIBLE : Executive Manager
MANAGER : Community Services

In Brief:

- At the Technical Services Committee meeting in April 2018 a recommendation was proposed and subsequently endorsed by Council that a detailed report be submitted to a future Community Services Committee meeting regarding off-road mountain bike trails.
- For reasons outlined in this report it is recommended to develop a Trails Network Plan for the City that includes walk trails and bridle trails as well as off-road mountain bike trails.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- 1.2 Active community life that is safe and healthy
 - 1.2.2 Provide opportunities to improve health outcomes for everyone
- 1.3 The community has the services and facilities it needs
 - 1.3.1 Plan for services and facilities in existing and emerging communities
- 2.1 The natural environment is valued and conserved.
 - 2.1.2 Manage the interface between natural areas and the built environment
 - 2.1.2.1 Promote the role the City's natural environment plays in quality of life
- 2.2 Attractive and Functional Public Places
- 2.3 Well managed infrastructure
- 3.3 Public Infrastructure that supports Economic Development
- 3.4 A Desirable Destination
 - 3.4.2 Leverage existing strengths to diversify and expand tourism product in the region.

Legislation Implications

Any trails constructed subsequent to completion of a trails Network plan will need to comply with relevant legislation.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

It is anticipated that the development of a Trails Network Plan will cost between \$75,000 and \$100,000. This figure cannot be accommodated within current budget allocations, however it is possible that external funds can be sourced for the project. If funding submissions are unsuccessful, Council could consider an allocation of municipal funds at an appropriate time.

Consultation

1. Outdoor Recreation, Department of Local Government, Sport and Cultural Industries
2. Lotterywest
3. Other City Directorates

BACKGROUND

At the Council meeting held on 12 February 2018, Cr R Butterfield referred the following matter to Technical Services Committee.

That the matter of identification of sites for informal use as BMX or pump tracks throughout the City of Armadale be referred to the Technical Services Committee.

Comment from Cr R Butterfield

Councillors have been approached several times for help with identifying potential sites for construction/modification of a pump track in the hills areas of the City.

Over the last few years bicycle riding has experienced a surge in popularity, with many children and adults building their own tracks, jumps and obstacles to ride around. These circuits are built in places which are convenient to the riders but are sometimes dangerous (one is 2m from Brookton Highway) or inappropriate (in the middle of a small 'bush forever' site on the Canning River, Kelmscott).

These tracks are cost effective to build, but there has often been many hours of effort put into the construction (by the bike riders). Due to the inappropriate placement of the informal tracks, the City is often called upon to remove them which could lead to conflicts. Some tracks have also been built in a dieback or bush regeneration areas/sites.

It is suggested that a small working group is formed to identify sites that may be able to be utilised for pump tracks and identify an appropriate site for a mountain biking track. A range of very small sites is envisaged, perhaps in some of our dry parks. My suggested recommendation would be:

“That the City work with mountain bike and BMX bike riders to identify sites within the City, where it would be appropriate to allow the building of one or more ‘pump tracks’ and perhaps a larger mountain bike trail.”

A report was presented at the April 2018 Technical Services Committee meeting that considered the matter.

Council's decision at that time was;

RECOMMEND T31/4/18

1. *That the City identify local areas for the provision of pump tracks.*
2. *That a detailed report be submitted to a future Community Services Committee meeting on off-road mountain bike trails.*

The first part of recommendation T31/4/18 was addressed at the August meeting of the Technical Services Committee with Council's decision as follows;

RECOMMEND T60/8/18

That Council:

1. *Note that pump tracks are planned to be installed at Frye Park and Flematti Reserve as part of planned park upgrades scheduled to take place during 2019.*
2. *Note that the City will consider installing pump tracks at other sites within the City.*
3. *Investigate the possibility of using the Council owned land opposite Frye Park off Clifton Street for installation of a temporary BMX/pump track.*

This report addresses the second part of recommendation T31/4/18

"That a detailed report be submitted to a future Community Services Committee meeting on off-road mountain bike trails."

Three Documents provide sound guidance for the development of a Trails Network Plan for the City.

- The Western Australian Strategic Trails Blueprint 2017–2021
- The Western Australian Mountain Biking Strategy 2015 – 2020
- WestCycle Perth and Peel Mountain Bike Network Plan July 2017

The Western Australian Strategic Trails Blueprint 2017–2021 (the Blueprint) has been developed by the Department of Local Government, Sport and Cultural Industries and is described as

"....an overarching guide for consistent and coordinated planning, development and management of quality trails and trail experiences across Western Australia. It provides a vision, guiding principles, strategic directions and actions for consideration across the State for government, trail managers, landholders, trail support groups, tourism operators and the community."

The Blueprint notes that *"trails are pathways or routes that are used for recreation, tourism and appreciation of natural and cultural values. Trails may be short or long; be part of a trail network or a single journey; be used for one activity or be shared by several different trail activities; be primarily used by local residents or form a visitor attraction; be purpose-built paths or routes designated by signage and information."*

The Blueprint scope includes:

- Bushwalking / Urban Walk
- Mountain Bike
- Cycle
- Equestrian

- Paddle
- Snorkel
- Trail Bike
- Drive (2WD)
- Drive (4WD)

The Blueprint also notes that *“The provision of well-constructed trails is vital to ensure that these activities are undertaken in a way that protects natural and cultural values and is environmentally and socially sustainable as well as offering excellent experiences for participants. Consumers are increasingly seeking trails that facilitate their enjoyment and appreciation of an area or trail activities through supporting services, visitor products, interpretation and accessible information.”*

“A global body of evidence shows that the provision of trails leads to multiple health, lifestyle, social, environmental and economic benefits for communities.”

- *Encouraging more frequent outdoor physical activity leading to improved physical and mental wellbeing and a reduction in lifestyle diseases and associated medical costs.*
- *Improved lifestyle due to opportunities for outdoor recreation by individuals, groups, education and community organisations.*
- *Providing low cost facilities for recreation accessible to many different groups in the community.*
- *Improved awareness and appreciation of the natural environment and support for its conservation and protection.*
- *Economic benefits from employment and business opportunities in trail development, management, maintenance, events and supporting products and services.*
- *Tourism growth to trail destinations with resulting economic stimulus of local economies.*
- *Trails adding to the value of nearby properties.*
- *Protection and showcasing of natural, cultural and historic areas by providing for sustainable access routes.*
- *Improved sustainability of local communities by making them more attractive places to live.*
- *Opportunities for social interaction and development of community identity through participation in trail activities, maintenance and conservation. “*

The Western Australian Mountain Biking Strategy 2015 – 2020 is the result of approximately three years’ work by WestCycle, WAMBA (West Australian Mountain Bike Association), the mountain bike community, the Department of Parks and Wildlife and the Department of Sport and Recreation. This strategy notes in part;

Mountain biking is one of the world’s fastest growing recreation, sport and tourism activities, with WA following this global trend.

- Almost 120,000 mountain bikes are purchased every year in Western Australia
- 19% of Western Australians own a mountain bike
- Mountain bikers are seeking places to ride in increasing numbers with ‘Camakazi’ and ‘Scorpion’, just two of the 30+trails in the Kalamunda Circuit network, ridden over 50,000 times in 12 months
- Over 50 competitive mountain bike events take place in Western Australia each year, with 1,200 riders taking part in the Cape to Cape MTB and more than 1,000 people riding the Dwellingup 100 in 2014.

“In Western Australia we now have a situation where the demand for mountain biking experiences significantly exceeds supply. As a result unsanctioned trail usage is high, which in turn may negatively affect sensitive landscapes and the environment, causing conflict with other land uses and activities, and increasing risk and liability for landowners and land managers.”

Gap analysis identified:

- The desire amongst riders to build technical skills to enable progression is restricted by the limited availability and accessibility of facilities such as pump tracks, skills parks and dirt jumps.
- Trails within or in close proximity to population centres are limited, with an acute lack of urban trails in the Perth Metropolitan region.
- Access to trails is generally only practicable by private vehicle with bike and public transport access limited or unviable.

The state’s longest off-road touring trail, the Munda Biddi Trail, is already recognised as one of the world’s top cycling trails and is a major draw for local, domestic and international visitors seeking single and multi-day trips in a unique environment. The trail provides a flow of economic benefits to communities and businesses along its length, many of which are members of the Munda Biddi Trail Foundation’s successful Cycle Friendly Business program. Opportunities to build on the success of the Munda Biddi Trail, widen its tourism reach and further its economic impact should be explored.

The WestCycle Perth and Peel Mountain Bike Network Plan July 2017 proposes the development of a diverse mix of trail types in a range of reserves including;

- The Perth Hills, to host a mountain bike precinct of at least 120km of high quality, cohesive and accessible recreational mountain biking trails.
- The creation of Western Australia’s premier international mountain bike events facility in **Wungong Regional Park**, with 80km of accessible trails, including gravity, downhill and shuttle uplift services.
- The potential to establish a number of trail centres in the locations of Perth Hills Precinct, Dwellingup, **Wungong**, Swan Valley and Yanchep, providing dedicated on site services and visitor information and at least 30km of quality mountain bike trails at each location. The exact locations of trail centres will be determined in further stages of planning.

In addition to the three documents mentioned, the recently release National Sport Plan (Sport 2030) highlights the case study of Blue Mountain Derby Bike Trails in Tasmania. Completed in 2014 the economic impact is estimated to be between \$15 and \$18 million with significant increase in visitors. Small business owners in the area have reported a positive impact on local teens and children noting an increase sense of pride in their town.

Requests and demand for Trails in Armadale

The City receives regular requests for trails infrastructure. These requests range from bridle, off-road trail bike, and most frequently mountain biking. More recently there have been enquiries from residents interested in how trails might be developed in the City’s high growth areas.

DETAILS OF PROPOSAL

This report proposes the development of a Trails Network Plan for the City of Armadale incorporating Mountain Bike Trails, Bridle Trails and Walking Trails.

While the original request of the T31/4/18 decision focused solely on mountain bike trails, there is some rationale to suggest that incorporating Bridle and Walking Trails in an overarching Trails Network Plan is a logical proposition;

- Similar work is involved for each albeit with different areas of focus
- A Trails Network Plan would provide more complete information with which to advocate for funding and the development of partnerships
- At some point there will be an imperative to do similar work with bridle and walking trails
- Incorporating these elements now rather than doing the work separately is more efficient and cost effective
- Similar risks relating to safety and environmental degradation are involved with bridle trails (in particular) as those associated with mountain bike trails
- A solid body of background work exists with the three documents mentioned earlier in this report to assist in completing a Trails Network Plan

There is also an opportunity to address a previous Councillor item regarding walking trails for people with mental and physical disability by incorporating walking trails in the scope of a Trails Network Plan.

At the April 2017 Community Services Committee Meeting (April 2017) Cr Stewart referred the following Councillor item be referred to the relevant directorate for action and/or report. (C14/4/17)

Investigation into Assistance Walks for Disabled Persons in Natural Environments (Cr JA Stewart)

Comment from Cr Stewart

At a recent Parks and Leisure conference, one of the presenters outlined the significant improvements engaging with greenspaces and natural environments can have on people's general health and wellbeing. More specifically, this referred to the potential positive impact greater engagement with greenspaces and natural environments can have for people with a physical or mental disability. It is requested that officers investigate if community groups currently undertaking walks in the area would be willing to provide assistance walks as part of their existing activities.

ANALYSIS

Currently, some formal and unsanctioned trails exist for each of the three activities as follows;

Mountain Bike Trails

- Munda Biddi and Carinyah MTB Trails.
- Forrestdale Trail (concrete/limestone).
- A range of unsanctioned trails are present within the City controlled and Dept Parks and Wildlife controlled land. (Wungong Downs).
- Anecdotally private trails are also utilized.

Bridle Trails

There are a range of ‘official’ and also unsanctioned bridle trails within the City, including at Bungendore Park, where some issues with presence of dieback have been identified, suggesting that access to horses may be limited in the future.

- Wallangarra – Unofficial trails. Western trail along Admiral Rd could potentially go all the way to Wungong Dam.
- Kevin Murphy – The Kevin Murphy trail links with trails in Serpentine Jarrahdale and goes East to Darling Downs and West to Magenup Equestrian Centre.
- Palomino – bridle trails around Palomino Park Equestrian Centre. Unsanctioned trails along Wungong River.
- Rails Crescent – an official bridle trail along South Western Hwy.

Walking Trails

- 11 trails sites included in the Armadale Walks and Trails brochure
- Roley Pools Heritage Walk Trails
- Many informal trails, and utilisation of the path network informally and unguided

Due to unmet demand (particularly for mountain biking) unsanctioned trails are being developed in some places resulting in potentially unacceptable environmental and cultural impacts. A Trails Network Plan would link existing sanctioned trails and relevant nodes.

Wungong Regional River Trail

In addition to trails already noted is the recently endorsed Wungong Regional River Trail.

A report to the October 2017 Technical Services Committee (T76/1017) proposing the development of the Wungong Regional River Trail noted that; *“the 3.4km stretch of river foreshore provides a missing link in the future trails network of Armadale and is strategically placed to continue the networks of the Wungong Urban Redevelopment Area to Champion Lakes and the Principal Shared Path of the Tonkin Highway.”*

The report also outlines how the project can be delivered over a period of time with funding from a variety of sources including Developer Contributions, Landcare grants and community infrastructure grants, as well as through existing allocations in the City’s Long Term Financial Plan.

The Wungong Regional River Trail Concept Plan adopted in July 2018 (T55/7/18). The concept plan includes a pump track, mountain biking trails and tracks, bridle trails and walking trails, as well as interpretative signage.

OPTIONS

1. Undertake Network planning for mountain biking, walking and bridle trails.
2. Prepare a Network plan for mountain biking trails only.
3. Not undertake an overarching plan and respond to individual trails initiatives on a case by case basis.

Option 1 is recommended.

CONCLUSION

It is considered that bridle, walking and mountain biking trails are linked with efficiencies to be gained by incorporating all three activities in the scope of a Trails Network Plan.

While project development can continue on a project by project basis, this would limit the economic and tourism benefit of having an integrated approach. Beyond effective and efficient trail planning, a Network planning exercise will identify governance, funding, engagement and promotion to ensure that the benefits achieved are greater than those purely related to the activity participation.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C25/9/18

That Council endorse the development of a Trails Network Plan for the City of Armadale incorporating mountain bike, bridle and walking trails.

**Moved Cr R Butterfield
MOTION CARRIED**

(7/0)

3.1 - WORDING AND LOCATION APPROVAL FOR HISTORICAL SITE PLAQUES

WARD : ALL
FILE No. : M/514/18
DATE : 9 August 2018
REF : GD
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This agenda item considers Historical Site Plaques for the locations of the former locations of the Kelmscott Police Station, and the Old Bull n Bush Tearooms
- Recommend that the wording and locations as recommended in this agenda item be approved

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

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

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Approximately \$3,000 per plaque inclusive of plinth, funding included in the 2018/19 Budget.

Consultation

1. History Reference Group (HRG)
2. Parks and Reserves Department
3. Planning Services Department

BACKGROUND

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

Historic Site Plaques:

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

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

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

“That Council endorse suggested standard layout for historic site plaques of the words historic site in upper case on the left hand side of an A3 plaque, the City’s crest on the bottom right hand side of the plaque and an appropriate outline of the subject matter on the top right hand side of the plaque.”

(Note that all plaques will include an artistic outline related to the subject matter, the detail of which is dependent on photographic or illustrated availability).

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

Research for the Historic Site plaques is conducted by Jennie and Bevan Carter, authors of the City’s local history book. Their research is converted into appropriate wording which is further discussed, refined, and approved by the HRG at its quarterly meetings.

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

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

DETAILS OF PROPOSAL

The proposal is that Council approve the recommended locations and wording for Historic Site Plaques for the former Kelmscott Police Station, and the Old Bull n Bush Tearooms.

The proposal for these plaques came from members of the History Reference Group and Community Heritage Advisory Group members.

It is proposed that the Plaque for the Kelmscott Police Station be located at the south-eastern boundary of Kelmscott Primary School, Orlando Street, Kelmscott, with wording as follows:

**Kelmscott Police Station and residence
1857 – 1977**

The district's first Police Station was built in 1857, with J. Barron listed as the first police constable.

A residence was constructed in 1860 and occupied by the family of Enrolled Pensioner Guard Patrick Cronin. This was demolished in 1897.

A flurry of civic building took place in 1897-1898 with the construction of the Kelmscott School, the replacement police station, gaol and stables, and the Orlando Street bridge.

Police operations continued until 1969, with the Education Department acquiring the site in 1975.

In 1977, the police quarters were demolished and extra classrooms constructed on the extended school site.

It is proposed that the Plaque for the Old Bull n Bush be located on the southern side of Albany Highway, approximately 200 metres east of the Yule Do Roadhouse, Bedfordale, with wording as follows:

**The Old Bull n Bush
1930s – ca. 1940s**

William Smith, with his wife Winnifred and two children, migrated in 1923 to Western Australia from London.

In the mid-1930s, he built the Bull n Bush tea rooms near Bedfordale, on the south side of Albany Road at the 23 mile peg (37 km from Perth).

This was the change-over site for horses hauling heavy carts up the steep Bedfordale Hill, and a hub from which passers-by and locals could collect their groceries, petrol and mail.

By the late 1940s the building had been burned, and by the 1970s its remains had disappeared.



COMMENT

The locations of the Kelmscott Police Station, and the Old Bull n Bush Tearooms, as detailed in the proposal, have been recommended as fitting locations for Historic Site Plaques.

The History Reference Group determined that they are of sufficient importance and interest historically to warrant plaques, and that there is sufficient historic information available to include on these plaques.

OPTIONS

1. Approve the wording and locations for the Historic Site plaques as noted in the report.
2. Amend the wording and/or locations for the Historic Site plaques.
3. Not approve a plaque being placed at one or both of the sites.

CONCLUSION

To continue the adopted practices of installing Historic Site plaques at appropriate locations, it is recommended that Council approve progressing Historic Site Plaques for the historic sites of the Kelmscott Police Station, and the Old Bull n Bush Tearooms.

ATTACHMENTS

1. [↓](#) Plaques - Sept 2018

RECOMMEND

C26/9/18

That Council endorse the following recommended wording and locations for the Historic Site Plaques for the historic sites of the Kelmscott Police Station, and the Old Bull n Bush Tearooms.

**Kelmscott Police Station and residence
1857 – 1977**

The district's first Police Station was built in 1857, with J. Barron listed as the first police constable.

A residence was constructed in 1860 and occupied by the family of Enrolled Pensioner Guard Patrick Cronin. This was demolished in 1897.

A flurry of civic building took place in 1897-1898 with the construction of the Kelmscott School, the replacement police station, gaol and stables, and the Orlando Street bridge.

Police operations continued until 1969, with the Education Department acquiring the site in 1975.

In 1977, the police quarters were demolished and extra classrooms constructed on the extended school site.

The Old Bull n Bush**1930s – ca. 1940s**

William Smith, with his wife Winnifred and two children, migrated in 1923 to Western Australia from London.

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This was the change-over site for horses hauling heavy carts up the steep Bedfordale Hill, and a hub from which passers-by and locals could collect their groceries, petrol and mail.

By the late 1940s the building had been burned, and by the 1970s its remains had disappeared.

Moved Cr R Butterfield

MOTION CARRIED

(7/0)

3.2 - WORDING AND LOCATION OF HISTORICAL SITE PLAQUES - CHANGE OF PROCESS

WARD : ALL
FILE No. : M/517/18
DATE : 10 August 2018
REF : GD
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This agenda item considers the approval process for the wording and location of Historical Site Plaques
- Recommend that the process be amended to no longer require Council approval for Historical Site Plaques wording and location

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

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

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Approximately \$3,000 per plaque inclusive of plinth and installation. Funding is included in the 2018/19 Budget.

Consultation

1. History Reference Group (HRG)
2. Parks and Reserves Department
3. Planning Services Department

BACKGROUND

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

Historic Site Plaques:

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

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

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

“That Council endorse suggested standard layout for historic site plaques of the words historic site in upper case on the left hand side of an A3 plaque, the City’s crest on the bottom right hand side of the plaque and an appropriate outline of the subject matter on the top right hand side of the plaque.”

(Note that all plaques will include an artistic outline related to the subject matter, the detail of which is dependent on photographic or illustrated availability).

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

Research for the Historic Site plaques is conducted by Jennie and Bevan Carter, authors of the City’s local history book. Their research is converted into appropriate wording which is further discussed, refined, and approved by the HRG at its quarterly meetings.

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

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

DETAILS OF PROPOSAL

At present the approval process for the wording and locations of Historical Site Plaques is as follows:

1. Suitable plaques are chosen from the agreed list of suggested sites at the quarterly meetings of the History Reference Group;
2. Research is undertaken to verify information available and to draft appropriate wording;

3. Wording is presented at the next available meeting of the History Reference Group for discussion, amendment, and agreement;
4. Approval for both wording and location is then sought through the next available Community Services Committee meeting.

If any amendments are required by Committee, Steps 3 and 4 are repeated. This can result in a delay of several months before a plaque can be approved, pending the timing of the next available meetings of both HRG and Committee. This impacts on the timeliness of the installation of the plaques and expenditure of the budget.

It is proposed that Step 4 be removed from the approval process, and that the wording as refined and agreed by the History Reference Group be accepted as the approved wording for the Historic Site Plaques.

It is further proposed that locations for installation of plaques be determined in consultation between the Library & Heritage Services, Planning, and Parks and Reserves Departments.

It is also proposed that where there is disagreement on the wording or location of the Historical Site Plaques, that the plaque in question will be brought to the attention of Council for a determination.

It is not proposed that any change be made to the approval process for the Memorial Plaques for the City's named Parks and Reserves, or for the Historic Railway Plaques, and that these will continue to be brought to Council for ratification.

OPTIONS

1. Approve the suggested change to the approval process for Historical Site Plaques as noted in the report.
2. Suggest an alternative process to expedite Historical Site Plaques approvals.
3. Not support the suggested change to the approval process.

CONCLUSION

To ensure timely creation and installation of Historic Site plaques at appropriate locations, it is recommended that Council approve the suggested change to the approval process.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C27/9/18

That Council support the amended approval process for Historical Site Plaques wording and location being:

1. Suitable plaques are chosen from the agreed list of suggested sites at the quarterly meetings of the History Reference Group;
2. Research is undertaken to verify information available and to draft appropriate wording;
3. Wording is presented at the next available meeting of the History Reference Group for discussion, amendment, and agreement; and
4. Location for installations is determined by the City.

**Moved Cr G J Smith
MOTION CARRIED**

(7/0)

4.1 - PARKING AND PARKING FACILITIES LOCAL LAW DUE FOR EIGHT YEAR REVIEW

WARD : ALL
FILE No. : M/532/18
DATE : 17 August 2018
REF : KD/CV
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- There is a requirement under the *Local Government Act 1995* to review Local Laws every eight (8) years.
- The eight (8) yearly review of the City's Parking and Parking Facilities Local Law is due to be completed by 8 November 2018.
- Recommend that Council give state wide public notice of its intent to review the Parking and Parking Facilities Local Law.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

1.3.2.3 Deliver initiatives that respond to local law enforcement and legislative requirements.

1.3.3.1 Contribute to cooperative emergency management

Legislation Implications

Section 3.16 *Local Government Act 1995*

Regulation 3 *Local Government (Functions and General) Regulations 1996*

Council Policy/Local Law Implications

City of Armadale Parking and Parking Facilities Local Law.

Budget/Financial Implications

Cost of advertising in the local and state newspapers will be accommodated within the Community Services Budget.

Consultation

1. Ranger and Emergency Services
2. Governance and Administration

BACKGROUND

The original Parking and Parking Facilities Local Law was gazetted on 29 April 2003 with amendments to this Local Law gazetted on 31 August 2007, 9 August 2011 and 23 October 2015.

The last eight (8) yearly review of the Local Law was undertaken in November 2010 (Council resolution C44/11/10 refers). Council resolved to amend the Local Law and these amendments were gazetted on 9 August 2011.

DETAILS OF PROPOSAL

It is proposed that in accordance with section 3.16 of the *Local Government Act 1995* (the Act) Council advertises its intent to undertake an eight (8) yearly review of the City of Armadale Parking and Parking Facilities Local Law.

COMMENT

Under Section 3.16 of the *Local Government Act 1995*, a local authority is required to periodically, every eight (8) years, conduct a review of its local laws to determine whether or not they should be repealed or amended.

The first step in this process requires the local government to advertise its intent to undertake a review, allowing a period of not less than six (6) weeks for public submissions.

After the close of the submission period, in-accordance with Section 3.16(3) of the *Local Government Act 1995*, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its Council.

Should Council determine that the Local Law be repealed or amended then a separate process is required to be undertaken to comply with Section 3.12 of the Act, which details the procedure for making local laws.

OPTIONS

Given the legislative requirement to undertake an eight (8) yearly review there is no option but to commence this review process to ensure that it is completed within the timeframe.

CONCLUSION

As the Parking and Parking Facilities Local Law is due to have the eight (8) yearly review completed by the 8 November 2018 it is recommended that in accordance with Section 3.16 of the Act, Council advertise its intent to commence the review process.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C28/9/18

That Council, pursuant to Section 3.16(2) of the *Local Government Act 1995* – Periodic review of local laws, give state wide public notice of its intent to review the City of Armadale Parking and Parking Facilities Local Law.

**Moved Cr C Frost
MOTION CARRIED**

(7/0)

5.1 - COUNCIL POLICY REVIEW - COMMUNITY SERVICES

WARD : ALL
FILE No. : M/104/18
DATE : 20 August 2018
REF : YL
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents the findings of the annual review of Council Policies as relating to the responsibilities of the Community Services Directorate.
- Recommend that the Policies including amendments where noted be confirmed for a further period of 3 years.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- 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 organizational requirements

Legislation Implications

Section 2.7 of the *Local Government Act 1995* states:

“(1) *The council —*

- (a) *directs and controls the local government’s affairs; and*
- (b) *is responsible for the performance of the local government’s functions.*

(2) *Without limiting subsection (1), the council is to —*

- (b) *determine the local government’s policies.”*

Council Policy/Local Law Implications

City of Armadale Policy Manual
Bush Fire Brigades Local Laws

Budget/Financial Implications

Nil

Consultation

Council officers as relevant to the various subject matters covered by the policies under review in this report.
Management Executive (MANEX)

BACKGROUND

Council at its meeting of 4 March 2003 formally adopted the Policy Manual (C6/2/03) and endorsed the associated Management Practices and procedure for developing amending and reviewing policies and management practices.

Part 3.1 of the Procedure states:

“A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies being reviewed every year”

As per the procedure for reviewing policies, the following policies relating to Community Services Directorate are due for review.

COMD 2	Community Consultation
COMD 3	Volunteer Involvement
COMD 7	Jull Street Mall Activities
FIRE 3	Training and Qualifications
HTG 1	Moveable Heritage Collection
HTG 2	Birtwistle Local Studies Library Collection
LIB 1	Display of Arts and Crafts in Library Buildings
LIB 2	Library Public Notice Boards
REC 7	Major Event Sponsorship Policy

DETAILS OF PROPOSAL

Each of the Policies and proposed changes where applicable are outlined below.

COMD 2 COMMUNITY CONSULTATION

Council endorsed the Community Engagement Strategy in July 2018 (CS58/7/18) and the Policy has been rewritten to reflect that, including changing its title. The Community Engagement Toolbox which has previously been distributed to Councillors replaces the Management Practice (1) and there have been some minor amendments to Management Practice (2) where it alluded to the previous Policy.

COMD 2 – Management Practice 1 becomes the Community Engagement Toolbox

COMD 2 – Management Practice 2 Establishment of Advisory, Working, Reference Groups and Committees of Management – Minor changes to delete reference to the previous Management Practice 1

Rationale

~~The City Council is committed to engaging and understanding its community’s needs, expectations and aspirations so as to achieve the objectives of the Strategic Community Plan. maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision-making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.~~

Policy

Council has endorsed the Community Engagement Strategy which outlines the City's commitment to quality engagement, defines how and when it will engage and what the community can expect in regard to reporting and accountability so that they know how their views are being used.

An Engagement Toolbox has been developed using the principles of International Association for Public Participation (IAP2) approach. The Toolbox will guide the City in having a consistent approach to engagement. (Management Practice COMD1 Community Engagement Toolbox)

The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under. If there is a requirement for a resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. (Management Practice COMD2 Establishment of Advisory, Working, Reference Groups and Committees of Management) will be guided by the following principles in relation to community consultation.

Council will:

- ~~• Keep the community informed of decisions made and actions taken in relation to its activities, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision.~~
- ~~• Encourage participation as appropriate.~~
- ~~• Be open and honest about the purpose of any consultation activity so as to be transparent with its decision making processes.~~
- ~~• Use a range of approaches to engage community views and enable everyone interested to contribute.~~
- ~~• Allow sufficient time to consult effectively.~~
- ~~• Undertake to make balanced decisions using the outcomes of community consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions.~~
- Strive to continuously improve its community consultation methods.

COMD 3 VOLUNTEER INVOLVEMENT

The Policy has changes to reflect work completed. There is no change to the Management Practice, however two documents have been developed to support the Management Practice being a Volunteer Supervisor Manual and a Volunteer Handbook.

Rationale:

To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.

Policy:

The City of Armadale will develop and implement procedures is committed to ensuring best practice procedures that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.

Those procedures:

- Clearly define the roles and responsibilities of the volunteer and the City;
- Reduce risk of harm or litigation to the volunteer and the City of Armadale;
- Acknowledge the contribution of volunteers in the community.

COMD 7 JULL STREET MALL ACTIVITIES

No changes proposed.

FIRE 3 TRAINING AND QUALIFICATIONS

The Policy has been amended to recognise that the City's Bushfire Firefighters can include City officers (Chief Bushfire Control Officer and Rangers) as well as the essential volunteers. Changes to Management Practice primarily to align with Policy change.

FIRE 3 ~~Training and Qualifications~~ Local Government Bushfire Fighter Training

Rationale

To ensure that ~~volunteer~~ local government fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.

Policy

The ~~City Council~~ shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are ~~properly~~ appropriately trained and competent to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization. Training and qualifications shall be in accordance with current Management Practices.

HTG 1 MOVEABLE HERITAGE COLLECTION

No changes proposed

HTG 2 BIRTWISTLE LOCAL STUDIES LIBRARY COLLECTION

No change to Policy. Minor changes to Management Practice

LIB 1 DISPLAY OF ARTS AND CRAFTS IN LIBRARY BUILDINGS

No changes proposed

LIB 2 LIBRARY PUBLIC NOTICE BOARDS

No change to Policy. Minor changes to Management Practice

REC 7 MAJOR EVENT SPONSORSHIP POLICY

Policy is to be further reviewed in conjunction with the Financial Assistance Policy (COMD1) as requested by Community Services Committee; however it is reaffirmed at this time as per policy review procedure. Both will be subject to a further report following Councillor Workshop.

All Management Practices (including those with tracked changes) are attached for reference purposes.

ANALYSIS

The Policies reviewed on this occasion findings and recommendations on each having regard to the following considerations, i.e.

- whether the Policy satisfies current organisational operations/requirements?
- whether the Policy complies with current legislative requirements?
- whether the Policy is consistent with other Council Policies?

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>COMD 2 - Community Consultation Engagement</p> <p>Rationale The City Council is committed to engaging and understanding its community's needs, expectations and aspirations so as to achieve the objectives of the Strategic Community Plan, maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.</p> <p>Policy Council has endorsed the Community Engagement Strategy which outlines the City's commitment to quality engagement, defines how and when it will engage and what the community can expect in regard to reporting and accountability so that they know how their views are being used. An Engagement Toolbox has been developed using the principles of International Association for Public Participation (IAP2) approach. The Toolbox will guide the City in having a consistent approach to engagement. (Management Practice COMD1 Community Engagement Toolbox) The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under. If there is a requirement for a resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. (Management Practice COMD2 Establishment of Advisory, Working, Reference Groups and Committees of Management) will be guided by the following principles in relation to community consultation.</p> <p>Council will:</p> <ul style="list-style-type: none"> •Keep the community informed of decisions made and actions taken in relation to its activities, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision. •Encourage participation as appropriate. •Be open and honest about the purpose of any consultation activity so as to be transparent with its decision making processes. •Use a range of approaches to engage community views and enable everyone interested to contribute. •Allow sufficient time to consult effectively. •Undertake to make balanced decisions using the outcomes of community consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions. •Strive to continuously improve its community consultation methods. 	<p>Changes required in consideration of Community Engagement being adopted.</p>	<p>Policy COMD 2 be amended and confirmed for a further 3 year period.</p>

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>COMD 3 - Volunteer Involvement</p> <p>Rationale To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.</p> <p>Policy The City of Armadale will develop and implement procedures <u>is committed to ensuring best practice procedures</u> that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.</p> <p><u>Those procedures:</u></p> <ul style="list-style-type: none"> • <u>Clearly define the roles and responsibilities of the volunteer and the City;</u> • <u>Reduce risk of harm or litigation to the volunteer and the City of Armadale;</u> • <u>Acknowledge the contribution of volunteers in the community.</u> 	<p>Requires changes to reflect work completed.</p>	<p>Policy COMD 3 be amended and confirmed for a further 3 year period.</p>
<p>COMD 7 - Jull Street Mall Activities</p> <p>Rationale To provide guidance for the delivery of activities in the Jull Street Mall that improves the quality and image of the city's public realm whilst managing the competing needs and interests of pedestrians, consumers and local business proprietors.</p> <p>Policy The City encourages the activation of our public spaces. The management of activities held within the Jull Street Mall will facilitate the attraction of high quality street activity which complements the existing retail offer. The policy covers the following activities within the Jull Street Mall:</p> <ol style="list-style-type: none"> 1. Street Markets 2. Street appeals/Fundraising 3. Street Entertainment 4. Community Group Promotion 5. Street Signage 6. Outdoor Eating Areas 7. Shop front trading 	<p>Meets all review considerations.</p>	<p>Policy COMD 7 be reaffirmed, without amendment, for a further 3 year period.</p>
<p>FIRE 3 - Training and Qualifications-Local Government <u>Bushfire Fighter Training</u></p> <p>Rationale To ensure that volunteer <u>local government</u> fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.</p> <p>Policy The City Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly <u>appropriately</u> trained <u>and competent</u> to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization. Training and qualifications shall be in accordance with current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy FIRE 3 be amended and confirmed for a further 3 year period.</p>

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>HTG 1 - Moveable Heritage Collection</p> <p>Rationale The City of Armadale’s moveable heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity. To provide clear collection and management guidelines in relation to the current and future acquisitions and display of the City’s Museum Collection, to ensure safeguarding of all items and to remove any doubt as to ownership of artefacts.</p> <p>Policy The City of Armadale will retain or accept items in its museums that are significant to the history of the City of Armadale and the people who live or have lived there. Displays will be maintained, both permanent and temporary, from materials within the City’s collections or those covered by a temporary loan agreement that are relevant to the City of Armadale district and its history. Acceptance, retention and display of materials shall be in accordance with current management practices.</p>	<p>Meets all review considerations.</p>	<p>Policy HTG 1 be reaffirmed without amendment for a further 3 year period.</p>
<p>HTG 2 - Birtwistle Local Studies Library Collection</p> <p>Rationale The City of Armadale’s written, oral and photographic heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity. To provide clear collection and management guidelines in relation to the current and future acquisitions of the City’s Local Studies Collection.</p> <p>Policy The City of Armadale Birtwistle Local Studies Library will collect material in written, oral, photographic or digital format that documents the history of the City and its community. Acceptance and retention of materials shall be in accordance with current management practices.</p>	<p>Meets all review considerations.</p>	<p>Policy HTG 2 be reaffirmed without amendment for a further 3 year period.</p>
<p>LIB 1 - Display of Arts and Crafts in Library Buildings</p> <p>Rationale Council’s libraries are a community resource, and as such not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups that are of a community based nature, are permitted, display booking timetables and space permitting.</p> <p>Policy Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City’s libraries.</p>	<p>Meets all review considerations.</p>	<p>Policy LIB 1 be reaffirmed, without amendment, for a further 3 year period.</p>
<p>LIB 2 - Library Public Notice Boards</p> <p>Rationale Public libraries receive a large number of community notices and “handout” pamphlet type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain.</p>	<p>Meets all review considerations.</p>	<p>Policy LIB 2 be reaffirmed, without amendment, for a further 3 year period.</p>

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>LIB 2 - Library Public Notice Boards (continued)</p> <p>Policy The City of Armadale Library & Information Service will provide community information notice boards and will disseminate community information brochures. Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practice.</p>		
<p>REC 7 - Major Event Sponsorship Policy</p> <p>Rationale Council is committed to promoting the City of Armadale locally, nationally and internationally and also supporting the Champion Lakes Complex and major events. This policy provides guidelines determining how Council responds to sponsorship requests for major events that occur within the City boundaries including but not limited to the Champion Lakes Complex.</p> <p>Policy Council will consider requests for sponsorship of major events held within the City of Armadale. Sponsorship proposals will be assessed against criteria which are outlined in the Management Practice.</p>	<p>Is to be reviewed in conjunction with COMD1 Financial Assistance Policy via a Councillor Workshop with a future report to be presented.</p>	<p>Policy REC 7 be reaffirmed, without amendment, pending outcomes of Councillor Workshop.</p>

CONCLUSION

It is recommended that the Policies as reviewed on this occasion, with changes as outlined in this report apply for a further three (3) years or such earlier period as Council may determine, if and when required.

For Councillors information/reference, attached are copies of the supporting Management Practices.

OFFICER RECOMMENDATION

1. Pursuant to section 2.7(2)(b) of the Local Government Act 1995 confirm the following Council Policies with changes as outlined in this report for a further three (3) years or such earlier date as Council may determine from time to time.

COMD 2	Community Consultation
COMD 3	Volunteer Involvement
COMD 7	Jull Street Mall Activities
HTG 1	Moveable Heritage Collection
HTG 2	Birtwistle Local Studies Library Collection
LIB 1	Display of Arts and Crafts in Library Buildings
LIB 2	Library Public Notice Boards
REC 7	Major Event Sponsorship Policy

2. Notes the attached associated Management Practices.

ATTACHMENTS

1. [↓](#) Policy Review - Community Services Management Practices

Committee Discussion

Committee considered the policies as presented and sought clarification regarding various aspects of policies COMD2 and FIRE 3.

It was agreed that that the table of policies with agreed changes would form part of the recommendation. Following consideration, Committee then moved the amended recommendation.

**RECOMMEND
That Council**

C30/9/18

1. Pursuant to section 2.7(2)(b) of the Local Government Act 1995 confirm the following Council Policies with changes as outlined in the table below for a further three (3) years or such earlier date as Council may determine from time to time.

COMD 2	Community Consultation
COMD 3	Volunteer Involvement
COMD 7	Jull Street Mall Activities
FIRE 3	Training and Qualifications
HTG 1	Moveable Heritage Collection
HTG 2	Birtwistle Local Studies Library Collection
LIB 1	Display of Arts and Crafts in Library Buildings
LIB 2	Library Public Notice Boards
REC 7	Major Event Sponsorship Policy

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>COMD 2 - Community Consultation Engagement</p> <p>Rationale The City Council is committed to engaging and understanding its community's needs, expectations and aspirations so as to achieve the objectives of the Strategic Community Plan, maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision-making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.</p> <p>Policy Council has endorsed the Community Engagement Strategy which outlines the City's commitment to quality engagement, defines how and when it will engage and what the community can expect in regard to reporting and accountability so that they know how their views are being used. An Engagement Toolbox has been developed using the principles of International Association for Public Participation (IAP2) approach. The Toolbox will guide the City in having a consistent approach to engagement. (Management Practice COMD1 Community Engagement Toolbox)</p>	<p>Changes required in consideration of Community Engagement being adopted.</p>	<p>Policy COMD 2 be amended and confirmed for a further 3 year period.</p>

<p><u>The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under. If there is a requirement for a resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. (Management Practice COMD2 Establishment of Advisory, Working, Reference Groups and Committees of Management) will be guided by the following principles in relation to community consultation.</u></p> <p><u>Council will:</u></p> <ul style="list-style-type: none"> • Keep the community informed of decisions made and actions taken in relation to its activities, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision. • Encourage participation as appropriate. • Be open and honest about the purpose of any consultation activity so as to be transparent with its decision making processes. • Use a range of approaches to engage community views and enable everyone interested to contribute. • Allow sufficient time to consult effectively. • Undertake to make balanced decisions using the outcomes of community consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions. • Strive to continuously improve its community consultation methods. 		
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2. Notes the attached associated Management Practices.

**Moved Cr M Geary
MOTION CARRIED**

(7/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8.37PM

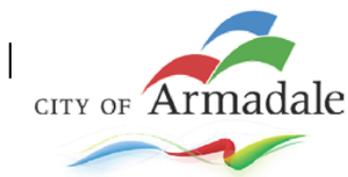
COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
4 SEPTEMBER 2018		
ATT NO.	SUBJECT	PAGE
3.1 WORDING AND LOCATION APPROVAL FOR HISTORICAL SITE PLAQUES		
3.1.1	Plaques - Sept 2018	119
5.1 COUNCIL POLICY REVIEW - COMMUNITY SERVICES		
5.1.1	Policy Review - Community Services Management Practices	121



Kelmscott Police Station on Orlando Street



The Bull n Bush Tea Rooms in Bedfordale



MANAGEMENT PRACTICE – COMD 2-1
Community ~~Consultation~~Engagement Toolbox

Relevant Delegation

N/A

City of Armadale Community Engagement Toolbox

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Welcome to the Engagement Toolkit

The following information steps out the practical application of the City's Community Engagement Framework (2018). The tools have been developed for City staff to provide guidance and a consistent approach to engagement. Training and support will be provided.

Why it's Important

As part of the City's statutory obligation under the State Government's Integrated Planning and Reporting Framework¹ a Strategic Community Plan (SCP) is developed. An outcome of the SCP is the City's commitment to engage: 'Outcome 1.4: The community is engaged and understood.'

Engaging stakeholders produces a number of benefits for the City, these include:

- Saves time and money to have all stakeholders 'on board' at the beginning of a project;
- Provides a more thorough examination of all facets of a project;
- Drives collaboration with other departments and stakeholders;
- Drives collective decision making and shared responsibility;
- Develops productive, strong relationships with stakeholders;
- Leverages a broader knowledge pool for more thorough, resilient outcomes; and
- Brings together technical and local knowledge (including Indigenous knowledge).

What it shouldn't be

Failing to engage effectively reflects poorly on the City's reputation, so here are some things to avoid:

- Just a box ticking or data gathering exercise;
- Gathering support for a decision which has already been made;
- Raising expectations or wasting people's time;
- Not using the data for the purpose stated;
- Failing to be transparent and maintaining the integrity of data;
- It shouldn't exclude people who are affected by the outcome; and
- It's not about being 'seen to do the right thing'.

International Standard for Engagement

The City's approach is aligned with the international standard for engagement, *International Association for Public Participation (IAP2)*².

¹ <https://www.dlgs.wa.gov.au/CommunityInitiatives/Pages/Integrated-Planning-and-Reporting.aspx>

² <https://www.iap2.org.au/Home>

Process

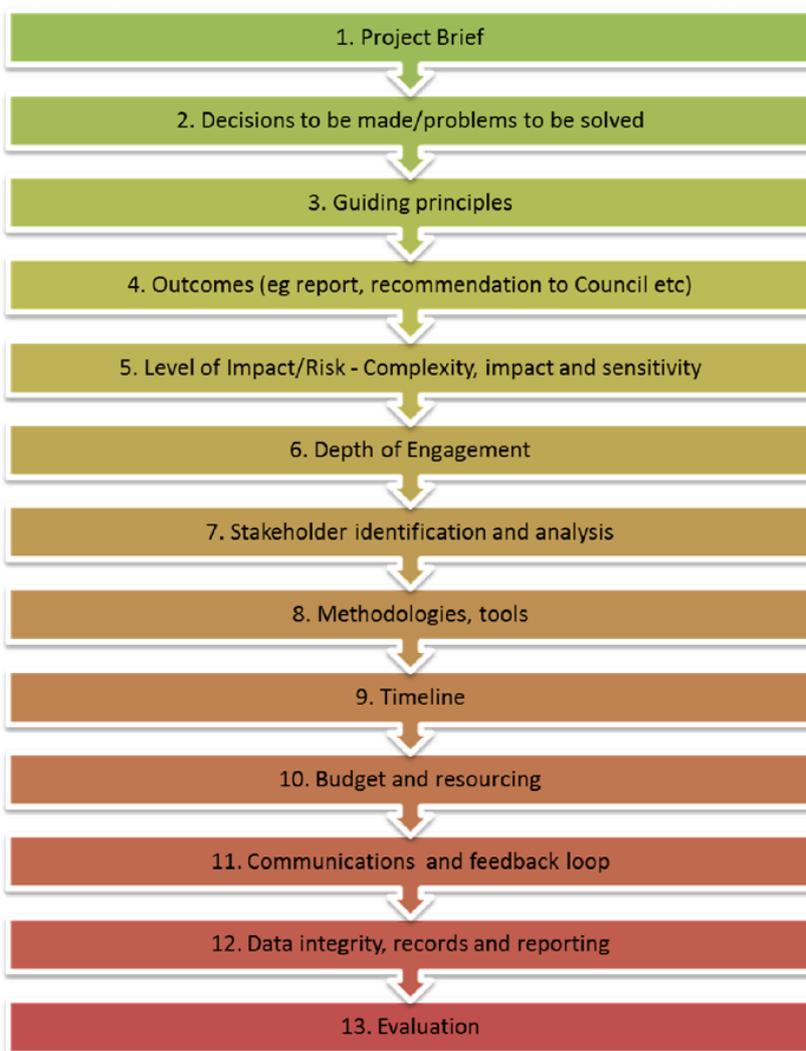
Where an engagement is required a plan will need to be developed. This will assist in clarifying the purpose, identifying stakeholders and selecting the best method of engagement in order to achieve the required output.



Engagement Plan Steps

The following steps are laid out in the Engagement Plan Template (see appendices) and explained below.

Progressing through these steps will ensure a methodical and consistent approach.



Developing an Engagement Plan

The aim of the engagement plan is to provide a simple, systematic and consistent format for all City staff to follow to undertake stakeholder engagements. This will be complemented with training and support.

A template for an engagement plan can be found at in the appendices, along with a few other templates which can be used to gather the information needed for the plan.

Following is a brief description of each step in the engagement plan:

1. Project

The first section of the template asks you to insert a brief description of the project which requires stakeholder engagement. Include information such as background of the project, scope, purpose, timing, context, limitations and constraints.

2. Decisions to be made/problems to be solved

Clearly defining what problem needs to be solved or what decision needs to be reached is the most important part of the engagement process. Given the time, resources and public nature of engagements, it is crucial that this step is thoroughly considered.

This step can be undertaken through a cross-functional meeting, or project control group meeting, using the following questions to guide discussion:

- What is problem are you trying to solve? (Before engaging, ascertain that the problem can be solved)
- What question(s) do you want answered? (Be open informative in order to manage expectations)
- How will you use the information to inform decision making?
- How will you ensure the transparency and integrity of the process? (Communications and record keeping)

3. Guiding principles and objectives

For this step clearly outline the objectives for the engagement and any guiding principles which are used for the broader project.

4. Outcomes or outputs required

The outcomes or outputs required need to be clarified in the engagement plan, as it will inform the type of information which is required and the best way to obtain this from stakeholders.

Examples of outcomes/outputs might be: Consensus to be reached on a building design; service provider collaboration to inform a feasibility study; broad statistical data around community priorities to inform long term capital expenditure; community perceptions to inform a strategy or Council report, etc.

The outcome or outputs required must be clearly communicated to stakeholders as part of the engagement, so they are fully informed about how and when their contribution will be utilised. Stakeholders must have the opportunity to decide whether the engagement is appropriate, and a good use of their time.

5. Level of Impact/Risk

Projects differ greatly in the level of engagement required, due to factors such as complexity, sensitivity, cost, numbers of people involved etc. Using the table below (and seeking guidance where needed) the level of engagement can be determined based on the impact and risk. This helps inform who needs to be involved and what methods could be used.

The highest level of impact/risk is any level which scores two or more indicators. The level of impact/risk will then determine what oversight the engagement requires (see bottom of the table).

Note: this table is a guide of the minimum oversight for engagements, however there may be lower impact projects which require a higher level of oversight due to the high level of stakeholder or Council interest.

	Limited Impact/Risk	Low Impact/Risk	Medium Impact/Risk	High Impact/Risk
Social	<ul style="list-style-type: none"> <input type="checkbox"/> Outcomes won't involve any substantial changes <input type="checkbox"/> Limited impact and across community <input type="checkbox"/> No potential for cultural or historical offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome likely to be perceived as having a low impact <input type="checkbox"/> The impacts/benefits affect a only a narrow section of the community <input type="checkbox"/> No potential for cultural or historical offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome likely to be perceived as having a moderate impact <input type="checkbox"/> Multiple views on the preferred outcome, but more points of agreement than disagreement <input type="checkbox"/> Potential for cultural or historical offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome likely to be perceived as having a significant impact <input type="checkbox"/> Multiple conflicting views on the preferred outcome <input type="checkbox"/> Significant potential cultural or historical offence
Technical	<ul style="list-style-type: none"> <input type="checkbox"/> Simple decision; there are very few solutions with no technical or regulatory challenges 	<ul style="list-style-type: none"> <input type="checkbox"/> Uncomplicated decision; there are very few technical solutions with a few technical or regulatory challenges 	<ul style="list-style-type: none"> <input type="checkbox"/> Complicated decision; there are several technical solutions with a few technical or regulatory challenges. 	<ul style="list-style-type: none"> <input type="checkbox"/> Highly complicated decision; there are several technical solutions, with several technical or regulatory challenges.
Economic	<ul style="list-style-type: none"> <input type="checkbox"/> No economic benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Minimal economic benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Moderate economic benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Significant economic benefit or impact
Environment	<ul style="list-style-type: none"> <input type="checkbox"/> No environmental benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Minimal environmental benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Moderate environmental benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Significant environmental benefit or impact

	Limited Impact/Risk	Low Impact/Risk	Medium Impact/Risk	High Impact/Risk
Political	<input type="checkbox"/> No media and political interest <input type="checkbox"/> No competing interests	<input type="checkbox"/> Minimal media interest <input type="checkbox"/> Minimal competing interests	<input type="checkbox"/> Some media interest <input type="checkbox"/> Some local political interest <input type="checkbox"/> Some community action/groups present <input type="checkbox"/> Some competing interests	<input type="checkbox"/> Significant media interest <input type="checkbox"/> Significant local, state or federal political interest <input type="checkbox"/> Strongly supported by community action/groups <input type="checkbox"/> Multiple competing interests
Total <input checked="" type="checkbox"/>				
Minimum level of oversight required	Officer & Manager	Manager	MANEX	MANEX & Council

6. Depth of Engagement

It's important to be clear from the beginning what level of involvement stakeholders will have the decision making process, as this will need to be made clear to those being engaged. The IAP2 table below describes five levels of depth of stakeholder involvement in the decision making processes. It's important to note that in Local Government, Council is ultimately responsible decision making, so this needs to be reflected in the selection of the depth of engagement and explained to those being engaged.

Depth of Engagement (based on IAP2 engagement spectrum)				
Inform	Consult	Involve	Collaborate	Empower
Provide stakeholders with information which assists them in understanding the project issues, options and opportunities	Provide stakeholders with information and obtain their feedback to help inform recommendations/decisions	Provide stakeholders with information and work directly with them to ensure that their concerns, values and aspirations are reflected in the recommendations/decisions	Provide stakeholders with information and work alongside them on each aspect of the recommendations/decision, to come to a jointly preferred solution	Support stakeholders to develop their own decisions and solutions, and increase their ownership, self-reliance, and sustainability

7. Stakeholder Identification and Analysis – Involve the right people

Stakeholders can be viewed as partners who will add value to a project, and help identify risks. Using a simple table (see appendices) identify stakeholders who are affected or have a high level of interest in the project. These could include community members, service providers, groups/ organisations, community leaders, advocates, industry, other government agencies, cultural, religious, age, disability, etc. This also includes the City's stakeholders including Council and various departments across the City.

For high profile or large projects, a workshop could be held with key stakeholders, to further identify who other stakeholders by asking 'who else should be involved'. Once the stakeholders and level of engagement have been identified, the list needs to be analysed to determine the best methods of engaging each stakeholder.

Things to note:

- Missing key stakeholders is a risk to the project, City's reputation, and quality of the engagement output
- Ensure engagements have the correct level of oversight in order to manage risks
- Don't omit people who are hard to engage, there will be other offers or agencies who can assist

8. Methodology, Tools – Use a fit-for-purpose approach

There is no simple solution or one fit all approach to identifying an effective engagement method. To be most effective it will often be necessary to combine two or three complementary methods for each engagement to ensure all key stakeholders are reached, in the way which suits them best, and produces the required output.

Things to note:

- Select engagement method based on the 'best fit' for that stakeholder(s).
- It might be necessary to use several methods e.g. face-to-face interview, on-line survey, focus group.
- Think about how to ensure equity, access and inclusion for all stakeholders to be engaged.
- Select venues, times, and events which will make participation easy E.g. piggy-back on to events or communications, go to where the group already feels comfortable.
- It may be more effective to use a facilitator who already has a trusted relationship with the stakeholder(s).
- Ensure the language used is appropriate for the stakeholder(s).
- It may be more effective to involve stakeholder(s) in the design of the engagement.
- Ensure the access and inclusion of stakeholders who may experience barriers to participation:
 - People with disability, mobility impairment, or have requirements for information in other formats;
 - Children and young people;
 - Culturally diverse stakeholders; and
 - Harder to reach/ vulnerable stakeholders.

Methods				
Inform	Consult	Involve	Collaborate	Empower
Meeting Public notice Website Social media Fact sheets Flyers Letters and emails Newsletters	Public comment Public meeting Information session Surveys Forum	Workshop Focus group Audit (stakeholder) Multi-criteria analysis Digital platform World cafe	Advisory committee Facilitation Working group Appreciative enquiry Charrette/ Enquiry by Design	Open space Guide and resource external stakeholders to undertake engagement

Some characteristics of key methodologies:

- **Appreciative Enquiry:** Focuses on what is working well, to envisage the best possible scenario and preferred way to get there. In effect what's possible (not focusing on the issue). This methodology helps people compromise, innovate, design, and collaborate. It may not be ideal for solving technical or complex issues.
- **Digital:** Digital platforms reaches a wide audience, are quick, provide easy analysis of information, can offer information in alternate formats, is consistent and has the potential to be interactive. However it is not collaborative, and doesn't build relationships or consensus. It is impersonal and a barrier for people without access to technology or language proficiency.
- **Multi-criteria analysis:** Can be used for scoring and ranking criteria to make decisions, such as a cost benefit analysis. This method is good for simple decisions e.g. design elements needed in a playground. Again this is an impersonal process, and could limit innovation and contributions from stakeholders.
- **Open space:** This is an advanced methodology where the participants set the agenda, and the facilitator relinquishes control to the group. It works well for defining and eliciting issues around complex topics, rather than solving specific problems. So it's most effectively used at the start of a process to help define the focus for the engagement.

9. Timelines

The engagement timeline should include key dates for the engagement process, e.g. key meetings, communication deadlines, Council reporting deadlines etc. In addition to this, stakeholders will need to be informed of the timeline for:

- Project milestones e.g. draft plans, feasibility, consultant appointed, concept designs.
- Dates for public submissions.
- Dates for stakeholder engagements (open or close).
- Public comment opens or closes.
- When a project will be finalised, Council decision made, or publication of engagement data.

10. Budget and resourcing

The budget will need to detail the costs for every stage of the engagement, and will be funded by the project to which the engagement relates. The template lists some of the possible costs as a guide. In addition to the budget, there needs to be planning for the other resources the engagement will require, which could include:

- Staff to deliver the engagement e.g. technical presentations, facilitation, data capture etc.
- Research and development e.g. background information, briefing papers, concepts plans etc.
- Administration e.g. promotions, venue hire, transport, printing etc.

11. Communications and feedback loop

Communications are a key component in effective engagement and need to be carefully planned, accessing internal expertise from the Marketing and Communications team as required.

Communications should be:

- Jargon free, plain English, complying with the style guide.
- Highlight key messages.
- Available in accessible formats.
- Available in alternative language(s) if appropriate.
- Clear about how the project is likely to affect stakeholders.
- Utilising existing communication channels.

A feedback loop should include:

- Information on how and when stakeholders will receive feedback on the engagement and the project.
- How and when decisions will be made.
- How stakeholder input contributed to the overall engagement outcomes.
- Any further opportunities for stakeholder involvement.
- Any opportunities for ongoing involvement in the project.

An effective feedback loop will illustrate the value the City places on the time and contribution of stakeholders, and helps reinforce strong stakeholder relationships for the future.

12. Data integrity, records, reporting

As with all other City decision making activities, records of engagements must be kept and managed appropriately, and according to their sensitivity. If stakeholders were informed of how the City would use their contribution, it is important to maintain the integrity of that data by ensuring that it is only used for the stated purpose.

13. Evaluation

It is critical that any engagement process is evaluated post completion. Evaluation will provide valuable feedback for example, on the best methods for engaging with groups in a particular area or the most appropriate times or venues. These learnings can be shared to inform your future engagement processes.

Things to note

- ☑ Don't select methodology until you have determined the question, risk/impact, depth, stakeholder identification and analysis.
 - ☑ When identifying stakeholders, ask the stakeholders if they can identify anyone who should be consulted, and if the stakeholders identified will provide a broad and equitable range of views.
 - ☑ Try to reach the people who are seldom heard: People with disability, homeless, children etc. This may involve procuring the services of people who regularly work with these groups.
 - ☑ Be aware of other consultations to avoid over consultation and duplication.
 - ☑ Have technical experts at hand, but don't stifle local knowledge and expertise.
 - ☑ Multilayered processes build fuller picture.
 - ☑ Check back with participants to ensure we heard them correctly.
 - ☑ Be aware of cultural decision making - who 'can' make decisions on behalf of groups/families.
 - ☑ Be honest about the amount of power stakeholders ultimately have in decision making processes.
 - ☑ Set the context - provide information so people can make informed decisions.
 - ☑ Quantitative data is easier to obtain, but qualitative data helps build the full picture. Use peoples words and stories - a personal account helps people understand the issues.
-

Appendices

Templates

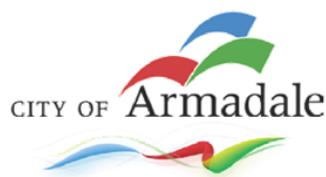
Community Engagement Plan	
Project Name:	Date(s):
Project Lead:	File ref:
Team Members:	Project Sponsor:
Oversight level required <i>(use table)</i> <input type="checkbox"/> No Impact/Risk – Officer and Manager <input type="checkbox"/> Low Impact/Risk - Manager <input type="checkbox"/> Medium Impact/Risk - MANEX <input type="checkbox"/> High Impact/Risk – MANEX & Council	Approval to commence: Name _____ Position _____ Sign _____ Date _____
1. Project Brief (<i>E.g. Purpose, scope, context, limitations/constraints e.g. budget, timing</i>)	
2. Decisions to be made/problem(s) to be solved (<i>What is the question(s) which will be asked?</i>)	
3. Guiding principles/objectives (<i>Add project principles/objectives if relevant</i>)	
4. Outcome required (e.g. report, data, design, collaboration)	
5. Depth of Engagement <input type="checkbox"/> Inform <input type="checkbox"/> Consult <input type="checkbox"/> Involve <input type="checkbox"/> Collaborate <input type="checkbox"/> Empower	
6. Stakeholder identification and analysis (<i>Complete Stakeholder ID, analysis & management template</i>) <input type="checkbox"/> Stakeholder template complete <input type="checkbox"/>	
7. Methodologies, tools	

Community Engagement Plan			
8. Timeline			
Tasks/Milestones		Dates	Notes
9. Budget and resourcing			
Item	G/L		\$
Consultant/facilitator			
Communications			
Printing			
Catering			
Hire/facilities/equipment			
10. Communications and feedback loop			
Medium	When/Action	Notes	Complete
Print /flyer			<input type="checkbox"/>
Website			<input type="checkbox"/>
Social media			<input type="checkbox"/>
Digital platform			<input type="checkbox"/>
News			<input type="checkbox"/>
Direct / targeted			<input type="checkbox"/>
11. Data integrity, records and reporting – Detail actions			
12. Evaluation			
<input type="checkbox"/> Evaluation template complete			

Stakeholder Identification, Analysis and Management											
Project Name:		Date(s):									
Project Lead:		File ref:									
Team Members:		Project Sponsor:									
Stakeholder Internal/External Individual/group	Position/ role	Contribution	Level of Interest			Level of Influence			Vehicle to engage e.g. established meetings, network	Best methodologies for this stakeholder	Stakeholder Management Communications
			Low	Med	High	Low	Med	High			
<i>E.g. Young people @ skate park</i>	<i>Users</i>	<i>Design input, need safe access and amenities</i>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<i>Can be engaged when using facility, or event</i>	<i>Face to face dialogue, peer to peer interviews, design workshop</i>	<i>Face to face feedback, Facebook updates, Instagram</i>
Councillors											
MANEX											
City Officers											
Government											
Aboriginal											
Community											
Target groups											
Environmental											
Industry											
Business											
Service Providers											
Advocates											

Engagement Planning Checklist		
Project Name:	Date(s):	
Project Lead:	File ref:	
Team Members:	Project Sponsor:	
Task/Phase	Complete <input type="checkbox"/> <input type="checkbox"/>	Notes
1. Engagement plan approved		
2. Define the decisions to be made/problem(s) to be solved		
3. Compile all background and previous engagement information		
4. Assess the level of impact/risk		
5. Stakeholder identification, analysis, and methodologies		
6. Events, venues, logistics, catering, facilitator, IT, etc.		
7. Timeline developed		
8. Communications/promotions locked in with marketing		
9. Roles allocated – with required skills		
10. Administration - stakeholders attendance, information to set context for engagement, answering enquiries		
11. Delivery/launch – Task list and running sheet		
12. Feedback form/process for participants		
13. Output report/ other format required		
14. Data protected, record keeping		
15. Close feedback loop, report on outcomes to participants		

Evaluation Template	
Project Name:	Date(s):
Project Lead:	File ref:
Team Members:	Project Sponsor:
Project Brief Overview	
Evaluation of stages	Engagement Planning
	Stakeholder Identification and Analysis
	Methodologies
	Effectiveness of engagements
	Outcomes/outputs
	Framework, tools and support
Key Achievements	
What were the challenges?	
How were the challenges overcome?	
Recommendations for future evaluations	



[Management Practice – COMD 2-2 - Establishment of Advisory, Working, Reference Groups and Committees of Management](#)

Relevant Delegation

N/A

Introduction

The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under.

The purpose of this Management Practice is to provide guidelines for establishing Advisory, Working, Reference Groups and Committees. ~~of Management as defined in the Community Consultation Policy and Management Practice COMD2 under the heading of 'Partnership Approach' (For ease of reference this is included in Appendix 1).~~

The intent of these guidelines are not to be overly arduous so as to place unnecessary burdens on the community engagement opportunities and benefits that arise from including community or agency involvement in City activities. Rather they are provided to guide and direct a process that enables that community engagement to be fully realised whilst ensuring consistency across the City organisation.

Purpose and Intent

The purpose of the Groups will determine what level of formality should apply to its establishment. Some reasons to establish groups could be:

- Assist with the provision of a once off activity or event.
- Assist with the provision of information to inform reports, policy or general service provision.
- Assist with the management of a service or facility.
- Provide an opportunity for specialised or professional input.

If the purpose of the group is to significantly influence Council or City activities, operations or decision making then the relevant Executive Director with the CEO will determine if it requires a resolution of Council. If there is resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995.

Purpose Statement / Terms of Reference

Groups may be established for a set period of time to focus on a clearly defined purpose. Others will be longer term or may be for an indefinite period such as facility / service reference group or for a continuous community or professional reference group.

Where groups are for a short – medium term, there would be the expectation that a purpose statement is established to ensure that all members are aware of the reason and intent of forming the group.

For those groups who are formed for an indefinite period or have a purpose that has a working, management or influence on decision making, a Terms of Reference will be established.

As a guide, the Terms of Reference may include:

- Purpose of the Group
A statement that specifies the purpose of establishing the group.
- Objectives of the Group
Specified objectives of what the group is expected to achieve / contribute.
- Membership
Details of what membership the group will comprise of including the provision for a nominated Councillor if and where appropriate.
- Group / Committee positions
Details of what positions are required, eg Chairperson, Secretary and how those positions will be determined.
- Meetings
Details of what the format and timing of meetings will be.
- Quorum / Voting
Details of how the group will reach a consensus and agreement if required.
- Minutes
Details of how the activities and meetings of the group will be recorded and distributed
- Communication and Public Relations
Confirmation that only the Mayor and the CEO are authorised to make public statements in regard to City operations and activities.
- Conduct of Members
Members of groups are to be governed by the same Code of Conduct as required by Elected members and staff.

Membership

The purpose of the group and the level of community engagement that is expected to be achieved will determine its membership, including the nomination of a Councillor where appropriate.

The relevant Executive Director will determine the appropriate methods of advertising and recruiting of members.

Appointment of Members and Term of Membership

The purpose and timeframe of the group, will provide guidance for how membership appointment and length of tenure will be determined.

For short term groups, the membership will be approved by the relevant Executive Manager or Manager as appropriate and the term will be for the length of period relevant to the group. For example a short term reference or event group.

For medium / long term groups that have a definitive end date no longer than two years, the membership and term will be approved by the relevant Executive Director.

For continuous groups, the membership should be for a period of two years and appointment will be approved by the relevant Executive Director. Where appropriate, Council will be informed administratively.

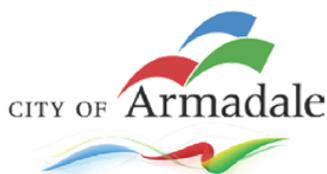
For groups requiring a resolution of Council, then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. Accordingly, Council approves the appointment and term of membership.

Rights of Members

Members of groups are considered volunteers of the City and as such the Volunteer Management Policy and Practice (COMD3) apply.

Formal Agreements

Depending on circumstances, the relevant Executive Director will determine if a formal agreement such as a Memorandum of Understanding or Deed of Agreement needs to be initiated.



**MANAGEMENT PRACTICE – COMD 3 – Volunteer
Involvement**

Relevant Delegation

N/A

Volunteer roles at the City vary greatly. Volunteers participate in a wide range of City of Armadale programs for the benefit of the City and the wider community. These range from ‘one off’ projects to an ongoing involvement in council initiatives. The City is committed to ensuring best practice procedures are in place that:

- Clearly define the roles and responsibilities of the volunteer and the City;
- Reduce risk of harm or litigation to the volunteer and the City of Armadale;
- Acknowledge the contribution of volunteers in the community.

Definition

Volunteering, as defined by Volunteering Australia is the “time willingly given for the common good without financial gain.”

At the City of Armadale members of Advisory Groups, Working, Reference Groups and Committees of Management are also considered volunteers. Further information about these groups can be found in Management Practice COMD2-2

Volunteering does not include:

- Compulsory educational service learning (where students are required to volunteer as part of a course)
- Mandated court orders including community service and fines
- Internships
- Formal work experience / vocational placements
- Mandatory government programs
- Limited choice labour market government programs
- Direct family responsibilities

Aim Of Volunteer Involvement Within The Organisation

To involve volunteers in partnership with paid workers, to:

- Initiate, enhance and extend service provision;
- Add a community perspective;
- Increase community awareness and involvement;
- Build capacity within and develop partnerships with community groups.

The City defines a Volunteer Supervisor as any staff member who is responsible for managing volunteers.

This Management Practice and associated documents have been written for City managed volunteers. These documents do not apply to the management of indirect volunteers, one-off volunteers, spontaneous volunteers, elected members, State Emergency Services Volunteers or the City’s Bushfire Brigade Volunteers.

City Managed Volunteer refers to a volunteer that is engaged and managed by the City. City Managed Volunteers are covered by the City's public liability and personal accident for volunteers insurance.

Indirect Volunteer refers to a volunteer that is engaged and managed by a third party organisation or community group, participating in an activity within the locality of the City of Armadale. Indirect Volunteers may also be engaged via donation or sponsorship to support City of Armadale programs and events. Indirect Volunteers must be covered by the third party's insurance.

One-off Volunteers refers to volunteers that are engaged in a one-off activity. Examples of this may be event volunteers, environmental volunteers that attend a one day planting/weeding session and so on.

Spontaneous Volunteer refers to volunteers who come forward following a disaster or emergency to assist in disaster related activities.

Approval Of New Volunteer Roles

Due to the concern of volunteers being placed into paid positions, the City has developed an approval process for new volunteer roles. This process includes:

1. Volunteer Supervisor identifies volunteer role.
2. Volunteer Supervisor meets with Volunteer Services Coordinator to discuss the legitimacy of the role.
3. Volunteer Supervisor liaises with relevant CoA departments including Human Resources to ensure compliance with legislation and policy.
4. Volunteer Supervisor develops Volunteer Role Description.
5. Volunteer Role approved by relevant Executive Director in consultation with Volunteer Services Coordinator.
6. Volunteer Supervisor recruits volunteer.

Some of the key questions a Volunteer Supervisor should ask themselves before creating volunteer roles are:

- Was this role previously held by a paid worker?
- Is the volunteer role description the same as an employee's position description?
- Are volunteers being asked to complete tasks of paid staff during times of industrial dispute?
- Will the volunteer be asked to perform duties that are considered core business for the City of Armadale?

Management Of Volunteers And Volunteer Programs

This Management Practice has been written in-line with Volunteering Australia's new "The National Standards for Volunteer Involvement."

The new National Standards for Volunteer Involvement were released in 2015.

Leadership and Management

- The City will ensure responsibilities for leading and managing volunteers are defined and supported;
- The City will ensure all policies and procedures applying to volunteers are communicated, understood and implemented by all relevant staff across the organisation;
- The City's risk management processes will be applied to volunteer management;
- Volunteer involvement records will be maintained.

Commitment to Volunteer Involvement

- The City will publicly declare its intent, purpose and commitment to involving volunteers;
- Volunteer involvement will be planned and designed to contribute directly to the City's purpose, goals and objectives;
- The City will allocate resources for volunteer involvement.

Volunteer roles

- The City will design volunteer roles that contribute to the City's purpose, goals and objective;
- Volunteer roles will be appropriate for the community, service user or stakeholder groups with which the City works.
- Volunteer roles will be defined, documented and communicated.
- Volunteer roles will be regularly reviewed with input from the City and volunteers.

Recruitment and Selection

- The City will use planned approaches to attract volunteers with the relevant interests, knowledge, skills and attributes;
- Potential volunteers will be provided with relevant information about the City, the volunteer role description and the recruitment and selection process;
- Volunteers will be selected based on interest, knowledge, skills or attributes relevant to the role they are applying, and consistent with anti- discrimination legislation;
- Screening processes will be applied to volunteer roles that help maintain the safety and security of City users, employees, volunteers and the City.

Support and Development

- Volunteers will be provided with orientation relevant to their role and responsibility.
- Volunteers' knowledge and skills will be reviewed to identify support and development needs.
- Volunteers' knowledge and skills need relevant to their roles are identified, and training and development opportunities are provided to meet these needs.
- Volunteers are provided with supervision and support that enables them to undertake their roles and responsibilities.
- Changes to the involvement of a volunteer are undertaken fairly and consistent

Workplace Safety and Wellbeing

- The City will facilitate effective working relationships with/between employees and volunteers;
- Processes will be put in place to protect the health and safety of volunteers;
- The City will ensure volunteers have access to and are aware of the City's Grievance Policy and Procedure.

Volunteer Recognition

- The City and its employees understand how volunteers benefit the City of Armadale, service users and the community.
- Volunteers will be informed about how their contributions benefit the City, service users and the community.
- The City will regularly acknowledge the contributions made by volunteers and the positive impact on the City, service users and the community.
- Volunteer acknowledgement will be appropriate to the volunteer role and respectful of cultural values and perspectives.

Quality Management and Continuous Improvement

- The City will develop policies and procedures to effectively guide all aspects of volunteer involvement.
- The City will regularly review volunteer involvement in line with the organisations evaluation and quality management frameworks.
- The City's performance with volunteer involvement is monitored and reported to annually to Council,
- Opportunities will be made available for volunteers to provide feedback on City volunteer programs and their volunteer roles.

Support For Staff Managing Volunteers

Armadale Volunteer Services (AVS) will be available to assist Volunteer Supervisors with any questions they may have in relation to managing volunteers.

AVS can assist Volunteer Supervisors with recruiting volunteers. The Service is also available to refer volunteers but will not recommend them. Volunteer Supervisors will need to apply all of their usual screening processes.

AVS will also report annually to council the number of hours completed by volunteering programs and the outcomes achieved. All City of Armadale volunteers will be invited to AVS recognition events.

AVS will provide professional development and training opportunities for Volunteer Supervisors.

Human Resources will ensure volunteer management is reflected in the position descriptions of all volunteer supervisors and assist with risk management and compliance with Equal Opportunity and Occupational, Health and Safety legislation.

Human Resources will also play a role in supporting volunteer supervisors in times of grievance

Developing Effective Paid Staff And Volunteer Relations

The City understands the importance of cohesive relationships between volunteers and paid staff. The City will develop processes to ensure a climate of mutual trust and respect is achieved between management, staff and volunteers.

Staff will be encouraged to voice any concerns or fears they may have about volunteer programs and will be asked to assist with the review of the City's volunteer programs and roles.

The City's volunteer programs will not be isolated but rather integrated into existing City programs.

In times of industrial dispute volunteers will not be expected to undertake roles previously held by paid staff.

Last Reviewed	
Authority	



MANAGEMENT PRACTICE – COMD 7 – Jull Street Mall

Activities

Relevant Delegation

N/A

1. Purpose

The primary purpose is to provide a framework, guiding principles and decision making criteria for the management of street activity within the Jull Street Mall.

By clarifying expectations, the aim is to encourage and enable a range of high quality street activity to locate within the Jull Street Mall.

2. Objectives

The objectives are:

- To encourage diversity, vitality, amenity and ambience into the Jull Street Mall;
- To enable street activity that complements the existing retail/commercial sector;
- To minimise the impacts on the visual and physical amenity of the Jull Street Mall;
- To minimise the disruption to pedestrians and other legitimate users; and
- To clearly outline the City's decision making process for persons seeking to undertake activities within the Jull Street Mall.

3. Legislative Considerations

This management practice applies to activities occurring within the Jull Street Mall in accordance with the City of Armadale *Activities and Trading in Thoroughfares and Public Places Local Law 2005*.

4. Guiding Principles

Street activity is guided by four principles that are designed to help create and manage street activities within the Jull Street Mall. People who wish to apply for a Street Activity Permit must ensure their proposed activity is aligned to these key principles.

4.1 Appropriate Location

Street activity is encouraged in locations that enhance the vibrancy of the Jull Street Mall. The locations must consider the impact upon business activity, pedestrian flow and community activity.

4.2 Accessibility

A well designed and maintained urban environment is essential to ensure adequate open space for people to enjoy without the clutter of commercial activity on the street.

Street activity should be integrated into the street in a way that does not compromise existing uses, street furniture, building entrances, disabled access and pedestrian safety.

4.3 Diverse and Engaging

Street activities should be engaging and diverse in nature. The ability to attract and engage people can enhance the vitality of a street and create a sense of interest and curiosity.

Applicants sought will be energetic, dynamic, creative and adept at identifying local niche markets.

Permit holders with these qualities ultimately generate a distinctive business culture with strong links to the commercial/retail sector.

4.4 Attractive and High Quality

The overall design of street activity infrastructure and associated equipment should contribute to the Jull Street Mall physical characteristics and enrich city life and street culture.

The design and appearance of structures should be innovative and vibrant, and structurally sound to be able to withstand prolonged exposure to various climatic conditions.

5. Activities Permitted

The activities permitted in the Jull Street Mall are shown in table (1) below.

Table 1 – Jull Street Mall Activities

Type of Activity	Permitted	Permit Required	Fees Required
Street Market	Yes	Yes	Yes
Street Appeals/Fundraising	Yes	Yes	Yes*
Street Entertainment	Yes	Yes	No
Community Group Promotion	Yes	Yes	No
Street Signage	Yes	Yes	No
Outdoor Eating Areas	Yes	Yes	No
Shop Front Trading	Yes	Yes	No

**Not for profit organisations or sporting groups conducting their own Street appeals/Fundraising may request at the time of application to have their fees waived*

5.1 Street Market

A defined area determined by the City where traders can carry out trading. Trading is the selling or marketing of goods or services.

A permit will be required by a market organiser (either a nominated CoA officer or an external contractor) who will manage all stallholders within the market zone and will operate according to the following criteria:

- a) Market organiser to manage all operations of the market in accordance with operating agreement;
- b) Markets only to operate on days between Thursday to Sunday;
- c) Markets will not interfere with any other approved activity or use in the Mall;
- d) Market Traders shall not obstruct or impede pedestrians using the Mall;
- e) Market Traders shall not obstruct or impede access to adjacent business properties;
- f) Market Trading goods that are likely to detract from the appearance of the mall may be required to be removed; and
- g) Market Trading stalls which detract from the appearance of the mall may be required to be removed or amended.

5.2 Street Appeals/Fundraising

An organisation undertaking the soliciting of funds or contributions or offering for sale of any button, badge, token, or other similar thing for the purpose of raising funds or contributions.

- a) Only to be conducted on Fridays except where registered charities have an advertised and commonly known Fundraising day / date e.g. Red Nose Day.
- b) No more than two (2) people assisting the street appeal/survey are to be located in the Jull Street Mall.
- c) Each person assisting the street appeal/survey must carry an identification badge and a signed permit;
- d) No person under the age of 16 shall act as a collector; and
- e) Collection tins are to remain sealed and be appropriately signed and numbered.

- f) All applicants or representatives must adhere to the requirements of the following legislation where applicable:
- a. Charitable Collections Act 1946;
 - b. Charitable Collections Regulations 1947;
 - c. Street Collections (Regulations) Act 1940; and
 - d. Street Collections Regulations 1999

5.3 Street Entertainment

A person who wishes to perform in public as defined in the Activities and Trading in Thoroughfares and Public Places Local Law.

- a) Any collection container for donations is to remain stationary on the pavement;
- b) A permit holder shall not interfere with any other approved use or permitted activity in the mall;
- c) A permit holder cannot reserve a location or leave equipment or articles in the permitted area;
- d) A permit holder shall not obstruct or impede pedestrians using the mall or to adjacent business properties;
- e) Street Entertainment shall be for a maximum of four (4) hours in any one day;
- f) A maximum limit of two (2) artists applies in any one performance unless a greater number of performers is approved and included as a condition on the permit;
- g) Permit holders shall ensure all performers are of a suitable appearance and dress standard and must not wear attire contains offensive language or that promotes or encourages illegal activity;
- h) The use of amplification during a performance may be decibel limited (and must not exceed 72dB(A); and
- i. Can only be battery operated; and
- ii. Must not unreasonably interfere with businesses or other mall users.
- i) Street Entertainers may be required to audition for a permit.

5.4 Community Group Promotions

A not for profit community group or sporting club promoting membership to its association or club.

- a) Promotional activities only to be located in Community Group Promotional zone;
- b) May only operate in the Community Group Promotional zone for a total of one (1) day per month.
- c) Displays may only be undertaken by an association or charity for the purpose of that association or charity; and
- d) The display of or sale of goods associated with the community group may require a traders permit.

5.5 Street Signage

Signage located within the Jull Street Mall, which promotes a business operating in a leased or owned premises.

- a) Sandwich board (A-Frame) signs are only allowed within the Jull Street Mall in accordance with current legislative requirements;
- b) No more than one (1) A-Frame sign is permitted in relation to each business;
- c) A-frame signs are not to exceed any dimensions of 1.0 metres and a surface area of 0.9m²;
- d) Be located no more than 2.0m directly in front of related business;
- e) Shall not obstruct or impede pedestrians using the Mall; and
- f) Be removed each day at the close of the business to which it relates and not be erected again until the business next opens.

5.6 Outdoor Eating Areas

A portion of a public place adjoining the normal place of business, that sell food and or beverages.

- a) These areas are only permitted directly adjacent to food businesses;
- b) Areas shall not obstruct or impede pedestrians using the Mall;
- c) All furniture and approved structures are to be free standing;
- d) All furniture and approved structures must be removed from the mall at the close of each business day;
- e) Areas are to be delineated only by means approved by the City (brass plates); and
- f) Where café umbrellas are used as a sun shade they must be adequately secured to ensure they do not become dislodged in high winds.

5.7 Shop front trading

Merchandise or goods displays in front of a premises located within the Jull Street Mall

- a) Shop front trading must be located directly in front of the premises in which it relates;
- b) Shop front trading is not to extend beyond the side boundary of the business premises;
- c) Supervision of trading activities/goods must be possible from the business premises;
- d) Shop front trading is not to obstruct access to the premises or pedestrians;
- e) All goods must be displayed on stands or racks above the level of the footpath; and
- f) Shop front trading areas are to be aesthetically pleasing.

6. Applying for a Permit

A Permit will be required to conduct activities within the Jull Street Mall as detailed within this Management Practice. Applications will be assessed on a case by case basis against the following criteria:

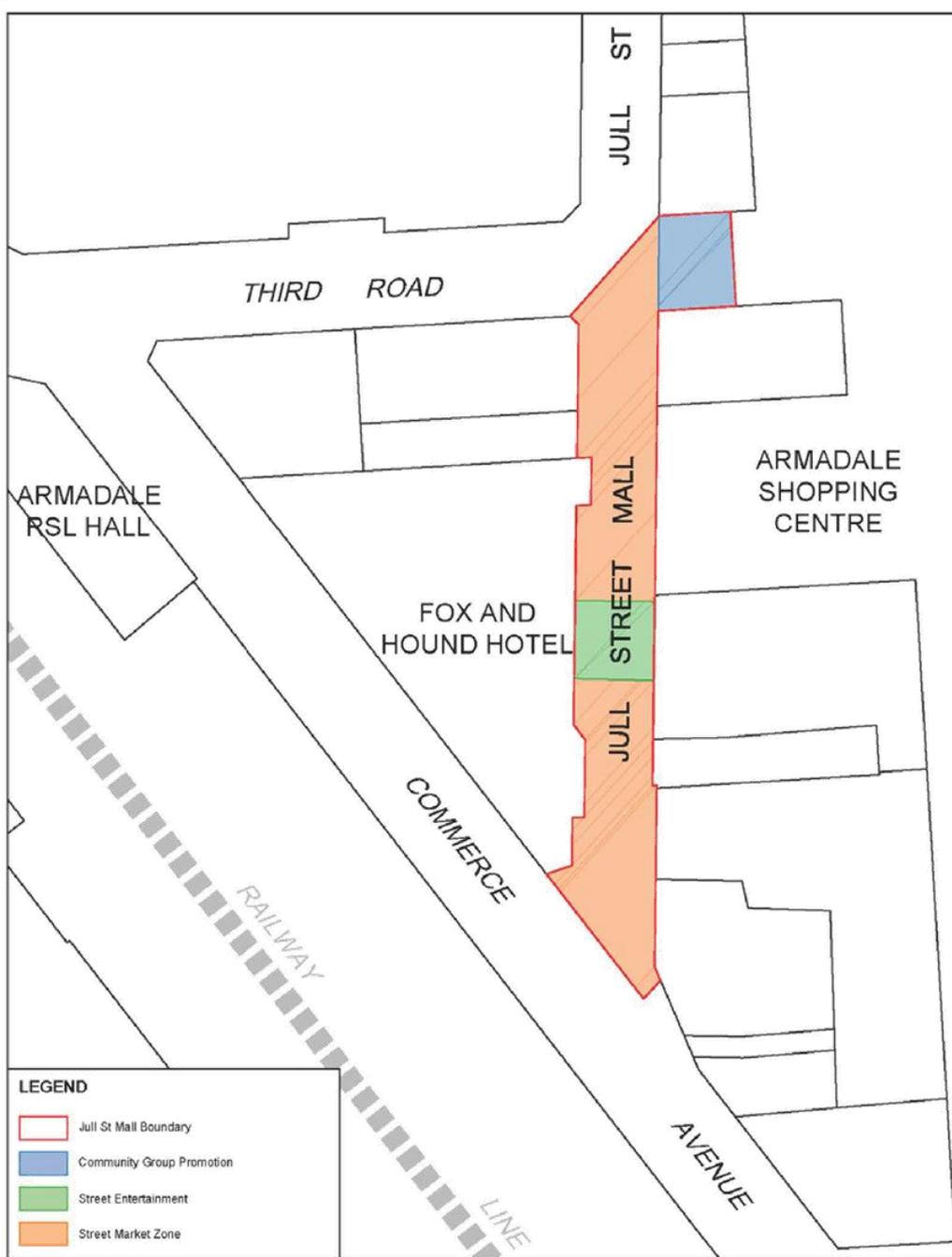
- Demonstrated compliance with relevant legislative requirements;
- Meeting the Purpose of this Management Practice
- Public safety; and
- Willingness to adhere to the City's values.

A permit may be cancelled or amended at any time if:

- The permit holder fails to comply with the permit conditions;
- There are changed conditions affecting the Jull Street Mall, such as a change of purpose, conflicting activities and/or health and safety concerns etc.

7. Fees

The fees will be consistent with the corresponding fees detailed in the City's Schedule of Fees and Charges for the relevant financial year period.



Jull St Mall Activity Zone Map



Based on information provided to you with the permission of the Victorian Aerial and Land Information Authority as Lantopia (2015) using imagery provided by Lantopia, Perthshire, WA.



DATE 20 May 2015 - REVISION 1501

The Incorporation is to be run by a committee that takes legal and financial responsibility for the establishment and ongoing operation of a community garden, including public liability and site insurance.

Last Reviewed	8 June 2015
Authority	C27/6/15



MANAGEMENT PRACTICE – FIRE 3 – Training and Qualifications – Local Government Bushfire Fighters Training Management Practice
Relevant Delegation
N/A

The following training requirements are to be applied to all Volunteer Bush Fire Brigades local government Bushfire Fighters within the City.

1. Training And The Bush Fire Organisation

Responsibilities differ at various levels in the fire organization organisation and accordingly the level of skills required to perform related tasks varies.

The Department of Fire and Emergency Services (DFES) assists local authorities by providing a variety of training courses with defined prerequisites, known as the Pathways Project which addresses Pathways address specific skills and knowledge required by the various levels of brigade members local government bushfire fighters.

These courses offer an DFES accredited level of training, which recognises a promotional structure and development programme for the volunteer fire fighter local government bushfire fighters, and are recognised by the City as being applicable to the volunteer bush fire organisation.

2. Training Officers

- (a) A bushfire brigade shall endeavour to appoint a member of the brigade as the Brigade Training Officer.

It will be the responsibility of the Training Officer to ensure that all fire fighters are trained in basic firefighting procedures and in the efficient and safe operation of the brigade's equipment.

A Brigade Training Officer appointment may be held in conjunction with any other position within the Brigade.

- (b) Appointed Training Officers will undertake the relevant training courses with DFES and will adopt and practice the procedures and standards recommended by DFES.
- (c) All accredited Training Officers will be approved ~~to~~ present training to fire fighters throughout the City.
- (d) The person in charge of training shall at all times keep the safety of those personnel under his/her direction as a primary consideration.
- (e) The Chief Bush Fire Control Officer has the operational management responsibility to ensure this occurs.

3 New And Serving Brigade Members - Training Standards

- (a) Trainees (New Members)
- (i) Persons joining a brigade shall be classified as Trainee Members.
 - (ii) A Trainee is a member of a Volunteer Bush Fire Brigade who has not completed the Fire Fighter Training, and has been approved to undertake the role of an active member by the brigade.
 - (iii) Trainees should not be engaged in active firefighting duties at the fire face and wild fire situations until they have qualified as fire fighters.
 - (iv) The minimum accepted training standard required for a member of the City of Armadale Volunteer Bush Fire Brigades to be regarded as a fully active firefighter is:
 - Induction
 - Introduction to firefighting
 - Bush Fire fighting
 - Australasian Inter-Service Incident Management Service Awareness
- (b) Active Members
- (i) Serving brigade members who have not already undertaken formal training courses must satisfy their Captain, and brigade Training Officer that they have a level of knowledge and skills at least equal to the Fire Fighter Course level.
 - (ii) Brigade members likely to be promoted within a brigade should be encouraged to attend accredited courses conducted by the DFES or their equivalent.
 - (iii) Promotion within the brigade shall be based on experience and accredited training.
 - (iv) The City requires Brigade Officers to be trained to a level consistent with their rank and role within the bush fire organisation, which is consistent with the Pathways ~~Project~~.
 - (v) The City will require, wherever possible, Bush Fire Service Training Course accreditation or its equivalent as a prerequisite for future appointments to the positions of Fire Control Officer, Deputy Chief Bushfire Control Officer and Chief Bushfire Control Officer.

4 Bush Fire Training Committee

The Bush Fire Training Committee comprising the Training Officer from each brigade, the CBFCO, DCBFCO and Captain who will advise the Bush Fire Advisory Committee (BFAC) or in the absence of the BFAC the Manager Ranger &

Emergency Services on matters pertinent to the safety and training of ~~volunteer~~local government bushfire fighters.



**MANAGEMENT PRACTICE – HTG 1 – Movable Heritage
Collection**

Relevant Delegation
N/A

1. Introduction

The City of Armadale's moveable heritage collection currently comprises material collected by History House Museum and the Bert Tyler Vintage Machinery Museum. The City of Armadale seeks to collect, preserve, research, document, interpret, store and exhibit items that enhance the understanding of the history of the City of Armadale and its people.

2. Definition of the City of Armadale for Collection Purposes

The City of Armadale will be defined as the gazetted geographical local government boundary at the given time of the objects provenance. For the period pre 1894 today's local government boundary will be used.

3. Key Collecting Themes

The City of Armadale will only retain or accept in the collection those items which have provenance and significance relating to the following themes:

- Culturally appropriate objects relating to the Aboriginal occupation and use of the area.
- Items significant to how people, families, groups have lived their lives within the City of Armadale over time.
- Items relating to any person, family, group, organisation or event that have a significant connection to the City of Armadale.
- Items relating to the development of early industries in the City of Armadale.
- Items that relate to the effect of national or international social, political and/or economic events or practices on the City of Armadale.
- Representative examples of natural history from the City of Armadale that relate to human occupation.
- Items not directly related to the history of the City of Armadale but are reflective of the known social environment at the time and which can supplement the collection (these items to be de-accessioned when a more appropriate item enters the collection).

4. Museum Resources and Procedures

The City of Armadale will only retain or accept items if adequate resources and procedures can be provided to preserve, research, document, interpret, store and exhibit the item in accordance with accepted professional standards.

5. Item Physical Condition

The City of Armadale will only retain or accept objects whose physical condition allows it to contribute to the interpretation of the history of the City of Armadale and not pose a health and safety threat to staff, volunteers or patrons.

6. Documentation of Provenance and Significance

The City of Armadale will, where possible, only accept or retain items in the collection that are accompanied by:

- Documented provenance
- Documented significance to the City of Armadale.

7. Duplication within the Collection

The City of Armadale will avoid the unnecessary duplication of like or similar objects, and will co-operate where possible with other collecting and cultural institutions to avoid duplication of thematic collections.

Highly significant or fragile items may be duplicated to assist with security, environmental, research, education, conservation or display purposes.

8. Acquisition of the Collection by the City of Armadale

All items previously under the care of the Armadale Kelmscott Historical Society, and clearly not identified as a loan prior to the transfer of management of the History House Museum from the History House Museum Management Committee to the City of Armadale in 2003, will be regarded as belonging to the City of Armadale Moveable Heritage Collection.

Items can be accepted into the City of Armadale Moveable Heritage Collection by donation, acquisition, bequest, internal transfer, salvage or external transfer. Where possible all items that enter the collection will be accompanied by appropriate documentation such as a receipt, transfer document or a signed donation/deed of gift form.

Donation or deed of gift forms must clearly state that the donor is the legal owner of the item or that they have the legal authority to transfer the ownership of the item to the City of Armadale.

9. Item Restrictions

The City of Armadale as general practice will not accept an item with any restrictions from the donor attached. If a sufficiently important case exists for a highly significant item to be accepted with restrictions, a reasonable date will be agreed to with the donor for the termination of the restrictions. The City of Armadale will strictly adhere to the provisions of the restrictions unless a court of competent jurisdiction authorises otherwise.

10. Secondary Collection

Not all items offered to the City of Armadale will meet the criteria established in this document. Some items may have an educational significance and be accepted into the City of Armadale's Secondary Collection. Donors must be made aware of this distinction prior to acceptance of donations.

The secondary collection is to be used for public and educational programs. These items will be used by members of the public and may be subject to possible damage. They are not a part of the City of Armadale's Moveable Heritage Collection, they will not be documented on the primary collection database and not be subject to the management practices set out in this document except that they must be safe to use by staff, volunteers and members of the public.

11. Ethics

The City of Armadale will only acquire items for its collection:

- In accordance with State and Federal law and international agreements between Australia and other nations.

- That have legal and ethical provenance.
- In accordance with the Museum Australia Code of Ethics of which it is a member.
- That preserve human dignity.

The City of Armadale will:

- Promote the legal and ethical responsibilities of natural and cultural preservation to the general public.
- Not provide appraisals for tax deductions or other external purposes.
- Only provide identification and authentication for professional, scientific or educational purposes as outlines in the Museums Australia Code of Ethics.

12. De-accessioning and disposal

De-accessioning is the process whereby an item from the collection maybe considered for removal. In accordance with good collection management practice and International Council of Museums (ICOM) ethics, the City of Armadale has the right to de-accession items over which it has ownership.

13. Condition for De-accessioning

The City of Armadale may de-accession an item if it:

- Fails to meet the criteria set out in the City of Armadale's management practices for the acceptance and retention of material on a permanent basis.
- Does not have adequate documentation proving provenance and significance.
- Is more appropriate for the item to belong in another cultural or collecting institution.

14. Community Consultation

For an item to be disposed of or transferred to another organisation the City of Armadale will present the recommendation for de-accessioning to a Council recognized community committee for ratification.

For items that have significant financial or cultural value, or where the community committee is unable to reach a consensus on disposal or transfer, the decision will be referred to Council for resolution.

15. Conditions for Disposal

The City of Armadale may dispose or de-accessioned items using the following methods:

- Offer the item in the first instance back to the original donor or immediate member of the family.
- Offer the item to another appropriate cultural or collecting institution.
- Offer the item to an appropriate community organisation.
- Transfer the item to the City of Armadale's Secondary Collection.
- Cannibalise the item for spare parts for other, more significant items in the collection.
- Sell the item via public auction and in accordance with the ethics outlined in this document.

- As a last resort destruction of the item while being witnessed by an impartial observer.

16. Proceeds from the Sale of an item

Any proceeds from the sale of a de-accessioned item should be committed back into the development and care of the moveable heritage collection. The City of Armadale should not be seen to be profiting from the communities' heritage.

17. Ethics

No City of Armadale staff member, Councillor, volunteer, community group member or member of their family may purchase or be seen to gain personal benefit from the disposal of a de-accessioned item regardless of method of disposal including public auction.

18. Loans

The acceptance of items by the City of Armadale on a 'long term loan' or a 'temporary loan' basis will be refused. Loans may be accepted on a short term basis for exhibition purposes and only within a specifically defined period. All loans to the collection will be properly cared for in keeping with the standards outlined in this management practice.

The City may lend objects to other museums and organizations holding history collections. Outward loans will be for a set period of time. Where applicable and appropriate, outward loans will be made on the understanding of reciprocal lending. It will generally not lend to private collectors.

All outward loans will be made under signed agreement with the City of Armadale, and depending on value may be subject to notification and acceptance of the City's Insurer noting the following:

- Address and details of display area (Main Foyer, office etc)
- Loan period
- Details of building security or other methods of securing the item.
- Value of the piece/pieces

The lender will be responsible for any additional insurance cost that the City may incur as a result of the loan. Where applicable the City may require the lender to include the piece/s under their insurance cover and to provide confirmation of coverage.

19.19. Display of Moveable Heritage Collection Artefacts

Prior to display all artefacts must be transferred to the legal ownership of the City of Armadale.

- If the artefact is deemed not to belong to City of Armadale's moveable heritage collection it may only be included in a display provided that the artefact is covered in a temporary loan agreement and is essential to the success of the display.
- The City of Armadale should hold those artefacts that originate from indigenous groups under mutual agreement. The rights to such cultural material will legally remain with the indigenous custodians.

Establishing the aim of display

Before any artefact is placed within a display it must be considered to comply with the Moveable Heritage Collection Policy/Management Practice.

The artefact or display must be placed in a location within the museum that is suitable for exhibition of artefacts. Due care is to be given to the condition requirements of artefacts such as exposure to light, heat and biological agents.

Appropriateness

The City will only display in its museums those objects or archival materials, which are relevant to and consistent with the defined purposes of the museum, as defined by the Moveable Heritage Collection Policy/Management Practice.

Research requirements of displayed objects

Those artefacts that are used in displays must have a minimum standard of research so that the object can be interpreted in an appropriate manner. This level of research should include:

- Knowledge on the use or application of the object/artefact.
- Accessioning information at time of donation completed as far as is practicable.
- The object must have a research relevance to the display in which it is to be placed.

Condition of objects to be displayed

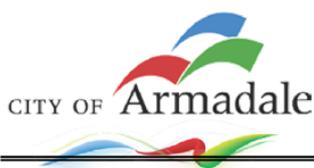
All objects earmarked for display should be considered to be in good general order. Any conservation works to objects should be carried out prior to display.

- Objects that are placed in long-term displays should be assessed at least once per calendar year.
- Any object found to have deteriorated while on display should be removed immediately and not replaced until stabilised.
- If necessary replacement artefacts should be used to complement the display.

Safety

The museum will avoid displaying items that may endanger the health or safety of museum staff or the public given reasonable safety precautions.

Last Reviewed	
Authority	



Management Practice – HTG 2 - Local Studies Library Collection

Relevant Delegation
N/A

1. Introduction

The City's Local Studies Library was named in 2003 in honour of Ivor T. Birtwistle, the first president of the Armadale-Kelmscott Historical Society. Birtwistle's private collection of books and documents, donated after his death and originally held in the History House Museum, remains an integral part of the collection. The Birtwistle Local Studies Library is committed to acquiring materials to develop a comprehensive history of the district.

2. Key Collecting Themes

The City of Armadale's local history collection will reflect the following acquisition criteria:

- Items should have a verifiable connection with the City of Armadale (i.e. people, places, activities or events).
- Published district history works of other local government areas will be collected.
- The collection will include oral history recordings and transcripts, photographs, documents, ephemera, books and manuscripts, local newspapers and news magazines, serials, ~~council records~~, private archives, cartographic materials, micro formats and limited artefacts.

3. Acquisition

Acquisitions into the collection are made through:

- purchase, donation, copying agreements or by bequest.

Where possible all donations that enter the collection will be accompanied by appropriate documentation such as a receipt, transfer document or a signed donation/deed of gift form.

Donations that include a large collection of items, e.g. minutes and correspondence of a community group or organisation, might not be retained in full, rather a sample collection of the items only may be retained depending on the significance of the collection. Remaining items will be returned to the donor or destroyed by agreement.

Where donors do not wish, or are unable, to fulfil these requirements, then donors may be approached for a loan of such materials to be copied for the collection. When an item is on loan for such purpose, a termination date will be specified.

Donation or deed of gift forms must clearly state that the donor is the legal owner of the item or that they have the legal authority to transfer the ownership of the item to the City of Armadale.

Preferably, acquisitions must be in a good state of preservation or manufacture. Items requiring extensive conservation and storage conditions that cannot be adequately provided for by the collection resources should not be acquired unless it meets significance criteria.

3.4. De-accessioning and disposal

De-accessioning is the process whereby an item from the collection may be considered for removal if it:

- Is an item that does not fall within the Acquisition Criteria,
- Is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation,

- It is a duplicate and a more physically intact item is available.

The City of Armadale may dispose or de-accession items using the following methods:

- Return to the donor if indicated on the donor's receipt or deed of gift.
- Transfer to another collection agency.
- Sale or auction.
- Destruction.

45. Collection management

All items are officially receipted and registered into the collection and catalogued within the City of Armadale's current Library Management System.

The library catalogue record includes information, including, but not limited to: loans, physical condition, identifying features, provenance and legal requirements and copyright agreement, i.e. whether the donor has retained copyright or transferred copyright to the City.

56. Copyright

Published materials

- Copyright practices should be within the *Copyright Amendment Act 1968-2006* and apply to all published material in the collection. Should a researcher wish to use any unpublished item for publication, written permission must be first sought from the City of Armadale's Historian/Local Studies Librarian, who will seek any clearances on behalf of the researcher.
- Photographs will only be available on application to the City of Armadale's Local Studies Library, which will work within the *Copyright Amendment Act 2006*.
- Digitisation of significant items will be in accordance with the *Copyright Amendment Act 1968-2006*.

Unpublished materials

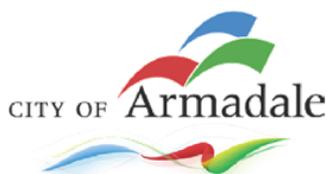
- Copies of all or part of unpublished materials may be made, subject to the wishes of the donor of the material.

67. Ethics

The City of Armadale will abide by the codes of ethical practice established by the:

- Australian Library & Information Association
- Australian Society of Archivists
- Oral History Association of Australia

Last Reviewed	
Authority	



MANAGEMENT PRACTICE – LIB 2 - Library Public Notice
Boards
Relevant Delegation
N/A

1. Notice Board items promoting an event should be of a non-commercial nature, ie they should be “non profit” other than commercial cultural advertising, such as theatre, ballet, musical events, film etc.
2. Promotion of community courses/events for which payment is required is acceptable, if the course/events are of an educational nature or health/welfare related, and it is considered that they are not being run from a purely profit driven motive. This decision rests with the Branch Librarian in the first instance, with the Manager Library & Cultural Heritage Services making the final decision in case of dispute. The Library’s community service obligation should be the prime factor in making such a decision.
3. Any religious promotional material should be of a general nature and should not promote one particular church and its actual location. A telephone number for contact on such notices or handouts is permissible. An address is acceptable for specific events at a religious centre, eg fete, guest speaker, carol singing event.
4. Political advertising in support of particular candidates is not permitted. However, promotion of a particular event eg guest speaker, rally etc is acceptable. It is not the Library’s responsibility to seek advertising material from the other side of political opinion if it does display material promoting an event supporting one particular point of view.
5. When space becomes an issue on notice boards, local events will take priority.
6. Notices should where possible be “classified” so that like events are promoted on one board.
7. A-Where possible, a separate notice board will be used to display all Council related notices and to promote the City’s events.
8. Open ended notices will in most instances be displayed for a-up to three3-months period only, other than those deemed to be of greater use to the community. This decision rests with the Branch Librarian.
9. Informational handouts will be offered as space permits. No group has the right to request that their handouts be placed in a more prominent position than another.
10. The placing of handouts inside of books when issued will be restricted to City supported events.
11. The City at its discretion, reserves the right, with or without reason being provided, to refuse the placement of material on its library notice boards which in its view does not comply with the intent of this policy and that decision shall be final.

Last Reviewed	
Authority	



POLICY – REC N 7- Major Event Sponsorship Policy

Related Management Practice

Yes

Relevant Delegation

N/A

Rationale

Council is committed to promoting the City of Armadale locally, nationally and internationally and also supporting the Champion Lakes Complex and major events.

This policy provides guidelines determining how Council responds to sponsorship requests for major events that occur within the City boundaries including but not limited to the Champion Lakes Complex.

Policy

Council will consider requests for sponsorship of major events held within the City of Armadale.

Sponsorship proposals will be assessed against criteria which are outlined in the Management Practice.

Related Local Law	N/A	
Related Policies	COMD1 Requests for Financial Assistance COMD5 Sponsorship of the City's Events, Programs, Facilities and Publications	
Related Budget Schedule	Recreation Services	
Last Reviewed	11 May 2015	
Next Review Date	March 2018	
Authority Council Meeting of:	13 February 2012 (C8/2/12)	11 May 2015 (C23/5/15)



MANAGEMENT PRACTICE – REC N 7- Major Event Sponsorship
Relevant Delegation
N/A

Requests for sponsorship will be considered having regard for the following guidelines and criteria:

1.1 Eligibility criteria

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

1.2 In the event that the application is successful applicants must:

- a. Adhere to the sponsorship agreement proposed by the City.
- b. ensure that the Council's sponsorship is acknowledged through means such as advertising, promotional and media publicity associated with the event. Extent of acknowledgement will be dependent on each individual sponsorship agreement.
- c. Provide a sponsorship report with detail of the outcomes and event summary within 3 months of the event.
- d. All requests for sponsorship will be referred to the Community Services Committee for inclusion in the budgeting process.

Last Reviewed	
Authority	

CHIEF EXECUTIVE OFFICER’S REPORT

10 SEPTEMBER 2018

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1. REPORTS

1.1 COUNCILLORS INFORMATION BULLETIN - ISSUE NO 15/2018163

CITY OF ARMADALE
Chief Executive Officer's Report

Mayor and Councillors
City of Armadale

Following is my Report for the period
ended 10 September 2018

1.1 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 15/2018

WARD : ALL
FILE No. : M/562/18
DATE : 3 September 2018
REF : MC
RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Councillor's Information Bulletin – Councillor's are advised to take note of the information submitted in Issue No. 15/2018 to be received by Council

Strategic Implications

The following general information and memorandums were circulated in Issue No 15/2018 on 6 September 2018

COMMENT

Correspondence & Papers

WA Local Government Association (WALGA) News
Australian Local Government Association (ALGA) News
Local Matters

Information from Human Resources

Employee Movements

Information from Technical Services

Nil

Information from Community Services

Nil

Information from City Strategy

Progress Report

Progress Report on Contingency, Operational & Strategic Project

Outstanding Matters & Information Items

Economic Development

Tourism & Visitor Centre Report

Donations/Grants/Contributions

2018/19

Annual Contributions (nil)

Accounting Reports

Rates Report

Report of the Common Seal

Information from Development Services

Outstanding Matters & Information Items

Report on Outstanding Matters - Development Services Committee

Review before the State Administrative Tribunal (SAT)

Health

Health Services Manager's Report – August 2018

Planning

Planning Applications Report – August 2018

Town Planning Scheme No.4 - Amendment Action Table

Subdivision Applications - WAPC Approvals/Refusals – August 2018

Subdivision Applications - Report on Lots Registered for 2018/2019

PAW Closure Report - Significant Actions during August 2018

Compliance Officer's Report – August 2018

Building

Building Services Manager's Report – August 2018

Building Health/Compliance Officer's Report – August 2018

Building Applications Monthly Statistics – August 2018

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

That Council acknowledge receipt of Issue 15/2018 of the Information Bulletin



**ORDINARY MEETING OF COUNCIL
MONDAY, 27 AUGUST 2018**

MINUTES

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CITY OF ARMADALE

MINUTES

OF ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 27
AUGUST 2018 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

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

PRESENT:

Mayor, Cr H A Zelones 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	Hills Ward
Cr C M Wielinga	Hills Ward
Cr C Frost	Lake Ward
Cr M Silver	Lake Ward
Cr K Busby	Minnawarra Ward
Cr J H Munn CMC	Ranford Ward
Cr M Geary	Ranford Ward
Cr L Sargeson	Palomino Ward
Cr C A Campbell JP	Palomino Ward

IN ATTENDANCE:

Mr R S Tame	Chief Executive Officer
Mr J Lyon	Executive Director Corporate Services
Mr P Sanders	Executive Director Development Services
Mr K Ketterer	Executive Director Technical Services
Mrs Y Loveland	Executive Director Community Services
Mrs S D'Souza	CEO's Executive Assistant

Public: 3

LEAVE OF ABSENCE:

Nil

APOLOGIES:

Apology received from Cr G J Smith

- On Monday 20 August attended the John Calvin Christian College assembly to present the 2018 CoA Scholarship.
- On Tuesday 21 August hosted the Dale Christian School visit by 35 students to present a talk on Local Government.
- On Monday 27 August attended a photo opportunity to promote the upcoming Highland Gathering.

2 Governance & Economic Development

- On Wednesday 22 August attended a meeting of the Local Government House Trust in the WALGA Board Room.
- On Monday 27 August along with the CEO met with Alyssa Hayden MLA– Member for Darling Range.

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 20 August 2018.

MOVED Cr M Geary that the report be received.

MOTION not opposed, DECLARED CARRIED (13/0)

BUSINESS ARISING FROM REPORT

Recommendation CS63/8/18 - List of Accounts Paid - July 2018

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 \$13,292,837.83 on Vouchers 30213–30317, Batch 2214-2222, 2225, Direct Debits and PY01.01-PY01.02

Trust Fund

Accounts paid totalling \$480,191.03 on Vouchers 6959-7030 and Batch 2223-2224.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS64/8/18 - Statement of Financial Activity

MOVED Cr M Geary

That Council:

- (i) pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* (Financial Activity Statement Report) accepts the Statement of Financial Activity for the one (1) month period ended 31 July 2018; and**
- (ii) notes there are no reportable actual to budget material variances for the period.**

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS65/8/18 - Code of Conduct Review

MOVED Cr M Geary

That Council adopt the Draft Code of Conduct including the Forms and Proformas, as presented and attached to this Agenda subject to the following amendments:

- Clause 5.4(c) Retain the original clause (c) with the addition of the sample disclosure**
- Clause 5.7(c)(i) Remove the words “made privately in conversation”**
- Clause 5.7(d) Change the title and first paragraph to read Communications with Developers and Developer Interest Groups**
- Clause 5.7(e) Amend typo to read “clause 5.7(b)(ii)**
- Clause 6.1(a) Remove the words “actual or perceived”**
- Pg 122 – Form Change form to reflect the amended title change within 5.7(d)**

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS66/8/18 - RFQ/16/18 CATALYST - Core Business System

MOVED Cr M Geary that part (i) of Recommendation CS66/8/18 be amended by adding the following words after the word “attachment”.

“and authorise the Chief Executive Officer to negotiate and finalise the terms of the contract and scheduled rates.”

AMENDMENT not opposed, DECLARED CARRIED (13/0)

MOVED Cr M Geary that Recommendation CS66/8/18, as amended, be adopted.

That Council:

- i) In regard to RFQ16/18 Catalyst – Core Business System, accept the quotation from Technology One, for a period of ten years with three by two year renewal options at the City’s absolute discretion in accordance with the prices quoted and financial analysis included as confidential attachment, and authorise the Chief Executive Officer to negotiate and finalise the terms of the contract and scheduled rates.**

- ii) **Seek a report following appointment of the selected supplier and prior to 30 June 2019, on addressing the estimated shortfall in recurrent funding in the Long Term Financial Plan to be funded by “Realised Benefits” identified within the project scoping and implementation.**

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS67/8/18 - National Growth Areas Alliance (NGAA) - Update

MOVED Cr M Geary

That Council note and receive this report on the progress of NGAA activities.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS68/8/18 - 2018 National Growth Areas Alliance (NGAA) National Congress - Sydney - 19-20 November 2018

MOVED Cr M Geary

That Council

- 1. nominate the Mayor to attend as a Council delegate at the 2018 National Growth Areas Alliance (NGAA) Congress to be held in Sydney on 19-20 November 2018 with costs to be charged to the Members Development account; and**
- 2. note the attendance of the CEO and Manager Economic Development and Tourism to this NGAA Congress.**

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS69/8/18 - Forrestdale Business Park - 6 monthly update

MOVED Cr M Geary

That Council note the progress of development at Forrestdale Business Park and continue to support and promote its growth in accordance with the City’s Economic Development Strategy 2018-2022 and Local Planning Strategy 2016.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS70/8/18 - Annual Leave, Executive Director Corporate Services

MOVED Cr M Geary

That Council:

- 1. Note that the Executive Director Corporate Services (Jason Lyon) will take Annual Leave from Monday 10 September to Friday 28 September 2018 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 10 September to 28 September 2014 inclusive as Acting Executive Director Corporate Services.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation CS71/8/18 – Councillors’ Items

MOVED Cr M Geary

That Council refers the following Councillor Items:

- Department of Housing Properties
- Committee Report Template Change
- Local Content Policy

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

MOTION not opposed, DECLARED CARRIED (13/0)

10.2 DEVELOPMENT SERVICES COMMITTEE MEETING

Report of the Development Services Committee held on 21 August 2018.

Page 146 – Item heading and references within the item to be corrected to read “Meditation Centre” instead of “Mediation Centre”

MOVED Cr D M Shaw that the report be received.

MOTION not opposed, DECLARED CARRIED (13/0)

BUSINESS ARISING FROM REPORT

Recommendation D50/8/18 - SAT Mediation - Lot 256, 180 Oxley Rd, Forrestdale - Forrestdale Meditation Centre

MOVED Cr Geary that Recommendation D50/8/18 be not adopted.

SECONDED Cr G Nixon

OPPOSED Cr K Busby

MOTION LOST (4/9)

MOVED Cr D M Shaw, SECONDED Cr K Busby

OPPOSED Cr M Geary

That Council:

- A) Approves the application for Planning Approval for Recreation Private, Holiday Accommodation, Consulting Rooms, Single House and Ancillary Accommodation (Forrestdale Meditation Centre) on Lot 256, 180 Oxley Road, Forrestdale, subject to the following conditions:

1. A schedule of external colours and materials shall be submitted to the City's Planning Services and approved by the Executive Director Development Services. The development shall be completed and maintained in accordance with the approved schedule to the satisfaction of the Executive Director Development Services.
2. Hours of operation are:
Monday to Thursday – 7.00am to 9.00pm
Friday – 7.00am to 7.00pm
Saturday – 9.00am to 6.00pm
Saturday (Special Event) – 6.00pm to 9.00pm
Sunday (Special Event) – 9.00am to 6.00pm
3. No more than forty (40) participants (including Residents and Retreatants) are permitted to attend the centre each weekday, with a maximum of twenty (20) participants (including Residents and Retreatants) per weekday session, and a maximum of four (4) sessions per weekday (includes counselling sessions).
4. No more than twenty five (25) participants (including Residents and Retreatants) are permitted to attend the centre on Saturdays, with a maximum of fifteen (15) participants per session, unless attending a Special Event.
5. A maximum of four (4) Special Event programs are permitted annually on either Saturday and Sunday with no more than thirty (30) participants (including Residents, Retreatants and staff) at any one time to the satisfaction of the Executive Director Development Services.
6. The car parking requirement generated by the use shall not exceed the number of parking spaces provided on site (i.e. 20 regular spaces and 11 overflow spaces) to the satisfaction of the Executive Director Development Services.
7. Overflow parking to be used for Special Events only (i.e. once per quarter) to the satisfaction of the Executive Director Development Services.
8. A Bushfire Management Plan addressing Section 6.5 of State Planning Policy 3.7 'Planning in Bushfire Prone Areas' (inclusive of a Bushfire Attack Level (BAL) assessment by an accredited Bushfire Planning Practitioner) shall be provided prior to any Building Permit application and the development shall be constructed in-accordance with Australian Standard 3959 – Construction of Buildings in Bush Fire Prone Areas (or superseding standard).
9. The Bushfire Management Plan required by Condition 8 shall be implemented including site preparation and establishment of the Asset Protection Zone prior to occupation of the dwellings and commencement of the use.
10. Any landscaping is to be maintained in accordance with the Bushfire Management Plan required by Condition 8.
11. To meet vehicle manoeuvring space requirements the developer/owner shall, to the specifications and satisfaction of the Executive Director Technical Services:
 - a) Construct/seal all such areas, including drainage and kerbing/markings where necessary, in accordance with the approved site plan;
 - b) Provision of access for people with disability from carpark to walkway

- and to the building and vice versa is required;
- c) A symbol of access in accordance with AS2890.6 shall be placed on the pavement of the disabled car parking bays;
 - d) Undertake pruning required to ensure sufficient lines of sight are achieved for vehicles leaving the site in accordance with the submitted Transport Impact Statement;
 - e) Relocate/remove any services/infrastructure as necessary;
 - f) Continuously maintain all such areas thereafter.
12. A minimum depth of 0.5 metres to the highest known groundwater level is to be maintained below all development (including the underside of effluent disposal systems) to the satisfaction of the Executive Director Development Services.
13. To meet drainage requirements the developer/owner shall, to the specifications and satisfaction of the Executive Director Technical Services:
- a) Submit a stormwater management plan incorporating water sensitive design principles for approval and implement the approved plan thereafter;
 - b) Show any drainage easements as may be required on the Certificate of Title in favour of the City;
 - c) Relocate, remove or upgrade any drainage infrastructure on the lot or within the adjoining road reserve that is impacted by the proposed development;
14. All conditions are to be complied with prior to exercising the right of this approval, to the satisfaction of the Executive Director Development Services.
15. That the overflow car parking area being fenced (post and wire) and signage to the satisfaction of the City.
16. A revised site plan relocating the 12 car parking bays to the southern degraded portion of the site.
17. Screening fencing and/or vegetation along the eastern boundary abutting the proposed development to the satisfaction of the City. All landscaping shall be installed prior to occupancy of the development and maintained as per the approved plan thereafter.

Advice to Applicant

- A. The applicant is advised that the car parking has been assessed based on the assumption that use of the counselling rooms will not coincide with regular classes or Special Events.
- B. The applicant is advised that all buildings and/or structures are to be confined to the designated development envelope as shown on the enclosed plan, with the exception of the water tank, firebreak and driveway which is outside the envelope and has been deemed acceptable in this instance. Please note that the area of land excluded from the building envelope is not to be otherwise developed, cleared or built upon.
- C. With regard to Condition 8, the Bushfire Management Plan is to include the requirements of provision No.16 of the approved Structure Plan (i.e. minimum amount of water to be made available for firefighting purposes and required fittings).

- D. With regards to Condition 14, the owner and/or applicant is encouraged to provide written evidence to the City to demonstrate compliance of the conditions noted above. For further information please refer to Planning Information Sheet “Development Application Condition Clearance” available at <https://www.armadale.wa.gov.au/planning-information-sheets>**
 - E. Compliance with the Health (Public Buildings) Regulations 1992 is required. In this regard, a Public Building application shall be submitted to the City’s Health Services and approved prior to occupation of the proposed building.**
 - F. Premises must comply with the Food Act 2008 and the Food Standards Code.**
 - G. Compliance with the Environmental Protection (Noise) Regulations 1997 is required.**
 - H. Compliance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 is required. In this regard the applicant will be required to submit an Effluent Treatment System Application to the City’s Health Services which is available on the City’s website: <http://www.armadale.wa.gov.au/sewage-and-effluent-disposal>**
 - I. Compliance with the Building Code of Australia is required. In this regard, a Building / Demolition Permit application shall be submitted to the City’s Building Services and approved prior to the erection / demolition of any structures on the subject site.**
 - J. With regard to Condition 11 regarding vehicle manoeuvring spaces, the City’s Technical Services Directorate should be contacted in order that the appropriate crossover application may be made.**
 - K. With regard to Condition 8, State Planning Policy 3.7 – ‘Planning in Bushfire Prone Areas’ and the related guidelines are available here: <http://www.planning.wa.gov.au/8194.asp> . It is highly recommended that ember protection screens be installed to any evaporative air conditioning unit. Further information can be obtained at: <http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireInfoNotesPublications/DFES-InfoNote-BushfireEmberProtectionScreens.pdf>**
 - L. The applicant is advised that in accordance with State Planning Policy 3.7 - *Planning in Bushfire Prone Areas*, planning proposals should satisfy bushfire protection requirements within the boundaries of the land being developed so as not to impact on the bushfire and environmental management of neighbouring foreshore reserves, properties or conservation covenants.**
 - M. In regard to Condition 11 the City does not permit black asphalt.**
- B) Advise the submitters of the Council decision in this regard.**

MOTION DECLARED CARRIED

(10/3)

Recommendation D51/8/18 - Proposed Amendment No.98 to TPS No.4 – Include the Use of 'Shop' (Pharmacy) within Additional Use No. 34

MOVED Cr D M Shaw

That Council:

- 1. Pursuant to section 75 of the Planning and Development Act 2005, initiate Amendment No.98 to Town Planning Scheme No.4 as a standard amendment in accordance with Part 5, Clause 34 – standard amendment, subsection (a), (e), (f) and (g) of the Planning and Development (Local Planning Schemes) Regulations 2015, as follows:**
 - A. Amend Additional Use No.34 in Schedule 2:**
 - i. To modify the Description of Land column to state “*A Portion of Lot 65 (No.3057) cnr Lilian Avenue and Albany Highway and Lot 1 (No.3061) Albany Highway, Armadale.*”**
 - ii. To include “Shop (Pharmacy)” in the Additional Use column as a ‘D’ use**
 - iii. To modify condition 34.3 under the Conditions and Requirements column to state “*The overall development of the site should be of a high quality architectural design, with glass facades that address both street frontages and to be setback in accordance with the existing streetscapes.*”**
 - iv. To modify condition 34.5 under the Conditions and Requirements column to state “*retention of existing trees where appropriate*”**
 - v. To remove condition 34.6 under the Conditions and Requirements column;**
 - vi. To provide a new condition 34.6 under the Conditions and Requirements column to state “*The development of ‘shop’ floor space shall not exceed 250m² NLA and be limited to use by a Pharmacy only in conjunction with the operation of a Medical Centre on the site.*”**
 - B. Amend the Scheme maps to remove part of the Additional Use over Lot 65.**
- 2. Refer the above amendment to Town Planning Scheme No.4 to the Environmental Protection Authority (EPA) pursuant to section 81 of the Planning and Development Act 2005. Should the EPA advise that the amendment does not require assessment, advertise the amendment for a period of 42 days.**
- 3. Authorise the Mayor and Chief Executive Officer to execute the Amendment documents.**
- 4. Forward a copy of the amendment to the Western Australian Planning Commission for information.**

MOTION not opposed, DECLARED CARRIED

(13/0)

Recommendation D52/8/18 - Proposed Place of Worship - Lot 8 No.14 McKenzie Grove Kelmscott

MOVED Cr D M Shaw

That Council:

- A. Approves the application for a Place of Worship at Lot 8, No.14 McKenzie Grove, Kelmscott subject to the following conditions:**
- 1. Operating hours of the Place of Worship shall be limited to 9am to 5pm Sundays and Easter and Christmas Services.**
 - 2. A maximum of fifty (50) worshippers are allowed in the Place of Worship during Sunday services.**
 - 3. During Easter and Christmas Services the operator shall manage the demand for parking by attendees to ensure parking does not exceed the maximum number of parking bays available onsite at any one time.**
 - 4. Prior to the submission of a Building Permit, revised plans shall be submitted to and approved by the City's Planning Services, in-accordance with Schedule 2, Part 9, Clause 74(1) of the Planning and Development (Local Planning Schemes) Regulations 2015 that modify the proposal by:**
 - a. The play area for children is to be located on the western side of the existing house, galvanized shed and water tank area in order to achieve adequate acoustical screening from the nearest noise sensitive receiver.**
 - 5. To meet drainage requirements the developer/owner shall, to the specifications and satisfaction of the Executive Director Technical Services:**
 - a. Submit a stormwater management plan incorporating water sensitive design principles for approval and implement the approved plan thereafter;**
 - b. Show any drainage easements as may be required on the Certificate of Title in favour of the City; and,**
 - c. Relocate, remove or upgrade any drainage infrastructure on the lot or within the adjoining road reserve that is impacted by the proposed development.**
 - 6. A landscape plan shall be submitted to and approved by the Executive Director Development Services. The landscape plan shall include:**
 - a. Plant species (predominantly West Australian natives);**
 - b. Numbers, location, container size;**
 - c. Method of irrigation of the landscaped areas;**
 - d. Landscaping and treatment of adjoining verge areas;**
 - e. A minimum 2 metre wide landscaping strip between the parking area and the street boundary of the site;**
 - f. The provision of shade trees within the car park at the rates of at least 1 tree per 10 metre interval along any line of car parking;**
 - g. Retention of existing trees as identified on the approved site plan;**

- h. Landscaping along the western boundary of the lot to assist with screening.**

All landscaping shall be installed prior to occupancy of the development and maintained as per the approved plan thereafter.

- 7. The applicant is to provide a statement by a qualified Environmental professional identifying any black cockatoo nesting trees to the satisfaction of the Executive Director Technical Services prior to implementation of the Bushfire Management Plan.**
- 8. The Bushfire Management Plan submitted by Bushfire West (dated 3/4/2018), shall be modified in accordance with the advice from DFES dated 8/8/18 and implemented including site preparation and establishment of the Asset Protection Zone prior to commencement of the use.**
- 9. All vehicle parking maneuvering spaces shall be constructed, sealed, kerbed and drained in accordance with the approved site plan to the satisfaction of the Executive Director Technical Services and continuously maintained thereafter. Relocation/removal of any services/infrastructure will be at the cost of the developer.**
- 10. Driveways and parking areas shall be brick paved or other high quality finish such as coloured concrete or non-black asphalt to the specifications and satisfaction of the Executive Director Technical Services. Untreated concrete and black asphalt finishes are not permitted.**
- 11. No materials shall be stored in car parking areas.**
- 12. A schedule of external colours and materials shall be submitted to the City's Planning Services Department and approved by the Executive Director Development Services. The development shall be completed and maintained in accordance with the approved schedule to the satisfaction of the Executive Director Development Services.**
- 13. External colours and materials shall be in keeping with the surrounding character/amenity of the locality and maintained to the satisfaction of the Executive Director Development Services.**
- 14. Prior to the commencement of works or any development being undertaken on the site the applicant shall submit and have approved, the specifications of the proposed on-site effluent disposal system to the satisfaction of the City of Armadale on advice from the Department of Biodiversity, Conservation and Attractions. The specifications shall include, unless otherwise agreed in writing:
 - a. Its location and clearance from highest know groundwater;**
 - b. Expected performance;**
 - c. Nutrients removal capability; and**
 - d. Monitoring and maintenance plan.****
- 15. Prior to the commencement of works or any development being undertaken on the site, the applicant shall prepare and have approved, a stormwater**

management plan to the satisfaction of the City of Armadale on advice from the Department of Biodiversity, Conservation and Attractions.

16. All existing septic sewer systems including all tanks, pipes and associated drainage systems (soak wells or leach drains) are to be decommissioned, in accordance with the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974, removed, filled with clean sand and compacted. Proof of decommissioning is to be provided in the form of either certification from a licenced plumber or a statutory declaration from the landowner/applicant, confirming that the site has been inspected and all septic tanks, soak wells, leach drains and any associated pipework have been removed.
17. The use of the Place of Worship and Single House shall not commence unless the City is satisfied that there is a satisfactory water supply as required by Clause 4B.5.1 of Town Planning Scheme No.4, consisting of a roof water tank of not less than 90,000 litres, or a bore, well, spring soak or dam yielding water at a sufficient rate, or with sufficient storage capacity, to meet the reasonable needs of the occupiers of the dwelling. In this condition, satisfactory water supply means water which has been bacteriologically and chemically analysed to establish that water is fit for human consumption.
18. Lighting shall comply with Australian Standard 4282-1997 "Control of the obtrusive effects of outdoor lighting" or its equivalent and the City's Environment, Animals and Nuisance Local Laws.
19. All conditions are to be complied with prior to exercising the right of this approval, to the satisfaction of the Executive Director Development Services.

Advice Notes –

- a) A separate application is required for all signs associated with the development.
- b) With regard to the Condition requiring submission of a colour and material schedule, it is expected that the colour and material schedule will be submitted and approved prior to the submission of a Building Permit Application.
- c) With regard to the Condition requiring a Landscape Plan, please refer to the City's Landscaping Guidelines – (Screening and/or Grouped Dwellings and/or Industrial and Commercial) and the Landscaping Guidelines – Plants to Avoid, to assist you to formulate a satisfactory landscaping proposal. Copies of these documents are available on the City's website at: www.armadale.wa.gov.au/publications/
- d) With regard to the Condition regarding vehicle manoeuvring spaces, the City's Technical Services Directorate should be contacted in order that the appropriate crossover application may be made.
- e) With regard to Condition 14, the applicant is advised to review Corporate Policy Statement No.51 - Planning for Wastewater Management affection the Swan Canning Development Control Area prior to submitting specifications.

The system shall be a secondary treatment system with nutrient removal capability, set back a minimum of 100 metres from the tributary of the Canning River.

- f) With regard to Condition 15, the applicant is advised the stormwater management system shall be designed to prevent mobilisation of sediment, nutrients and contaminants from the site to the river. Stormwater from the proposed development should be managed in accordance with Corporate Policy Statement 49 - Planning for Stormwater Management Affecting the Swan Canning Development Control Area, the Department of Water and Environmental Regulation's Stormwater Management Manual for Western Australia and Decision Process for Stormwater Management in WA, and water sensitive urban design principles.
- g) Compliance with the Environmental Protection (Noise) Regulations 1997 is required.
- h) Compliance with the Health (Public Buildings) Regulations 1992 is required. In this regard, a Public Building application shall be submitted to the City's Health Department and approved prior to occupation of the proposed building.
- i) Stormwater runoff from constructed impervious surfaces generated by small rainfall events (i.e. the first 15 mm of rainfall) must be retained and/or detained at-source as much as practical and will not be permitted to enter the river untreated.
- j) It is highly recommended that ember protection screens be installed to any evaporative air conditioning unit. Further information can be obtained at: <http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireInfoNotesPublications/DFES-InfoNote-BushfireEmberProtectionScreens.pdf>
- k) The applicant and landowner are advised that it is a statutory requirement to comply with all conditions of this approval, and that not complying with any condition is therefore illegal. Failure to comply with any condition of this approval or the approved plans constitutes an offence under the Planning and Development Act 2005. The City can issue a Planning Infringement Notice of \$500 (without notice) and/or commence legal action with higher penalties up to \$200,000 for each offence and a daily penalty of \$25,000 per day for the continuation of that offence. It is the responsibility of the applicant and/or landowner to inform Council in writing when they consider the development to be complete and all conditions of this approval have been satisfied.
- l) A Building Permit application is required prior to the erection of any structures on the property.
- m) The developer is reminded of the requirement under the provisions of the Environmental Protection Act that all construction work (which includes earthworks and similar) be managed with due regard for noise control. Works generating noise, and rock breaking in particular, are not permitted:-

- i. Outside the hours of 7:00am to 7:00pm; or
 - ii. On a Sunday or Public Holiday.
- n) If the applicant is aggrieved by a Refusal to Approve his/her application, or, where Approved, is aggrieved by any Condition imposed in that Approval he/she may apply for a Review to the State Administrative Tribunal pursuant to the provisions of Part 14 of the Planning and Development Act 2005 against such refusal or imposition of such aggrieved Condition.

Such application for Review must be made not more than twenty eight (28) days after the date of Council's decision via the form available from the State Administrative Tribunal (copies available from the State Administrative Tribunal, at Level 4, 12 St Georges Terrace, Perth, or GPO Box U1991, Perth, WA, 6845, or www.sat.justice.wa.gov.au or from Council's offices), and should be accompanied by the relevant fee detailed in Schedule 18 of the State Administrative Tribunal Regulations 2004.

- o) If the development the subject of this approval is not substantially commenced within a period of 24 months from the date of this letter, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.

B. That the submitters be advised of the Council's decision in this regard.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation D53/8/18 - Naming of Reserve and Future Building - South East, Piara Waters

MOVED Cr D M Shaw

That Council:

1. Name the Reserve (including the future building) on Lot 8002 Terracina Parkway, Piara Waters 'Novelli Reserve' and seek Landgate's Geographic Names Team approval.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation D54/8/18 - Road Renaming - Kilburn Lane, Kelmscott

MOVED Cr D M Shaw

That Council:

1. Request approval to rename 'Kilburn Lane' to Capstick Lane and submit to Landgate's Geographic Name Team for approval.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation D55/8/18 - Final Adoption - Street Numbering Amendment Local Law 2018

MOVED Cr D M Shaw, SECONDED Cr C A Campbell

That Council:

In accordance with provisions of Section 3.12(4) of the Local Government Act 1995 makes the ‘Street Numbering Amendment Local Law 2018’ as specified in the Attachments to this report.**

MOTION DECLARED CARRIED BY AN ABSOLUTE MAJORITY RESOLUTION OF COUNCIL (13/0)

Recommendation D56/8/18 - Finalisation of Armadale Strategic Metropolitan City Centre Structure Plan, Local Planning Policy PLN 3.11 Armadale Activity Centre Design Guidelines & Car Parking Strategy

*Cr Busby declared a financial interest in Recommendation D56/8/18 on the basis that he owns an investment property within the Metropolitan Redevelopment area.
Cr Busby left the meeting at 7.29pm*

MOVED Cr D M Shaw

That Council:

- 1. Pursuant to Schedule 2, Clause 36 (2) (e) of the Planning and Development (Local Planning Scheme) Regulations 2015 the Council supports the approval by the Western Australian Planning Commission of the Armadale Strategic Metropolitan City Centre Structure Plan, Car Parking Strategy and supporting Technical documents with modifications as set out in the attached revised Schedule of Modifications.**
- 2. Forward the Structure Plan, Car Parking Strategy and supporting technical documentation to the Western Australian Planning Commission for its consideration and request the WAPC approve the Structure Plan subject to the modifications outlined the attached revised Schedule of Modifications.**
- 3. Endorse the comments made in this report and attachments regarding the submissions received on this Structure Plan for inclusion in the schedule of submissions to be forwarded to the WAPC.**
- 4. Endorse the Armadale Strategic Metropolitan Activity Centre Structure Plan – Parking Supply and Management Strategy.**
- 5. Pursuant to Schedule 2 Clause3 (b) ii of the Planning and Development (Local Planning Schemes) Regulations 2015;**
 - a. Proceed with the Local Planning Policy – PLN 3.11 ‘Armadale Activity Centre Design Guidelines’ subject to the modifications included in the attached Schedule of Modifications; and**
 - b. Publish notice in a newspaper circulating in the Scheme area advising that the Council has adopted Local Planning Policy – PLN 3.11 ‘Armadale**

Activity Centre Design Guidelines'

- c. **Refer a copy of the Local Planning Policy – PLN 3.11 'Armadale Activity Centre Design Guidelines' to the WAPC.**
6. **Note that separate reports to Council will be prepared detailing recommendations to progress the implementation of the Armadale City Centre and a Scheme Amendment.**
7. **Advise the submitters of its decision.**

MOTION not opposed, DECLARED CARRIED (12/0)

Cr Busby returned to the meeting at 7.30pm

Recommendation D57/8/18 - Percent for Public Art Local Planning Policy

MOVED Cr D M Shaw

That Council:

1. **In accordance with Schedule 2, Part 2, sub-clause 4 (3) of the Planning and Development (Local Planning Schemes) Regulation 2015:**
 - a) **Adopt the *Percent for Public Art Local Planning Policy PLN 3.12* with modifications as shown in the *Attachments of the Report*; and**
 - b) **Publish a notice in a newspaper circulating in the scheme area stating that the *Percent for Public Art Local Planning Policy PLN 3.12* has been adopted.**
2. **Note that the City's *Public Art Policy and Management Practice - COMD 8 - Public Art Policy* will be amended to align with the final *Percent for Public Art Local Planning Policy PLN 3.12*.**
3. **Request a new Public Art Reserve Account specifically for public art monetary contributions to be made by eligible private developers, in accordance with the *Percent for Public Art Local Planning Policy PLN 3.12*.**

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation D58/8/18 - 11th International Urban Design Conference - 12 to 13 November 2018

MOVED Cr D M Shaw

That Council make no nomination for an Elected Member to attend the International Urban Design Conference to be held at the SMC Conference and Function Centre in Sydney from Monday, 12th to Tuesday, 13th November 2018.

MOTION not opposed, DECLARED CARRIED (13/0)

Recommendation D59/8/18 - ICTC 2018 - Fremantle - 14 to 16 November 2018

MOVED Cr D M Shaw

That Council make no nomination for an Elected Member to attend the ICTC Conference to be held at the Esplanade Hotel, from Wednesday, 14th November to Friday, 16th November 2018.

MOTION not opposed, DECLARED CARRIED (13/0)

10.3 CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer .

MOVED Cr K Busby that the report be received.

MOTION not opposed, DECLARED CARRIED (13/0)

BUSINESS ARISING FROM REPORT

Recommendation - Councillors Information Bulletin - Issue No 14/2018

MOVED Cr C Frost

That Council acknowledge receipt of Issue 14/2018 of the Information Bulletin

MOTION not opposed, DECLARED CARRIED (13/0)

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 7.35pm

MINUTES CONFIRMED THIS 10 SEPTEMBER 2018

MAYOR