CITY OF Armadale

# ORDINARY MEETING OF COUNCIL

# MONDAY, 13 MARCH 2017

# AGENDA

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**AGENDA**

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HELD ON 7 MARCH 2017

**TECHNICAL SERVICES COMMITTEE MEETING**
HELD ON 8 MARCH 2017

**CHIEF EXECUTIVE OFFICER'S REPORT**
HELD ON 13 MARCH 2017

# 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, 13 MARCH 2017

**R S TAME**
**CHIEF EXECUTIVE OFFICER**

**9 March 2017**

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**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

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**2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

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**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.*

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Nil

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## 7 CONFIRMATION OF MINUTES

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Nil

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# CITY OF ARMADALE

# MINUTES

OF **COMMUNITY SERVICES COMMITTEE** HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 7 MARCH 2017 AT 7.00PM.**

**PRESENT:**
Cr K Busby (Chair)
Cr G A Best
Cr R Butterfield
Cr C A Campbell JP
Cr C Frost
Cr J A Stewart
Cr C M Wielinga

**APOLOGIES:** Nil

**OBSERVERS:** Cr L Sargeson

**IN ATTENDANCE:**

| | |
|---|---|
| Mr N Kegie | A/Executive. Director Community Services |
| Mr G Fisher | Community Development Manager |
| Mr G Thompson | Manager Community Facilities Planning |
| Ms P Walker | Manager Library & Heritage |
| Mr J Cope | Community Arts & Cultural Development Officer |
| Ms A Owen-Brown | Minute Secretary |

**PUBLIC:** Nil

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

## DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee 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 Community Services Committee Meeting held on 7 February 2017 be confirmed.**

**Moved Cr C Frost**
**MOTION CARRIED (7/0)**

## ITEMS REFERRED FROM INFORMATION BULLETIN - #3 - 2017

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

## 7 MARCH 2017

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## *1.1 - ARMADALE ARTIST COLLECTIVE*

| | | |
|---|---|---|
| WARD | : | MINNAWARRA |
| FILE No. | : | M/76/17 |
| DATE | : | 10 February 2017 |
| REF | : | GF |
| RESPONSIBLE MANAGER | : | Executive Director Community Services |

**In Brief:**

- The City has received a sponsorship proposal from the Armadale Arts Collective (AAC). The aim of the proposal is to activate the Jull Street Mall by developing a quality local artist product and gallery/workshop in the Armadale CBD.
- Recommend that Council endorse a sponsorship of $21,400 in 2017/18 and $10,680 in 2018/19 to support the Armadale Artist Collective Space.
- *Committee requested that further information be provided to Councillors on the terms of a sponsorship agreement prior to the proposal being fully endorsed. The Recommendation was changed accordingly.*

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

1.1 A strong sense of community spirit.
1.2 Active community life that is safe and healthy.
3.4 A desirable destination.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

The 2016/17 budget has allocated $180,000 for the activation elements of the Armadale City Centre Activation Plan 2016 – 2018. The Armadale Arts Collective Proposal meets key strategic outcomes identified in this strategy and can be accommodated in the current budget.

**Consultation**

1. MANEX (Executive Management Team)
2. Jull Street Traders
3. Local Arts Community

**BACKGROUND**

Council resolved in July 2016 to endorse the Armadale City Centre Activation Plan.

The Activation Plan provides a framework to guide the implementation of initiatives within the Armadale City Centre that can generate key economic and social benefits for the Armadale City Centre and the broader community.

One of the key actions within the Armadale City Centre Activation Plan was to:

- Develop an approach to attract creative industries into the Armadale City Centre; and
- Implement an empty spaces program, which uses vacant premises for art, promoting the City Centre or offering short term or discounted tenancies.

The City has been taking a pro-active approach through its community development business unit to engage with the local arts community and showcase the artistic talent within the City of Armadale. This has resulted in initiatives such as the Armadale Hills Open Studio Arts Trail, Armadale Arts Festival and Public Art Strategy.

This engagement has resulted in the arts community developing the Armadale Arts Collective (AAC), which includes nine local artists who have formed a joint collective to pool their resources for exhibit and sell their work at various markets in the region.

The AAC in collaboration with the City's Cultural Development Officer has developed an Armadale Arts Collective retail proposal in the Jull Street Mall. The aim of the proposal is to activate the Jull Street Mall by developing a quality local artist product and gallery workshop in the Armadale CBD.

The vision is for the retail space to become a creative community hub; drawing tourists, local arts consumers, artists, creative entrepreneurs and increase the cultural vibrancy in the Jull St Mall.

When this proposal is viewed within the current activation achievements over the last twelve (12) months, the retail space will provide a key cultural anchor at one end of the mall. Some of these achievements have included:

- Improvement of the façade at the 'The Dale' hotel;
- Development application received for 'The Shack', which includes a restaurant and small bar;
- Development application approved for child care premises and two (2) shop premises;
- Installation of Public Art Work;
- Security trail; and
- Ongoing activation events occurring in the mall.

The AAC has also recently secured a $45,000 sponsorship from the Metropolitan Redevelopment Authority (MRA) over three years and is requesting sponsorship from the City to commence operations.

**COMMENT**

The AAC has been developing the retail proposal for the past twelve months, in close consultation with the Armadale Arts Community. The purpose of the Armadale Arts Collective retail space will be to:

- Activate the Jull St Mall in Armadale with a cultural commercial facility;
- Support local artists and artisans and encourage greater local economic investment;
- Encourage community wellbeing and connections between residents; and
- Improve the image of the City of Armadale.

The expected outcomes will be
- Create a commercially viable retail outlet for local arts products over two years;
- Generate arts product income for up to 20 local artists;
- Building strong relationships between the City of Armadale and local artists; and
- Promotion of Armadale's cultural activities that will enhance community wellbeing.

The art collective would be led by a principal Coordinator, Charlene O'Brien working in collaboration with a sub-committee of artists who would share the costs and commitments associated with running a retail outlet in Armadale's Jull Street Mall.

The management model of the Armadale Art Collective retail proposal is using a commercial model which generates income through hire of display space, hiring art studio space and tea house revenue.

To support the application the AAC has submitted a Business Plan to the City, which includes financial projections. The City has analysed the projections and engaged external advice to provide a Business Plan Assessment, which found the project should be viable based on the figures provided.

City of Armadale Support

AAC are requesting the City of Armadale to initially sponsor the startup of this social enterprise (business) to activate the Jull Street Mall and engage the local community in a contemporary cultural initiative.

The City previously hasn't provided direct financial support to a business enterprise or business, but has taken a 'case by case' approach to the support offered. One example of this was the City providing support to attract a cinema to the Armadale City Centre.

Likewise, the Armadale Artist Collective Proposal will activate the Armadale City Centre by providing a cultural commercial facility, which encourages greater local economic investment and community connection.

Due to the high upfront costs to establish the retail premises the AAC are requesting support for the rental costs. AAC are requesting the City to sponsor 50% of the rental costs in the first year and 25% in their second year of operation to enable the business to become financially sustainable.

The intention would be to enter into a sponsorship agreement with the AAC, if Council endorses the sponsorship request. The sponsorship agreement will include the following principles:
- City's relationship with AAC (not party to any lease agreements);
- Operation of sponsorship agreement (term, sponsorship allocation);
- Purpose of sponsorship (agreed outcomes/community benefits);
- Reporting arrangements (bi-annual report);
- Agreement to indemnify;

- Compliance with all laws and standards; and
- Termination if in default.

The MRA sponsorship will support the fit out costs of the retail shop front and ongoing expenses.

There are two potential scenarios for the City of Armadale supporting this mall activation initiative.

1. The Arts Collective is the leasee and there is a sponsorship agreement with the City to ensure agreed outcomes are met.
2. The City of Armadale is the leasee and provides the space to the arts collective at a subsidised/sponsored rate.

Option one is the preferred option.

Potential Location

The proposed site to locate the Armadale Artist Collective is within the old Rainer Gallery building at 225 Jull Street, Armadale.

Financial Impact

The funds to support the Armadale Arts Collective retail shopfront has been allocated within the Jull Street Mall Activation budget.

| **Year** | **Budget** |
|---|---|
| 2016/17 | $21,400 |
| 2017/18 | $10,680 |
| **Total** | **$32,080** |

The MRA sponsorship will provide $20,000 towards fit out costs in 2016/17, $15,000 rent subsidy in 2017/18 and an additional $10,000 in 2018/19.

## OPTIONS

1. Endorse the sponsorship of the Armadale Arts Collective Retail Space
2. Not Endorse the sponsorship of the Armadale Arts Collective Retail Space

## CONCLUSION

The AAC has developed an Armadale Arts Collective Retail Space proposal in the Jull Street Mall and is seeking financial support from the City. The aim of the proposal is to activate the Jull St Mall by developing a quality local artist product and gallery workshop in the Armadale CBD.

The key benefit of the Armadale Art Collective Retail Space includes:

- The City providing leadership in activating the Jull Street Mall;
- The activation of a long term vacant property on the Jull Street Mall;
- Attracting a diversity of customers to the Jull Street Mall;
- Promotion of the Jull Street Mall as a creative destination;
- Developing business development opportunities for local artists;
- Providing an arts workshop space for local programs; and
- Providing co-working opportunities (office spaces) for the creative industry.

***Committee Discussion***
*Committee was generally supportive of the initiative and the benefits it could bring to the Mall. However there were some concerns raised about the obligations of the AAC under the terms of a sponsorship agreement as it was felt these were not sufficiently outlined in the report. Accordingly the recommendation was expanded to endorse the proposal 'in principle' (part 1) with further information about the terms of the sponsorship agreement to be provided to Council before final endorsement.*

**ATTACHMENTS**
There are no attachments for this report.

**RECOMMEND**

**C5/3/17**

**That Council:**

1. **Endorse, in principle a sponsorship of $21,400 in 2017/18 and $10,680 in 2018/19 to support the Armadale Artist Collective Retail Space, subject to further information being provided to Council on the terms of a sponsorship agreement.**
2. **The sponsorship fund to be allocated from the City's Jull Street Activation Budget.**

**Moved Cr R Butterfield**
**Opposed Cr K Busby**
**Seconded Cr C M Wielinga**
**MOTION CARRIED** **(6/1)**

## ***1.2 - TRADERS PERMIT - MARKET OPERATOR - JULL STREET MALL***

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/80/17 |
| DATE | : | 14 February 2017 |
| REF | : | GF/KD |
| RESPONSIBLE MANAGER | : | Executive Director Community Services |

**In Brief:**

- This Report seeks approval for a Traders Permit to be issued to Marquee Markets to facilitate a Sunday market in the Jull Street Mall.
- The Report recommends approval of the Traders Permit.
- *Committee added a further dot point to part 1 of the recommendation to ensure the that individual stalls likely to detract from the appearance or image of the Mall could be excluded or removed from the Markets.*

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

3.1 A dynamic and diverse local economy
3.1.1 Market and promote Armadale and its potential to the business and investment communities.

**Legislation Implications**

*Local Government Act 1995*

*3.5. Legislative power of local governments*

*(1) A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.*

*6.16 Imposition of fees and charges*

*(1) A local government may impose* and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service fee is imposed.*

**Council Policy/Local Law Implications**

Activities and Trading Thoroughfares and Public Places Local Law.
Council Policy COMD 7 – Jull Street Mall Activities

**Budget/Financial Implications**

Application Fee of $50 and a proposed permit fee of $2,000.

In accordance with section 6.16 of the Local Government Act "*A local government may impose* and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service fee is imposed.* As the proposed fee is not currently detailed in the Annual Budget, Council will need to resolve to adopt the proposed fee pursuant to Section 6.16(3)(a) *"Fees and charges are to be imposed when adopting the annual budget but may be – (a) imposed* during a financial year; and (b) amended from time to time during a financial year."*

**Consultation**

- Community Services
- Corporate Services
- Marquee Markets

## BACKGROUND

Following the adoption of the Jull Street Mall Policy (C27/6/15) the City engaged 'Local and General Markets" to develop a weekly market in the Jull Street Mall to operate over the days Thursday to Sunday. Despite their demonstrated understanding of local markets and their extensive database of stallholders they were not able to engage enough interest to commence a successful weekly market; this resulted in them confirming they no longer wanted to operate a Market in the Jull Street Mall.

More recently the City has been liaising with Marquee Markets and has partnered with them to develop a Sunday Markets in the Jull Street Mall from the 5 February – 12 March 2017. Marquee Markets is operated by a local City of Armadale resident. At the time this report was written the markets would have been operating for five weeks with the initial feedback and interest promising that this could be a successfully run weekly event.

## DETAILS OF PROPOSAL

The City's intention for Marquee Markets to take sole responsibility from Sunday 19 March 2017.

Marquee Markets will facilitate and deliver a weekly Market from 9am to 1pm each Sunday. This would include them being responsible for all market operations and the holder of the trader's permit, if approved by Council.

It is proposed that the annual permit fee of $2,000 and the $50 application fee will be paid by the Market Marquees; with the ability for them to on charge to stall holders. The cost of any power and water usage is included in this permit fee.

## COMMENT

One of the permitted activities within the Jull Street Mall Activities Policy (C27/6/15) was a street market. The permitted use of 'Street Market' required a market organiser to manage all stallholders within the market zone and will operate in accordance with 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.

The City has had numerous discussions with the Marquee Markets to ensure Sunday Markets won't conflict with City run or sponsored events and be able to accommodate additional activities in the mall, such as Perth Kilt Run and Grand Fondo.

As the City found it difficult to engage market operators who are willing to run regular weekly markets in the Jull Street Mall and given past attempts and recent negotiations failing to attract stall holders to participate over multiple days, it is proposed that the markets will initially operate on a Sunday.

Setting of the proposed permit fee has been guided from consultation with a range of market providers and liaison with other local governments on the fees charged.

The proposed operating agreement between the City of Armadale and Marquee Markets will be for a period of twelve (12) months with a review after two (2) months. The permit shall commence on 19 March 2017 and cease on 18 March 2018 subject to:

- Council being satisfied with the Marquee Markets performance and operation of the Markets,
- Marquee Markets complying with any notice requiring a remedy to a breach of the provisions of the Agreement; and
- The Agreement shall be reviewed three (3) months prior to the conclusion of the initial twelve (12) month period.

Marquee Markets is to provide a written report of the Market's activities quarterly including details of the number and type of stalls, type of entertainment used, estimated number of visitors that have attended the Markets and advise of what promotion/advertising activities have occurred during the period.

**OPTIONS**

Option 1 – Approve the issuing of a Traders Permit to Marquee Markets to operate a Sunday Market in the Jull Street Mall.

Option 2 – Not approve the issuing of a Traders Permit to Marquee Markets.

The local law determines under what circumstances Council may refuse an application.

Clause 6.5(2) of the local law also states:

*"The local government may refuse to approve an application for a permit under this Division on any one of more of the following grounds –*

*(a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in response of which the permit is sought;*
*(b) the applicant is not a desirable or suitable person to hold a permit;*

*(c) that –*

*i. the applicant is an undischarged bankrupt of is in liquidation;*

*ii. the applicant has entered into any composition or arrangement with creditors; or*

*iii. a manager, an administrator, a trustee, a receiver or a receiver and manager have been appointed in relation to any part of the applicants undertakings or property;*

*(d) such other grounds as the local government may consider to be relevant in the circumstances of the case."*

In considering the above there does not appear to be any reason why a permit should not be approved.

## CONCLUSION

In consideration of the fact that the Council is supportive of reactivating the Jull Street Mall and that if the markets are successful they are likely to attract people to the City centre it is recommended that Council approve the issuing of a traders permit to Marquee Markets to operate a Sunday market in the Jull Street Mall.

## ATTACHMENTS

There are no attachments for this report.

***Committee Discussion***

*Committee wanted to ensure that all stalls in the Markets were consistent with the image and appearance of the Mall. Accordingly, an additional dot point (last dot point) was added to part 1 of the recommendation regarding permit conditions.*

**RECOMMEND** **C6/3/17**

**That Council:**

**1. Approves, pursuant to the City's *Activities and Trading in Thoroughfares and Public Places Local Law*, a traders permit being issued to Market Marquees for the purpose of operating a Sunday Market under the following permit conditions:**

- **Dates and Hours of Trading:**
  **Each Sunday from 19 March 2017 – 18 March 2018**
  **Markets to operate from 9am to 1pm**
- **Application Fee – $50.00**
- **Traders Permit Fee (Jull Street Mall Markets) – in accordance with part 2 of the resolution.**
- **No vehicle access/movements within the Mall area between the hours 9am to 1pm;**
- **The applicant providing evidence of current public liability insurance for no less than $20 million;**
- **Compliance with the *Activities and Trading in Thoroughfares and Public Places Local Law*, the City's Jull Street Mall Activities Policy and any other applicable legislation;**

- **All litter is to be removed immediately after close of trading and the area is to be left in a clean and tidy state; and**
- **The City reserving the right to cancel the permit should a substantiated complaint be received.**
- **The City reserves the right to temporarily suspend the Traders Permit or allocate an alternate day to operate in the event of the Mall being required for a special event.**
- **The City reserves the right to require the permit holder to exclude or remove individual stalls that are likely to detract from the image and appearance of the Mall.**

**2. Pursuant to section 6.16(3)(a) of the Local Government Act 1995 impose* an Annual Traders Permit Fee (Jull Street Mall Markets) of $2,000.**

**ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved Cr R Butterfield**
**MOTION CARRIED (7/0)**

## *2.1 - SEVILLE GROVE LIBRARY - CHAMPION CENTRE FEASIBILITY STUDY*

| | | |
|---|---|---|
| WARD | : | MINNAWARRA |
| FILE No. | : | M/136/17 |
| DATE | : | 28 February 2017 |
| REF | : | NK |
| RESPONSIBLE MANAGER | : | Executive Director Community Services |

**In Brief:**

As part of the ongoing implementation of the Master Planning initiative for 12 locations in the City's established areas, a feasibility study has been undertaken to determine how the Seville Grove Library and Champion Centre can be developed to meet the future needs of the community.

Recommend that Council;

- Endorse the findings of the Seville Grove Library/Champion Centre feasibility study
- Note that concept plans will be developed for the Seville Grove Library and Champion Centre based on the findings of the feasibility study
- Endorse a grant submission to Lotterywest for the Bob Blackburn Community Hub that includes funding for the Seville Grove Library/Champion Centre project as a matter of priority
- Receive further information, including costed concept plans, once the outcome of the grant submission is known to inform the upcoming review of the Corporate Business Plan/Long Term Financial Plan
- *Following Committee concerns about endorsing specific findings as outlined in the officer recommendation, Part 1 of the recommendation was changed so that the findings of the study are 'noted' rather than endorsed.*

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

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

**Legislation Implications**

Any works associated with the projects would be required to be undertaken in accordance with the Building Code of Australia and any other relevant legislation.

**Council Policy/Local Law Implications**

ENG 13 Asset Management Vision
ENG 14 Landscaping

**Budget/Financial Implications**

The Master Planning initiative has identified 12 community infrastructure projects spanning 25 years for Master Planned sites in the City's established areas. These projects currently sit outside the LTFP (Long Term Financial Plan) and require consideration as part of the annual reviews of the LTFP. It is anticipated that the 12 projects will be funded through a combination of external funding, loans and to an extent through existing provisions in the City's *Asset Management Program.*

Each of the 12 projects is to be the subject of further analysis to determine a more detailed scope of works and how each may be funded. The Seville Grove Library/Champion Centre project is the first of the 12 for which this more detailed work has been undertaken.

Indicative financial estimates of each of the projects were developed as part of the Master Planning initiative and reported to Council in November 2016 (C42/11/16). In the case of the Seville Grove Library/Champion Centre project these estimates are:

Elements

- Library repurposing
- Champion Centre Upgrade
- Aboriginal Artwork
- Integrated Car parking

| **Indicative Capital Cost** | **$2,358,000** |
|---|---|
| Anticipated External Funds | $1,000,000 |
| Municipal Funds - Loan | $1,358,000 |

The anticipated recurrent net cost of the project based on the indicative capital costs are **$284,000** per year for the first 10 years, which includes operational and renewal costs as well as the cost of servicing the loan and then **$109,700** thereafter to continue to meet the ongoing operational and renewal costs once the loan has been paid.

These figures are indicative and represent a relatively conservative forecast regarding external funds. Should a greater proportion of the funds required be sourced externally, the recurrent loan payments over the initial period would reduce.

As a matter of course, the City provides updates to external funding agencies on future projects. In February 2017, as part of this process an opportunity has presented itself for the City to submit a capital grant application for consideration by the Lotterywest Board in May 2017. This means submitting an Expression of Interest for the project in March 2017 to ensure the submission can be included in Lotterywest's May Board meeting agenda. As a result of the work undertaken as part of the Master Planning initiative and the feasibility

study that is the subject of this report, the Seville Grove Library/Champion Centre project was identified by Lotterywest as a project of considerable interest for a grant submission.

Discussion is underway with Lotterywest about a potential grant submission and what the composite elements could be. While the detail is yet to be finalised it is most likely that the financial outcome, if successful would be significantly more favourable than the indicative financial model suggests. If the grant was successful the project would need to commence in 2017/18.

**Consultation**

- City Departments
- Councillor Workshop on 13 February 2017
- Lotterywest

## BACKGROUND

In 2015/16 Council undertook a master-planning exercise for the Bob Blackburn Reserve with the Bob Blackburn Master Plan endorsed by Council in May 2016 (C20/5/16). The Bob Blackburn Master Plan is one of 12 developed for identified Community Hubs located throughout the City to determine what changes should be made to enable the facilities and activity areas on each of the reserves to better service current and future needs of local and broader communities.

In November 2016 Council considered a report that consolidated all of the work undertaken as part of the Master Planning initiative and how the identified works could be implemented over time (C42/11/16).

A key project identified through the Bob Blackburn Master Planning was to undertake a feasibility study to inform one of the major Master Plan projects which relates to the future of the Seville Grove Library and the Champion Centre.

In 2016 the City's Library Strategy and Development Plan was reviewed and endorsed by Council in July (C26/7/16). In part, the Strategy and Development Plan identified the future expansion of the City's library services in alignment with projected population growth. The Development Plan also raised the question of the sustainability of a library service at Seville Grove in light of proposed new services in Harrisdale and in Wungong Urban. Critical dates are 2021 when a Harrisdale library service is proposed and 2025 when a Wungong Urban library service is proposed.

In considering the Library Strategy Council decided that consideration should be given to options for a library service to remain in the Seville Grove area in conjunction with research being undertaken for the Bob Blackburn Community Hub. The relevant part of the decision relating to the Seville Grove Library in the July 2016 report was;

(C26/7/16)

2. *Seville Grove*
   *a) Options for the Seville Grove Library remaining as is, or being included with other developments associated with the Bob Blackburn Community Hub viz. the Champion Centre and/or the Aquatic Centre, be considered and be the subject of a further report to Council*

The desire to retain the Seville Grove library in its current location was also expressed by Councillors in attendance at the workshop on 13 February 2017. While not a decision making forum, the ideas generated at the workshop provided valuable input for the feasibility study.

In October 2016 Council endorsed its Advocacy Strategy for the purpose of focussing effort on securing funding, services and infrastructure to address priority needs in the area (CS88/10/16). In addition to endorsing a range of significant infrastructure priorities, Council decided that the Strategy should also advocate for Community and Human Services relevant to local needs.

Accordingly, the Champion Centre project as identified in the Bob Blackburn Master Plan was included as part of the City's Advocacy Strategy for the dual purposes of attracting services to the area and importantly for creating a Community Service Hub from which multiple organisations work together to support local families. To quote from the Advocacy Strategy;

> *"The City of Armadale faces some significant challenges with higher than average rates of intergenerational disadvantage leading to increased family violence; youth crime, health including mental health issues, chronic disease and unemployment.*
>
> *This places stress on overstretched services in the welfare, justice and health sectors as well as severely limiting the potential for families to thrive and participate more fully in community life."*

The Advocacy Strategy states that some of the ways Community and Human Services can be enhanced in the City are through;

- *An integrated model of Service Delivery comprising a physical hub and a programmatic approach involving relevant organisations to provide a holistic response to children and young people*
- *Strategic alignment with other networks including the Armadale Family Support Network*
- *Processes for the early identification of at-risk children and young people*
- *Improved information sharing protocols"*

This does not mean that the City takes on responsibility for more direct service delivery. However the City can, as it has done historically, play a key role in facilitating a more coordinated approach between community based agencies and to provide community focussed facilities from which programs and activities can operate.

## DETAILS OF PROPOSAL

This report presents the Seville Grove Library – Champion Centre Feasibility Study (as attached) for Council's consideration. The report also outlines the opportunity to source significant external funds that may enable the related upgrade project for the Seville Grove Library and Champion Centre to be included in the Corporate Business Plan/Long Term Financial Plan earlier than would otherwise have been the case.

The Study contains three sets of findings, related to;

1. The Seville Grove Library
2. The Champion Centre

3. How the facilities relate to each other and to other facilities on Bob Blackburn Reserve

The Study includes the following:

- Demographic and social research
- Community and sector feedback
- Comparison of good practice principles and external experiences
- Alignment with the City's updated *Library Strategy and Development Plan*
- Alignment with the Bob Blackburn Reserve Master Plan
- Findings

**ANALYSIS**

The Bob Blackburn Reserve serves the immediate suburbs of: Seville Grove, Armadale North, Kelmscott West, Camillo and Champion Lakes and wider communities of interest through opportunities provided at the Armadale Aquatic Centre, the Champion Centre programs and the resident sporting and community organisations. The combined population of the suburbs that make up the immediate catchment area in 2016 was 29,741 people which is forecast to increase to 39,000 by 2036.

The following main characteristics of the catchment population emerged when compared with the City of Armadale and Greater Perth:

- Lower percentage of high income households
- Lower SEIFA (Social Economic Indexes For Areas) score (indicating higher levels of disadvantage)
- Higher percentage of unemployment
- Higher percentage of single parent families
- Higher percentage of housing stress
- Lower educational attainment
- Higher percentage of youth disengagement

There is also a higher percentage of Aboriginal and Torres Strait Islander people living in the catchment area when compared with the City and the greater Perth area.

The demographic characteristics of the area indicate a need for services, programs and activities to support families and encourage higher levels of literacy, education and employment. These are focus areas for a number of organisations operating in the catchment area with many linked to, or operating from the Champion Centre and the library.

Community and sector stakeholders were invited to provide feedback via focus groups, surveys, interviews and a series of informal discussions. Through the engagement process, the following main themes emerged;

***Seville Grove Library:***

- The Seville Grove Library's services are valued, in particular the IT area
- There is high demand for community access computers, particularly to assist with job seeking
- Demand exists for additional meeting and activity spaces

- Ease of accessibility to the Library due to ample, on-site parking

***Champion Centre:***

- The Champion Centre is a unique and valued community facility with increasing demand for the activities and programs that operate from the Centre
- The outdoor space around the Centre is underutilised but is seen as a significant asset
- The importance of any proposed reconfiguration to accommodate better community interaction and encourage collaboration between the many organisations using the centre as a base for facilitating activities and programs.

The study draws on some useful information provided by peak bodies related to good practice design for community facilities. The study is also informed by national and international case studies relating to the provision of multi-purpose community facilities in areas with similar population characteristics and need as those in the Bob Blackburn catchment. In this regard valuable learnings are provided by examples in the City of Whittlesea in Victoria and the province of Ontario, Canada.

**Findings**

**1. Seville Grove Library**

Council has indicated that it would like the Seville Grove Library to continue to operate from the Bob Blackburn Reserve in the long term as one of five libraries in the City. (The others being Armadale, Kelmscott, Harrisdale and Wungong Urban). The financial implications of operating 5 libraries need to be considered in upcoming reviews of the City's Long Term Financial Plan. A significant consideration is the State Government's ongoing reduction in funding and resources for libraries.

The study recommends reviewing the Library Strategy and Development Plan in 2021 at the time the Harrisdale service is established to assist in determining how the City's library services should be provided in the longer term.

With regard to the exact location of the Library on the Bob Blackburn Reserve, the study has identified that the library should continue to operate from the building it currently occupies rather than collocate with either the Champion Centre or Aquatic Centre. The main points for and against each location are;

| Facility | For | Against |
|---|---|---|
| Seville Grove Library | Access & Parking<br>No additional space required<br>Significantly lower upgrade costs | Stand alone may reduce potential patronage |
| Champion Centre | Creating a multi-use facility<br>Potential increased patronage | While there are synergies between the Library and Champion centre it is seen as desirable for each to have its own identity and for the core functions of |

| | | |
|---|---|---|
| | | each to remain separate<br>Additional space and associated construction funds required |
| Aquatic Centre | Creating a multi-use facility<br>Potential increased patronage | Access at peak times<br>Additional space and associated construction funding required.<br>Given the constraints of the site the only option would be a second floor which would be the most expensive of the three options |

***Findings relating to the Seville Grove Library***

- Continue to operate the Seville Grove Library from the current facility
- Modernise the interior of the library to a more contemporary design
- Enhance the community activity areas and community access computer areas
- Use the evidence collated as part of this study along with other research to inform relevant City strategies and advocate for programs, activities and funding appropriate to the needs of the area
- Review the Library Strategy and Development Plan in 2021 to assist in guiding the ongoing provision of library services in the City

**2. Champion Centre**

As a facility for the City and other organisations to provide support to families, and in particular to Aboriginal families, the Champion Centre is well located. A unique element of the way the Champion Centre operates is in the significant number of external organisations that operate from the centre to facilitate community based activities and support programs. The findings of this study focus on developing well-functioning community spaces as well as encouraging collaboration and information sharing between organisations to achieve more effective community outcomes.

***Findings related to the Champion Centre***

Currently identified in the Master Plan Implementation report in years 6 – 10 (2022 – 2026). The project could be implemented sooner subject to additional external funds becoming available.

- Improve the internal design, including possible extensions to the building to enable more efficient community access spaces
- Design internal spaces including administration spaces from which external organisations can provide support programs in a way that encourages collaboration. For example, shared spaces and open plan ‘hot-desking’ areas
- Ensure there is a strong focus on developing functional and appealing outdoor spaces to increase the areas that can be used for activities and programs

Timeline - ongoing

- Use the evidence collated as part of this study along with other research to inform relevant City strategies and advocate for programs, activities and funding appropriate to the needs of the area

### 3. How the facilities relate to each other and to other facilities on Bob Blackburn Reserve

Bob Blackburn Reserve comprises stand-alone facilities, open spaces and bushland used for leisure, recreation and sport; and to access community activity and support programs. The facilities on the reserve are the Armadale Aquatic Centre, Champion Centre, Seville Grove Library, the Bob Blackburn Sports Pavilion, the Armadale Community Family Centre and the Mundarda Community Child Care Centre. The findings of this study aim to encourage more interdependency between the facilities through physical and operational connectedness.

***Findings – The relationship of the facilities with others on Bob Blackburn Reserve***

Timeline – ongoing

- Create a functional and appealing outdoor space between the Champion Centre and Seville Grove library designed for users of both facilities, including the opportunity that the planned community garden presents in assisting to achieve this outcome
- Relocate the entrance of the Seville Grove library to the north eastern side of the building
- Ensure the designs for the Champion Centre and Library provide easy and functional access to outdoor spaces
- Where practical, create formal and informal pathways to enhance access between the various facilities on the reserve, using seating and other elements to increase functionality and appeal
- Establish clear procedures to promote the use of meeting/activity and administration spaces in each of the facilities between the organisations resident on Bob Blackburn Reserve such as through electronic newsletters compiled and distributed by the City
- Develop a simple marketing plan to promote Bob Blackburn Reserve and its component parts and the opportunities they present for community use

## OPTIONS

**Option 1**

- Endorse the findings of the Feasibility Study
- Endorse the submission of a grant application to Lotterywest as a matter of priority
- Receive further information once the outcome of the grant submission is known in order to inform the next review of the Corporate Business Plan/Long Term Financial Plan

Comment

*This is the recommended option. There is good interest from Lotterywest in the project and without pre-empting an outcome; Council should have a degree of confidence that the effort of submitting a grant at such short notice would be worthwhile.*

*Preliminary discussions with Lotterywest have focused on the considerable research and consultation undertaken during the initial Master Planning of Bob Blackburn Reserve and the subsequent feasibility study for the Seville Grove Library and Champion Centre. The completion of this body of work means the task of completing a grant submission is all but complete. In essence the project is nearly 'shovel ready'.*

**Option 2**
Endorse the findings of the feasibility study but not the submission of a funding application

Comment
*This option is not recommended. While grant submissions can be made at any time, a significant opportunity has presented at this time that may enable the upgrade project to be included in the City's Corporate Business Plan far earlier than anticipated.*

**Option 3**
Not endorse the findings of the Feasibility Study and request additional information

Comment
*This option is not recommended. Council may feel however, there are further questions to be answered before endorsing a plan for the future of the Seville Grove Library and Champion Centre.*

## CONCLUSION

The Seville Grove Library/Champion Centre Feasibility Study is a significant body of work that builds on the initial work of the overall Master Planning initiative and the work undertaken on the facilities and spaces located on the Bob Blackburn reserve. The study identifies how the two facilities could be developed into the future and outlines an opportunity to introduce the project into the Long Term Financial Plan earlier than anticipated and potentially with a reduced demand on Municipal funds.

## ATTACHMENTS

1. Seville Grove Library - Champion Centre Feasibility Study

*Officer Report Recommendation*

*"That Council:*

1. *Endorse the findings of the Seville Grove Library – Champion Centre Feasibility Study as follows:*
   a) *Seville Grove Library*
      i. *Continue to operate the Seville Grove library service from the facility it currently occupies*
      ii. *Modernise the interior of the library to a more contemporary design*
      iii. *Enhance the community activity areas and community access computer areas*
      iv. *Review the City's Library Strategy and Development Plan in 2021 to assist in guiding the provision of the City's library services into the future*

*b) Champion Centre*

*i. Improve the internal design, including possible extensions to the building to enable more efficient community activity spaces*

*ii. Design internal spaces including administration spaces from which external organisations can provide support programs in a way that encourages collaboration, for example shared spaces and 'hot-desking' areas*

*iii. Ensure there is a strong focus on developing functional and appealing outdoor spaces to increase the areas that can be used for activities and programs*

*c) How the facilities relate to each other and to other facilities on Bob Blackburn Reserve*

*i. Create a functional and appealing outdoor space between the Champion Centre and Seville Grove library designed for users of both facilities, including the opportunity that the planned community garden presents in assisting to achieve this outcome*

*ii. Relocate the entrance of the Seville Grove library to the north eastern side of the building*

*iii. Ensure the designs for the Champion Centre and library provide easy and functional access to outdoor spaces*

*iv. Where practical, create formal and informal pathways to enhance access between the various facilities on the reserve, using seating and other elements to increase functionality and appeal*

*v. Establish clear procedures to promote the use of meeting/activity and administration spaces in each of the facilities between the organisations resident on Bob Blackburn Reserve such as through electronic newsletters compiled and distributed by the City*

*vi. Develop a simple marketing plan to promote Bob Blackburn Reserve and its component parts and the opportunities they present for community use*

*2. Note that concept plans will be developed for the Seville Grove Library and Champion Centre based on the findings of the feasibility study*

*3. Endorse a grant submission to Lotterywest for the Bob Blackburn Community Hub that includes funding for the Seville Grove Library/Champion Centre project as a matter of priority*

*4. Receive further information, including costed concept plans, once the outcome of the grant submission is known to inform the upcoming review of the Corporate Business Plan/Long Term Financial Plan"*

***Committee Discussion***

*While committee was generally supportive of the direction of the study and supportive of the need to submit a grant application as a matter of priority, there were concerns raised about endorsing individual findings as detailed in the recommendation of the report before having an opportunity to comment on concept plans for the project. There were also some concerns*

*regarding some of the individual findings. In order to facilitate the progression of the grant submission, Part 1 of the recommendation was subsequently changed so that the findings of the study are 'noted' rather than 'endorsed' with the detail of the findings omitted from the recommendation. The A)Exec Director advised that Council would have the opportunity to review and request amendments to Concept Plans prior to accepting a grant, should one be offered.*

**RECOMMEND** **C7/3/17**

**That Council:**

1. **Note the findings of the Seville Grove Library – Champion Centre Feasibility Study**

2. **Note that concept plans will be developed for the Seville Grove Library and Champion Centre based on the findings of the feasibility study**

3. **Endorse a grant submission to Lotterywest for the Bob Blackburn Community Hub that includes funding for the Seville Grove Library/Champion Centre project as a matter of priority**

4. **Receive further information, including costed concept plans, once the outcome of the grant submission is known to inform the upcoming review of the Corporate Business Plan/Long Term Financial Plan**

**Moved Cr R Butterfield**
**MOTION CARRIED** **(7/0)**

## ***3.1 - AUTHORISED OFFICER***

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/128/17 |
| DATE | : | 24 February 2017 |
| REF | : | JH/BW |
| RESPONSIBLE MANAGER | : | Executive Manager Community Services |

**In Brief:**

- The appointment of an "Authorised Person" for the purpose of administering various Acts, Regulations and Local Laws relating to Ranger Services.
- Recommend that Mr Thomas Vassallo be appointed as an "Authorised Person"

### Tabled Items

Nil

### Officer Interest Declaration

Nil

### Strategic Implications

1.1.2.2 Facilitate bush fire awareness and emergency preparedness.
1.3.2.3 Deliver initiatives that respond to local law enforcement and legislative compliance.
1.3.3.1 Contribute to cooperative regional emergency management.

### Legislation Implications

Section 9.10(1) Local Government Act 1995
Section 450 Local Government (Miscellaneous Provisions) Act 1960
Section 11(1) (3) Dog Act 1976 and Regulations
Section 48 Cat Act 2011 and Regulations
Section 38(3) Control of Vehicles (Off-Road Areas) Act 1978
Bush Fire Act 1954 and Regulations
Section 38(1) Bush Fires Act 1954
Section 26(1) Litter Act 1979 – 1981
Section 20 (1) Criminal Procedures Act 2004

### Council Policy/Local Law Implications

Local Laws Relating to Dogs
Local Laws Relating to Parking and Parking Facilities
Local Government Property Local Law
Activities and Trading in Thoroughfares and Public Places Local Law
Local Laws Relating to Trading In Public Places
Environment, Animals and Nuisance Local Laws
Livestock in Public Places and Wandering at Large Local Law 2015

### Budget/Financial Implications

Nil

### Consultation

Nil

## DETAILS OF PROPOSAL

From time to time it is necessary for Ranger Services to employ casual or temporary Rangers whilst permanent staff are on annual leave, or there is a need to temporarily fill a position due to some other circumstance.

Due to a temporary internal staff change, it has become necessary to acquire the services of a part time relief Ranger, Mr. Thomas Vassallo.

It is envisaged that Mr. Thomas Vassallo will be employed at the City for a period of approximately five (5) months from Wednesday 15 March 2017. To enable Mr. Thomas Vassallo to undertake the responsibilities and duties performed by a Ranger it is a requirement that Council shall, in writing, appoint him to exercise on behalf of the Local Government the powers conferred on an "Authorised Person" for the purpose of enforcing various Acts and Local Laws.

Accordingly, it is recommended that Council appoint the person herein named as an Authorised Person. Authorisation will be withdrawn automatically when the person herein named as an "Authorised Person" ceases employment with the City.

## COMMENT

The recommended appointment of Mr Thomas Vassallo as an Authorised Officer is consistent with his position role description and will serve to facilitate and assist in the orderly business and performance of the Ranger and Emergency Services.

## ATTACHMENTS

There are no attachments for this report.

## RECOMMEND **C8/3/17**

**That Mr. Thomas Vassallo be appointed as "Authorised Person" for the City of Armadale to exercise powers under:**

- **Part XX of the Local Government (Miscellaneous Provisions) Act 1960**
- **Part 9 Division 2 of the Local Government Act 1995**
- **Section 9.13 & 9.15 of the Local Government Act 1995**
- **Section 20(1) Criminal Procedures Act 2004**
- **Dog Act 1976 and Regulations**
- **Cat Act 2011 and Regulations**
- **Control of Vehicles (Off Road Areas) Act 1978 and Regulations**
- **Bush Fires Act 1954 and Regulations**
- **Section 38 (1) Bush Fire Act 1954**
- **Section 59(3) Bush Fires Act 1954**
- **Litter Act 1979 and Regulations**
- **Local Government (Parking for Disabled Persons) Regulations 1988**
- **Local Law Relating to Dogs**
- **Local Law Relating to Parking and Parking Facilities**
- **Livestock in Public Places and Wandering at Large Local Law 2015**

- **Local Government Property Local Law**
- **Activities and Trading in Thoroughfares and Public Places Local Law**
- **Environment, Animals and Nuisance Local Law**

**This authorisation will be withdrawn automatically when the person herein named as an "Authorised Person" ceases employment with the City**.

**ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved Cr C M Wielinga**
**MOTION CARRIED** **(7/0)**

## *L.1 - 1000 BOOKS BEFORE SCHOOL - LOW AEDC - BROOKDALE (REFERRAL MATTER)*

At the Council meeting held on 13 February 2017, Cr Wielinga referred the following matter to the Community Services Committee.

*That the matter of 1000 Books Before School – Low AEDC- Brookdale be referred to the Community Services Committee.*

**Comment from Cr Wielinga**

I would like to raise the item of '1000 books before school' in Brookdale due to their continually poor AEDC results. In Brookdale only 55% of the children are 'on track' when they arrive at school, this is the City of Armadale's worst performing suburb, which has shown no signs of improvement to date.

From a previous Library presentation it was promoted how effective Libraries and their events, programs and activities are in improving community literacy. I see this as an excellent opportunity to partner with another agency and complete a trial for Brookdale.

If 5 years of the '1000 books before school' program does improve AEDC results in Brookdale it will serve as an important piece of research for the State and Local Governments to tackle low AEDC areas and of course Brookdale and the City of Armadale would benefit. If there are no improvements in AEDC, then obviously other angles must be tackled by the Local and State Governments to bring about positive change.

**Officer Comment**

A report to Council in the November 2016 Community Services Committee agenda **(C45/11/16),** provided some detail related to the *1000 Books before School* program that was included in the presentation to elected members in June 2016 by Consultant Ian Phillips of I & J Management Services. This is a Victorian program offered jointly by the State Library of Victoria and Public Libraries Victoria. Children participating must be a public library member. They receive a "passport" that collects stickers at each 100 books read to or by the child, rewards at certain milestones, plus invitations to special storytimes and related events.

The State Library of Western Australia, together with WA local governments and sponsored by Rio Tinto, offers an early years reading program known as Better Beginnings. Better Beginnings aims to develop literacy skills in young children through fostering a love of books and language by:

- Introducing children to developmentally appropriate books and language activities through the delivery of free books and reading packs to parents of newborns and children beginning kindergarten and preschool.

- Supporting parents as their child's most important teacher in modelling early literacy practices through providing interactive literacy and parenting information sessions at libraries and in the community.

- Raising awareness of the value and pleasure of reading, sharing stories with children through the program's marketing messages, training practitioners delivering the program,

and lending literacy resources to child care centres, playgroups, schools and other community groups.

- Linking families to the resources and services that libraries offer people of all ages.

Better Beginnings involves two basic programs, the new born program when a free reading kit is delivered by the child health nurse to all babies born in WA that includes a board book paid for by the local government, a nursery rhyme poster, appropriate book lists and information on tips of reading to your baby for parents, a rhyme time booklet and DVD to sing along to, as well as a library bag.

The kindy program results in kindergarten aged children receiving a free reading kit that includes a children's picture book and activity, a library bag and folder, and activities and information about reading. Associated with this program are Discovery Packs that can be borrowed from the public library. All parents are invited to an information session when the reading kits are delivered.

The Better Beginnings program that commenced in 2004 has been and continues to be evaluated by Edith Cowan University researchers. Results published in 2010 included state wide statistics of:

- The percentage of parents reading to their children increased from 14% to 85% after their involvement in the program.
- 88% of parents reported that their confidence in sharing books with their child had increased after being involved in Better Beginnings.
- The average number of books in the home suitable for reading with the child increased from 15 to 125.
- Children with library membership increased from 4% to 65% and most parents indicated this had been influenced by Better Beginnings.

The most recent Better Beginnings research undertaken and due for release in the near future, is a Social Investment Analysis. Released findings of all related research can be found at:
https://www.better-beginnings.com.au/research/research-about-better-beginnings

To build on the Better Beginnings program, the City's library service has introduced other reading and literacy related programs of Ripper Nippers and Ripper Readers with passports and other rewards and activities not dissimilar to the 1000 Books program.

At the 12 September 2016 Council meeting, Council requested a presentation on the Australian Early Development Census results, trends and influencing factors, specifically more information regarding the noted decrease in vulnerability in the domain of Language and Cognitive skills.
The presentation was made on 7 February 2017.

The results indicate that Brookdale is one of the localities where AEDC results indicate an improvement in the Language and Cognitive skills domain. There has been an 11.6%

significant decrease in vulnerability in the language and cognitive skills domain since the 2012 results, taking the percentage of developmentally vulnerable children from 27.5% to 15.9%.

This trend of improvement in the Language and Cognitive skills domain has been seen broadly across WA and Armadale. Ongoing discussion through the sector suggests that the state wide Better Beginnings Program has, in part, contributed to this. So saying, there is still room for improvement and the area of Brookdale continues to be an important focus area for the City of Armadale.

The schools in the Brookdale area include:

Australian Christian College - Kindy and Pre-Primary
Dale Christian School – Kindy and Pre-Primary
Gwynne Park Primary – Kindy and Pre-Primary
Gwynne Park Education Support Centre – Kindy and Pre-Primary
Xavier Catholic School – 0-3 and Pre-Kindy program as well as Kindy and Pre-Primary

The Young Peoples Services Librarian visits the schools and kindys each year in association with the Better Beginnings Kindy, Ripper Nippers and Ripper Readers programs and close on 500 packs are delivered to the students. This will continue in 2017 together with the introduction of the Better Beginnings *Sing with Me* program that is rhyme based and aimed at 2 and 3 year olds. This new program has proven to be an extremely effective way of engaging with children and their parents to improve literacy.

The AEDC also measures four other domains, namely:
- Physical Health and Wellbeing
- Social Competence
- Emotional Maturity
- Communication Skills and General Knowledge

In the suburb of Brookdale, the domains of physical health and wellbeing and social competence, rather than the language and cognitive domain, are the major areas contributing to the overall vulnerability percentage. Working in partnership with other agencies to reduce the vulnerability in all domains continues to be a focus for the City.

## Conclusion

It is recognised that there is still work to be done in the Brookdale area, but it should also be recognised that there has been some success. Changing the Early Literacy Program currently delivered by the City's library service to the '1000 books before school program' (which is the Victorian Government's equivalent to WA's Better Beginnings program), without the resources of a state wide system would seem to be a risky strategy as there is no certainty better outcomes could be achieved.

It is suggested that the Recommendation be as follows:

> That Council not implement a trial of the '1000 Books Before School' in Brookdale and continue to work with schools and agencies in the area to address issues associated with low AEDC indicators including literacy based initiatives.

**ATTACHMENTS**
There are no attachments for this report.

***Committee Discussion***

*Cr Wielinga spoke to the item and the Manager Library and Heritage Services addressed questions from Committee members advising that Library Services had limited capacity to take on another program. The issue of external funding to resource a pilot program of 1000 Books was raised. The Acting Director Community Services advised that it would be very unlikely that external funds could be sourced for this initiative as the state-wide 'Better Beginnings' program already exists and '1000 Books' would be seen as duplication.*

**Moved Cr Wielinga**

That investigations be undertaken to identify external funding sources for a 1000 Books Before School pilot program

**MOTION LOST** **(2/5)**

**RECOMMEND**

**C9/3/17**

**That Council not implement a trial of the '1000 Books Before School' in Brookdale and continue to work with schools and agencies in the area to address issues associated with low AEDC indicators including literacy based initiatives.**

**Moved Cr K Busby**
**MOTION CARRIED** **(7/0)**

## *COUNCILLORS' ITEMS*

Nil.

## *EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT*

Nil.

**MEETING DECLARED CLOSED AT 8:45 PM**

**COMMUNITY SERVICES COMMITTEE**

# SUMMARY OF ATTACHMENTS

**7 MARCH 2017**


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# Feasibility Study Report: Seville Grove Library and Champion Centre

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# Feasibility Study Report: Seville Grove Library and Champion Centre

**February 2017**

## Part 1 - Executive Summary

In 2015/16 Council undertook a master-planning exercise for the Bob Blackburn Reserve. The purpose of the master planning was to determine what changes should be made to enable the facilities and activity areas on the reserve to better service current and future need of the local and broader community. A key project identified through the master planning process was a feasibility study to inform the future of the Seville Grove Library and the Champion Centre.

In 2016 the City's *Library Strategy and Development Plan* was reviewed and endorsed by Council. In part, the Strategy and Development Plan identified the future expansion of the City's library services in alignment with projected population growth. Critical dates are 2021 when a Harrisdale library service is proposed and 2025 when a Wungong Urban library service is proposed. The Strategy and Development Plan recommended that further work be undertaken to identify options for the Seville Grove Library to remain as is or be incorporated into future developments as part of the Champion Centre or Aquatic Centre.

The purpose of this feasibility Study is to provide Council with information to assist future decisions regarding both the Seville Grove Library and the Champion Centre.

The Study contains three sets of findings, related to;

1. The Seville Grove Library
2. The Champion Centre
3. How the facilities relate to each other and to other facilities on Bob Blackburn Reserve

The Study includes the following:

- Demographic and social research
- Community and sector feedback
- Comparison of good practice principles and external experiences
- Alignment with the City's updated *Library Strategy and Development Plan*
- Alignment with the Bob Blackburn Reserve Master Plan
- Findings

The Bob Blackburn Reserve serves the immediate suburbs of: Seville Grove, Armadale North, Kelmscott West, Camillo and Champion Lakes and wider communities of interest through opportunities provided at the Armadale Aquatic Centre, the Champion Centre programs and the resident sporting and community organisations. The combined population

of the suburbs that make up the immediate catchment area in 2016 was 29,741 people which is forecast to increase to 39,000 by 2036.

The following main characteristics of the catchment population emerged when compared with the City of Armadale and Greater Perth:

- Lower percentage of high income households
- Lower SEIFA score (indicating higher levels of disadvantage)
- Higher percentage of unemployment
- Higher percentage of single parent families
- Higher percentage of housing stress
- Lower educational attainment
- Higher percentage of youth disengagement
  (See attached demographic snapshot)

There is also a higher percentage of Aboriginal and Torres Strait Islander people living in the catchment area when compared with the City and the greater Perth area.

The demographic characteristics of the area indicate a need for services, programs and activities to support families and encourage higher levels of literacy, education and employment. These are focus areas for a number of organisations operating in the catchment area with many linked to or operating from the Champion Centre and the library.

Community and sector stakeholders were invited to provide feedback via focus groups, surveys, interviews and a series of informal discussions. Through the engagement process, the following main themes emerged;

***Seville Grove Library:***

- The Seville Grove Library's services are valued, in particular the IT area
- There is high demand for community access computers, particularly to assist with job seeking
- Demand exists for additional meeting and activity spaces
- Ease of accessibility to the Library due to ample, on-site parking

***Champion Centre:***

- The Champion Centre is a unique and valued community facility with increasing demand for the activities and programs that operate from the Centre
- The outdoor space around the Centre is underutilised but is seen as a significant asset
- The importance of any proposed reconfiguration to accommodate better community interaction and encourage collaboration between the many organisations using the centre as a base for facilitating activities and programs.

This study draws on some useful information provided by peak bodies related to good practice design for community facilities. The study is also informed by national and international case studies relating to the provision of multi-purpose community facilities in areas with similar population characteristics and need as those in the Bob Blackburn catchment. In this regard valuable learnings are provided by examples in the City of Whittlesea in Victoria and the province of Ontario, Canada.

The direction recommended in this study is consistent with the leadership role the City plays in advocating and facilitating partnerships for the delivery of programs in places where they are needed, and in the provision of facilities from which those partnerships can develop and programs delivered.

## Findings

**Seville Grove Library**
Council has indicated that it would like the Seville Grove Library to continue to operate from the Bob Blackburn Reserve in the long term as one of five libraries in the City. (The others being Armadale, Kelmscott, Harrisdale and Wungong Urban). The financial implications of operating 5 libraries need to be considered in upcoming reviews of the City's Long Term Financial Plan. A significant consideration is the state government's ongoing reduction in funding and resources for libraries.

This study recommends reviewing the Library Strategy and Development Plan in 2021 at the time the Harrisdale service is established to determine how the City's library services should be provided in the longer term.

With regard to the exact location of the Library on the Bob Blackburn Reserve, this study has identified that the library should continue to operate from the building it currently occupies rather than collocate with either the Champion Centre or Aquatic Centre. The main points for and against each location are;

| Facility | For | Against |
|---|---|---|
| Seville Grove Library | Access & Parking<br>No additional space required<br>Significantly lower upgrade costs | Stand alone may reduce potential patronage |
| Champion Centre | Creating a multi-use facility<br>Potential increased patronage | While there are synergies between the Library and Champion centre it is seen as desirable for each to have its own identity and for the core functions of each to remain separate<br>Additional space and associated construction funds required |
| Aquatic Centre | Creating a multi-use facility<br>Potential increased patronage | Access at peak times<br>Additional space and associated construction funding required.<br>Given the constraints of the site the only option would be a second floor which would be the most expensive of the three options |

***Findings***

- Continue to operate the Seville Grove Library from the current facility
- Modernise the interior of the library to a more contemporary design

- Enhance the community activity areas and community access computer areas
- Use the evidence collated as part of this study along with other research to inform relevant City strategies and advocate for programs, activities and funding appropriate to the needs of the area
- Review the Library Strategy and Development Plan in 2021 to assist in guiding the ongoing provision of library services in the City

**Champion Centre**
As a facility for the City and other organisations to provide support to families, and in particular to Aboriginal families, the Champion Centre is well located. A unique element of the way the Champion Centre operates is in the significant number of external organisations that operate from the centre to facilitate community based activities and support programs. The findings of this study focus on developing well-functioning community spaces as well as encouraging collaboration and information sharing between organisations to achieve more effective community outcomes.

***Findings***
Currently identified in the Master Plan Implementation report in years 6 – 10 (2022 – 2026). The project could be brought forward subject to additional external funds becoming available.

- Improve the internal design, including possible extensions to the building to enable more efficient community access spaces
- Design internal spaces including administration spaces from which external organisations can provide support programs in a way that encourages collaboration. For example, shared spaces and open plan 'hot-desking' areas
- Ensure there is a strong focus on developing functional and appealing outdoor spaces to increase the areas that can be used for activities and programs

Timeline - ongoing

- Use the evidence collated as part of this study along with other research to inform relevant City strategies and advocate for programs, activities and funding appropriate to the needs of the area

**How the facilities relate to each other and to other facilities on Bob Blackburn Reserve**
Bob Blackburn Reserve comprises stand-alone facilities, open spaces and bushland used for leisure, recreation and sport; and to access community activity and support programs. The facilities on the reserve are the Armadale Aquatic Centre, Champion Centre, Seville Grove Library, the Bob Blackburn Sports Pavilion, the Armadale Community Family Centre and the Mundarda Community Child Care Centre. The findings of this study aim to encourage more interdependency between the facilities through physical and operational connectedness.

***Findings***
Timeline – ongoing

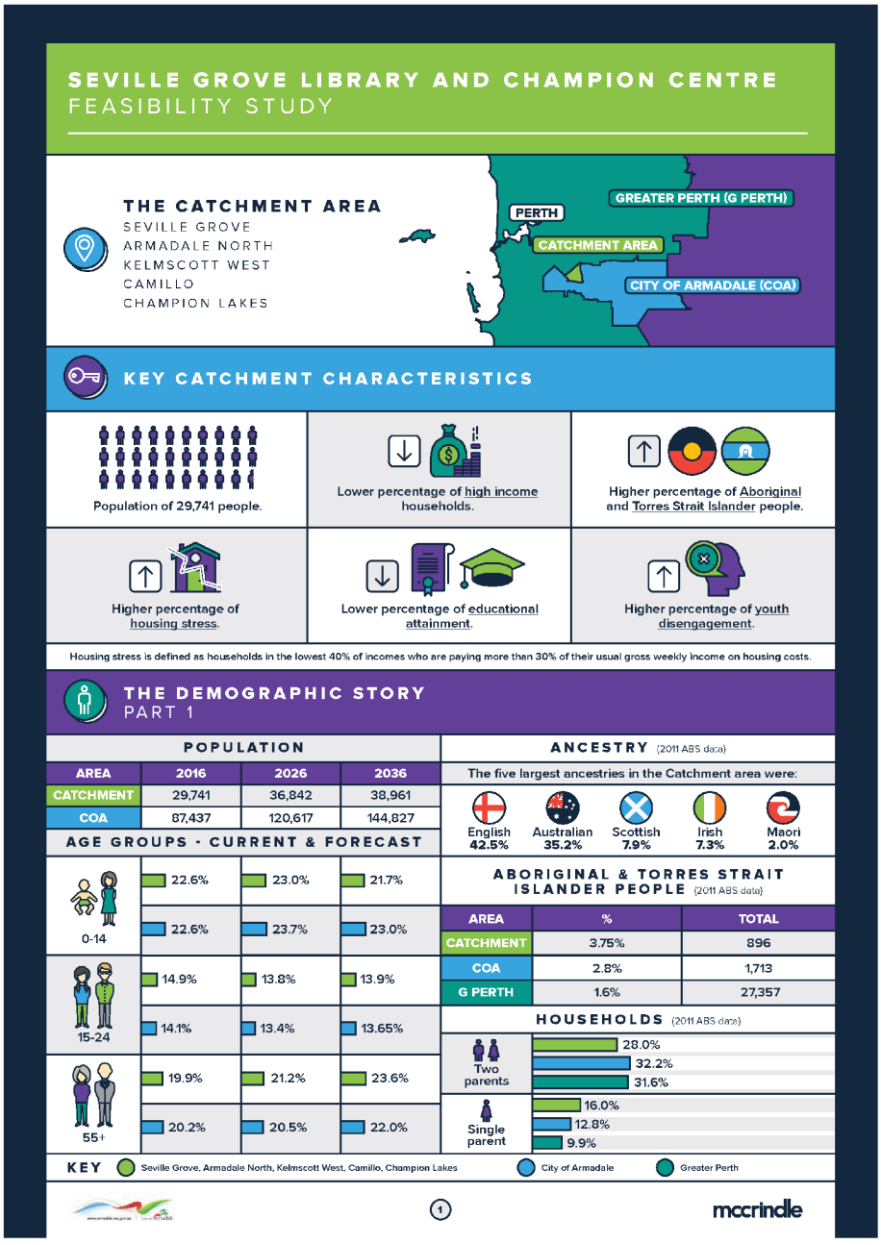
- Create a functional and appealing outdoor space between the Champion Centre and Seville Grove library designed for users of both facilities, including the opportunity that the planned community garden presents in assisting to achieve this outcome
- Relocate the entrance of the Seville Grove library to the north eastern side of the building
- Ensure the designs for the Champion Centre and Library provide easy and functional access to outdoor spaces
- Where practical, create formal and informal pathways to enhance access between the various facilities on the reserve, using seating and other elements to increase functionality and appeal
- Establish clear procedures to promote the use of meeting/activity and administration spaces in each of the facilities between the organisations resident on Bob Blackburn Reserve such as through electronic newsletters compiled and distributed by the City
- Develop a simple marketing plan to promote Bob Blackburn Reserve and its component parts and the opportunities they present for community use

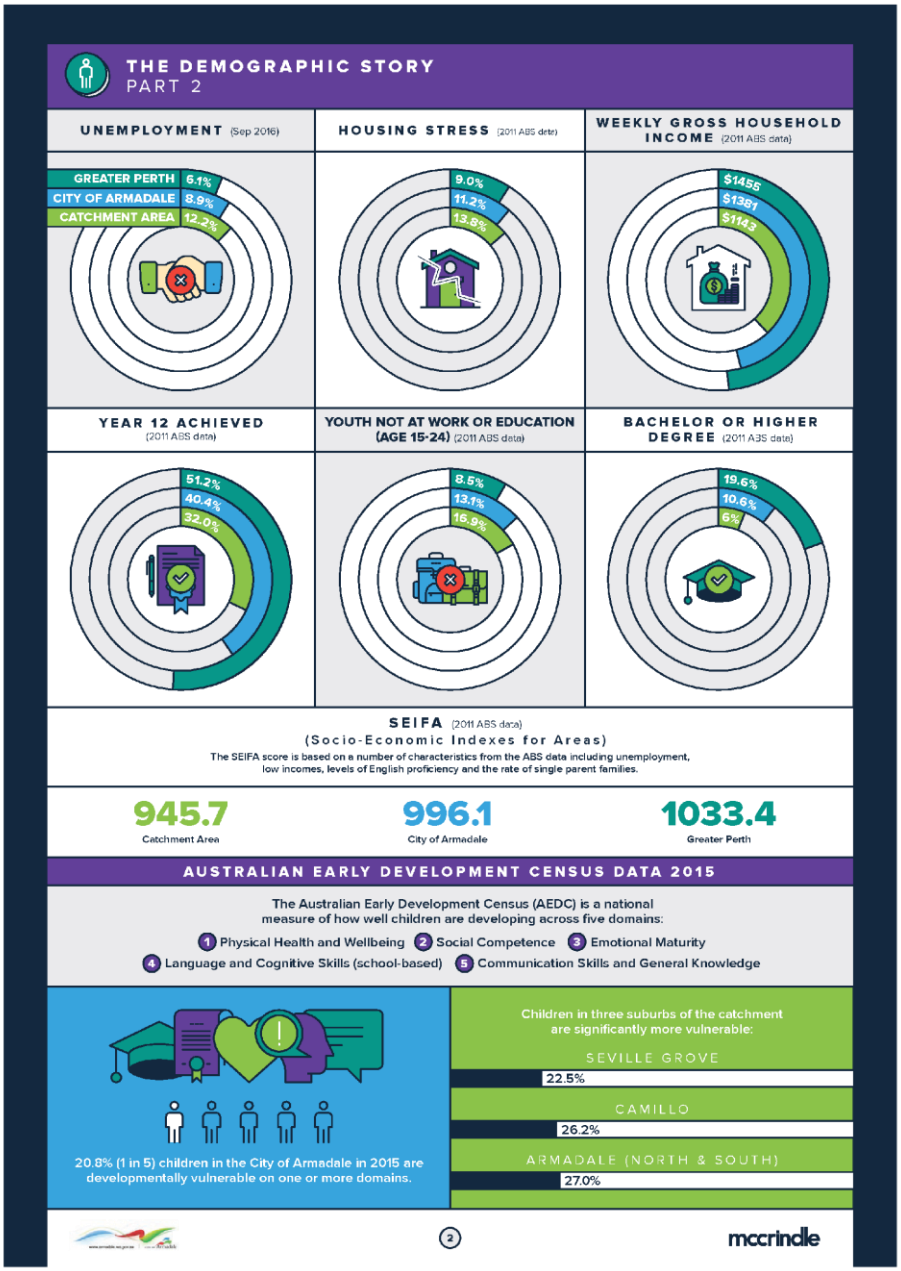
**Financial Implications**
The Master Plan Implementation Report endorsed by Council in November included indicative costs for the Champion Centre upgrade and library repurposing as follows;

| **Indicative Cost** | **$2,358,000** |
|---|---|
| Anticipated External Funds | $1,000,000 |
| Muni Funds – Loan | $1,358,000 |

These costs were based on a 300sqm extension of the Champion Centre and a standard refit rate for the existing library. The project currently sits outside the Long Term Financial Plan and requires consideration as part of the annual reviews of the LTFP. As with the other Master Plan projects, it is anticipated that the Seville Grove Library/Champion Centre project will be funded through a combination of external funding, loans and to an extent through existing provisions in the City's *Asset Management Program.* The project is envisaged, at this stage for years 6 – 10 or 2022 – 2027 although it is noted that the project could be introduced earlier than anticipated should more significant external funds become available.

Work is currently underway to develop costed concepts for each facility. Work is also underway to identify external funding sources for the Champion Centre and Library upgrades, and also for other elements of the Bob Blackburn Master Plan. It is quite possible that funds in addition to the forecast $1,000,000 can be sourced for the overall 'Bob Blackburn Community Hub' including for projects that have already been budgeted. This would have a positive effect on the City's financial position and could assist in introducing the Champion Centre/Seville Grove Library project for inclusion in the Long Term Financial Plan.


SEVILLE GROVE LIBRARY AND CHAMPION CENTRE
FEASIBILITY STUDY
THE CATCHMENT AREA
SEVILLE GROVE
ARMADALE NORTH
KELMSCOTT WEST
CAMILLO
CHAMPION LAKES
PERTH
GREATER PERTH (G PERTH)
CATCHMENT AREA
CITY OF ARMADALE (COA)
KEY CATCHMENT CHARACTERISTICS
Population of 29,741 people.
Lower percentage of high income households.
Higher percentage of Aboriginal and Torres Strait Islander people.
Higher percentage of housing stress.
Lower percentage of educational attainment.
Higher percentage of youth disengagement.
Housing stress is defined as households in the lowest 40% of incomes who are paying more than 30% of their usual gross weekly income on housing costs.
THE DEMOGRAPHIC STORY
PART 1
POPULATION
AREA 2016 2026 2036
CATCHMENT 29,741 36,842 38,961
COA 87,437 120,617 144,827
AGE GROUPS - CURRENT & FORECAST
0-14 22.6% 23.0% 21.7%
22.6% 23.7% 23.0%
15-24 14.9% 13.8% 13.9%
14.1% 13.4% 13.65%
55+ 19.9% 21.2% 23.6%
20.2% 20.5% 22.0%
ANCESTRY (2011 ABS data)
The five largest ancestries in the Catchment area were:
English 42.5%
Australian 35.2%
Scottish 7.9%
Irish 7.3%
Maori 2.0%
ABORIGINAL & TORRES STRAIT ISLANDER PEOPLE (2011 ABS data)
AREA % TOTAL
CATCHMENT 3.75% 896
COA 2.8% 1,713
G PERTH 1.6% 27,357
HOUSEHOLDS (2011 ABS data)
Two parents 28.0% 32.2% 31.6%
Single parent 16.0% 12.8% 9.9%
KEY Seville Grove, Armadale North, Kelmscott West, Camillo, Champion Lakes City of Armadale Greater Perth
1
mccrindle


THE DEMOGRAPHIC STORY
PART 2
UNEMPLOYMENT (Sep 2016)
GREATER PERTH 6.1%
CITY OF ARMADALE 8.9%
CATCHMENT AREA 12.2%
HOUSING STRESS (2011 ABS data)
9.0%
11.2%
13.8%
WEEKLY GROSS HOUSEHOLD INCOME (2011 ABS data)
$1455
$1381
$1143
YEAR 12 ACHIEVED (2011 ABS data)
51.2%
40.4%
32.0%
YOUTH NOT AT WORK OR EDUCATION (AGE 15-24) (2011 ABS data)
8.5%
13.1%
16.9%
BACHELOR OR HIGHER DEGREE (2011 ABS data)
19.6%
10.6%
6%
SEIFA (2011 ABS data)
(Socio-Economic Indexes for Areas)
The SEIFA score is based on a number of characteristics from the ABS data including unemployment, low incomes, levels of English proficiency and the rate of single parent families.
945.7
Catchment Area
996.1
City of Armadale
1033.4
Greater Perth
AUSTRALIAN EARLY DEVELOPMENT CENSUS DATA 2015
The Australian Early Development Census (AEDC) is a national measure of how well children are developing across five domains:
1 Physical Health and Wellbeing 2 Social Competence 3 Emotional Maturity
4 Language and Cognitive Skills (school-based) 5 Communication Skills and General Knowledge
20.8% (1 in 5) children in the City of Armadale in 2015 are developmentally vulnerable on one or more domains.
Children in three suburbs of the catchment are significantly more vulnerable:
SEVILLE GROVE
22.5%
CAMILLO
26.2%
ARMADALE (NORTH & SOUTH)
27.0%
2
mccrindle

# Part 2 - Context

## Introduction

The Seville Grove Library and the Champion Centre are two facilities located in the Bob Blackburn Reserve in Seville Grove, at respectively 78 and 76 Champion Drive. Both are located in the north east corner of the Reserve adjacent to the Champion Drive Shopping Centre. The Bob Blackburn Reserve site also includes the Armadale Aquatic Centre, the Bob Blackburn Sports Pavilion, the Armadale Community Family Centre, the Mundarda Community Child Care Centre, adjacent sporting fields and a large area of significant bushland.

The Feasibility Study of the Seville Grove Library and the Champion Centre is one of 12 key projects identified as a result of a master planning exercise on 12 community facility hubs across the City of Armadale. In June 2016, Council endorsed the Master Plans of this precinct, with a key action to follow of undertaking the Study, which commenced in October 2016.

The Study sought to identify how both facilities may:

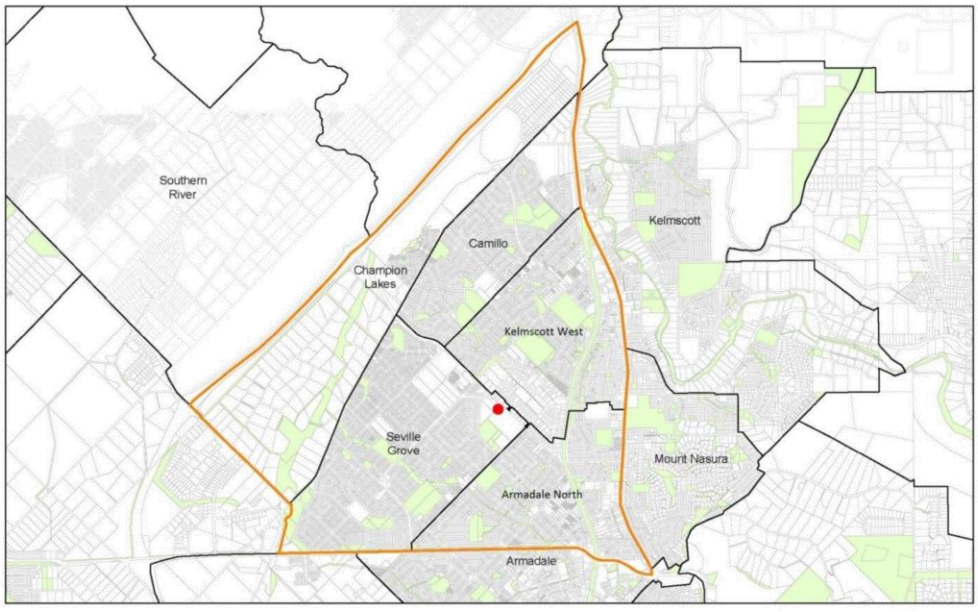
- Provide suitable spaces to meet the current and future needs for service delivery in the area
- Operate in an integrated manner i.e. a community hub, with other facilities in the immediate vicinity
- Offer flexibility of use over time

The catchment area forming the focus of the Study is indicated in the following maps:

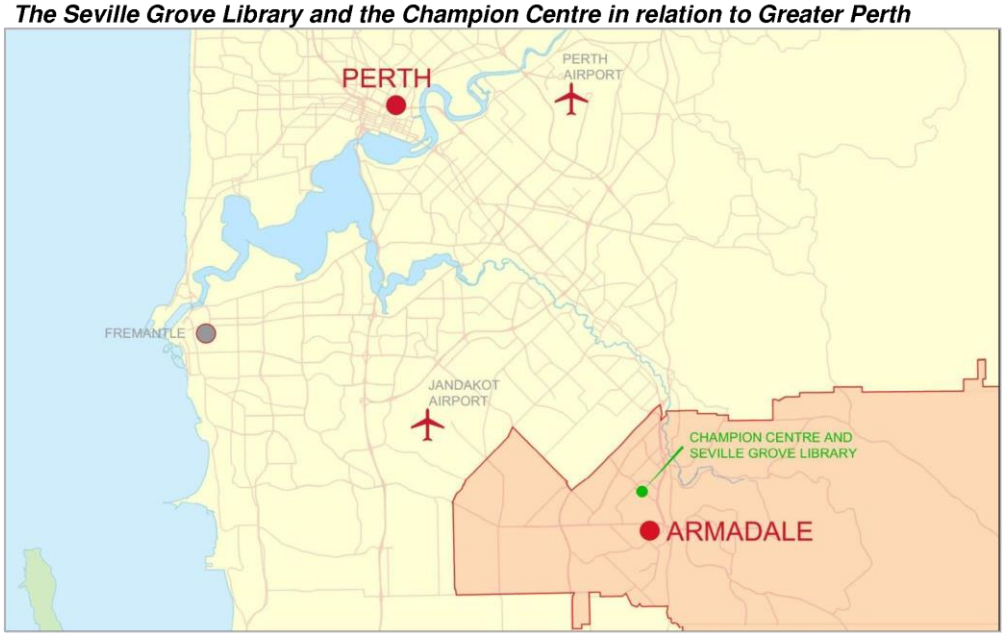
- The facilities in relation to the Bob Blackburn Reserve and surrounding neighbourhoods
- The suburbs in the immediate vicinity of the facilities
- The City of Armadale in relation to Greater Perth

***The Seville Grove Library and Champion Centre in the Bob Blackburn Reserve***

***The suburbs surrounding the Seville Grove Library and Champion Centre***



***The Seville Grove Library and the Champion Centre in relation to Greater Perth***



## Review of the Demographic Data

The Feasibility Study commenced with a review of the key demographic data sets of the catchment area which comprise the five suburbs surrounding the facilities – Seville Grove, Armadale North, Kelmscott West, Camillo and Champion Lakes. The demographic data of each suburb has been aggregated as one catchment area, as presented in the attached infographic. The catchment area is compared to the City of Armadale overall and Greater Perth.

***Data source and type***

| Data source | Data type |
|---|---|
| 2011 Australian Bureau of Statistics Census via Profile id (demographic product available on the City's website) | • Households<br>• SEIFA<br>• Household income<br>• Unemployment<br>• Youth unemployment<br>• Youth disengagement<br>• Year 12 achievement<br>• Housing stress<br>• Bachelor or higher degree<br>• Aboriginal and Torres Strait Islander population<br>• Ancestry |
| Forecast id (demographic product available on the City's website) | • Population – 2016, 2026 and 2036<br>• Age groups – 2016, 2026 and 2036 |
| Australian Early Development Census (AEDC) 2015 data.<br><br>*The Australian Early Development Census (AEDC) is a national measure of how well children aged 0 – 5 are developing across five domains:*<br>• *Physical Health and Wellbeing*<br>• *Social Competence*<br>• *Emotional Maturity*<br>• *Language and Cognitive Skills (school-based)*<br>• *Communication Skills and General Knowledge.* | Children developmentally vulnerable on one or more domains of the AEDC and Children developmentally vulnerable on two or more domains of the AEDC |

***Demographic and socio-economic data***

| Data | Year | Catchment area | City of Armadale | Greater Perth |
|---|---|---|---|---|
| **Population** | | | | |
| | 2016 | 29,471 | 87,437 | 2.1M |
| | 2026 | 36,842 | 120,617 | 2.5M |
| | 2036 | 38,961 | 144,827 | 3.5M |

| **Age groups** | | | | |
|---|---|---|---|---|
| 0-14 | 2016 | 22.6% | 22.6% | N/A |
| | 2026 | 23% | 23.7% | N/A |
| | 2036 | 21.7% | 23.6% | N/A |
| 15-24 | 2016 | 14.9% | 14.1% | N/A |
| | 2026 | 13.8% | 13.4% | N/A |
| | 2036 | 13.9% | 13.6% | N/A |
| 55+ | 2016 | 19.9% | 20.2% | N/A |
| 55+ | 2026 | 21.2% | 20.5% | N/A |
| 55+ | 2036 | 23.6% | 22% | N/A |
| **Households** | | | | |
| Two parents | 2011 | 28% | 32.2% | 31.6% |
| One parent | 2011 | 15.9% | 12.8% | 9.9% |
| **SEIFA**[1] | 2011 | 945.7 | 996.1 | 1033.4 |
| **Median weekly gross income** | 2011 | $1143 | $1381 | $1455 |
| **Unemployment** | 2011 | 7.4% | 5.4% | 4.9% |
| Unemployment | 2016 | 12.2% | 8.9% | 6.09% |
| **Youth unemployment** | 2011 | 11.9% | 10.9% | 10.2% |
| **Youth disengagement** | 2011 | 16.9% | 13.1% | 8.5% |
| **Housing stress**[2] | 2011 | 13.7% | 11.2% | 9% |
| **Year 12 achievement** | 2011 | 32% | 40.4% | 51.2% |
| **ATSI population** | 2011 | 3.7% | 2.8% | 1.6% |
| **Ancestry** | | | | |
| English | 2011 | 42.5% | 43.7% | 37.6% |
| Australian | 2011 | 35.2% | 34% | 30.1% |
| Irish | 2011 | 7.3% | 7.6% | 8.3% |
| Scottish | 2011 | 7.9% | 8.3% | 8.3% |
| Maori | 2011 | 2% | 1.3% | 1% |

[1] SEIFA stands for Socio-Economic Indexes for Areas which is based on a number of characteristics from the Census such as unemployment, low incomes, high number of people with poor English proficiency, a high rate of single parent families etc. A lower score means more disadvantaged.
[2] Housing Stress is defined as per the National Centre for Social and Economic Modelling model as households in the lowest 40% of incomes who are paying more than 30% of their usual gross weekly income on housing costs.

***Australian Early Development Census 2015 data***

| ***Community*** | ***Developmentally Vulnerable on ONE or more domains of the AEDC*** | ***Developmentally Vulnerable on TWO or more domains of the AEDC*** | ***Single Parent Under 25*** | ***Unemployed*** | ***Parent completed Year 12*** |
|---|---|---|---|---|---|
| *Australia* | *22.0* | *11.1* | *N/A* | *N/A* | *N/A* |
| *WA* | *21.3* | *10.5* | *N/A* | *N/A* | *N/A* |
| *Armadale* | *20.8* | *11.6* | *N/A* | *N/A* | *N/A* |
| ***Camillo*** | ***26.2*** | ***18.0*** | ***2.9*** | ***7*** | ***35.6*** |
| ***Seville Grove*** | ***22.5*** | ***14.4*** | ***2.2*** | ***4.8*** | ***43.7*** |
| ***Armadale*** | ***27.0*** | ***16.8*** | ***4.5*** | ***9*** | ***36.5*** |
| ***Kelmscott**** | ***18.1*** | ***7.9*** | ***3.2*** | ***5.8*** | ***44.3*** |

**Kelmscott East, not included in the catchment area, has a different demographic to Kelmscott West, reflected by their respective SEIFA score of 1034.2 and 919.7 and catchment characteristics. The AEDC measure of Kelmscott as a whole may not reflect the developmental vulnerability experienced by children residing in Kelmscott West.*

Analysis of the data indicates that the catchment area has the following characteristics:

- Lower median household income
- Lower SEIFA score
- Higher percentage of unemployment
- Higher percentage of single parent families
- Higher percentage of housing stress
- Lower educational attainment
- Higher percentage of youth disengagement
- Higher percentage of Aboriginal and Torres Strait Islander people
- In three of the five suburbs in the catchment, children aged 0 – 5 are more developmentally vulnerable on one or more domains of the AEDC and two or more domains of the AEDC[3]

[3] Camillo, Armadale (north and south) and Seville Grove have higher percentages of child developmental vulnerability than in the COA and WA. There were not enough children in Champion Lakes for data collection, and Kelmscott West and East have different demographics reflected by their respective SEIFA score of 1034.2 and 919.7 and catchment characteristics. The AEDC measure of Kelmscott as a whole may not reflect the developmental vulnerability experienced by children residing in Kelmscott West. Therefore only three suburbs have been captured as relevant for the Feasibility Study.

## Insights

***The response***

The catchment characteristics indicate that a range of programs and activities are required to address complex and generationally entrenched issues experienced by families and other community members. Typical initiatives may include parenting support, personal and financial counselling, training and employment programs and youth programs.

Along with the availability of effective programs, good practice principles show that ensuring people have appropriate access to these is vital. Appropriate access relative to the needs of the community includes co-locating organisations to deliver multifaceted services from one location, ensuring the facility design is conducive to this way of working and creating spaces that are immediately welcoming and functional.

***Statistical and anecdotal information from organisations located in the catchment included:***

*Emergency Relief*

According to Crossways Community Services located in Kelmscott West, one parent families is the primary cohort requesting food and vouchers through the organisation's Emergency Relief service.

*Grandparents raising children in Armadale*

According to Wanslea's Grandcare program based at the Seville Grove Library, 56 families from the City of Armadale access support. This is 9.52% of the 588 families across Perth accessing support from this program.

***Community Dimensions Table of 20 data (Seville Grove and Armadale)***

Community Dimensions is a children and families (pre-birth to 12 years) collective impact initiative led by Communicare and chaired by the City. To understand the issues families are experiencing, a Table of 20 (T20) was coordinated comprising five community members, five not for profit organisations, five government organisations and five businesses. Three were held in various locations across the City focusing on different catchments. The suburbs of Seville Grove and Armadale were the focus of the T20 held at the Champion Centre.

The following key themes were identified in the context of data sets of the Australian Early Development Census 2015 results; statistics on Domestic Violence and children in state government care; and statistics on the prevalence of alcohol and other drugs:

***Key themes from the Community Dimensions community engagement (Table of 20)***

| Australian Early Development Census | Domestic Violence and children in care | Alcohol and other drugs |
|---|---|---|
| Isolation of families: intergenerational, survival mode- trauma | Early intervention needed | Stats don't show the whole picture – underreporting |
| Lack of social | Agencies focusing on | Coping mechanism – trauma, |

| connectedness | tertiary response | underlying issues |
|---|---|---|
| Focus on meeting basic needs which takes away from child development | Low communication skills – may be impacted by social media | Isolation – alcohol is used to reduce social isolation |
| | We're failing with increased numbers of children in care | Increased prevalence of Foetal Alcohol Syndrome Disorder |
| | Lack of coping skills – intergenerational trauma | |

***Data gathered about young people in detention***

Save the Children Australia (SCA) is one of the service providers leasing accommodation at the Champion Centre. SCA staff report that many of the children, families and young people who access their programs are predominantly from across the City of Armadale (compared to the south east corridor of Perth), referred from the WA Police, primary and secondary schools and other service providers. The data collected from SCA to inform their programs for children and young people includes rates of youth incarceration and young people identified by the WA Police as prolific priority offenders. This includes data specific to children and young people residing in the City of Armadale, as indicated below.

*Young people from Armadale in detention*

During October 2015 – September 2016 young people in the City of Armadale were responsible for an estimated 8,316 days in detention at a cost of **$6.8Million** (based on disaggregated DCS data and information provided in the Office of Custodial Services report, April 2015.

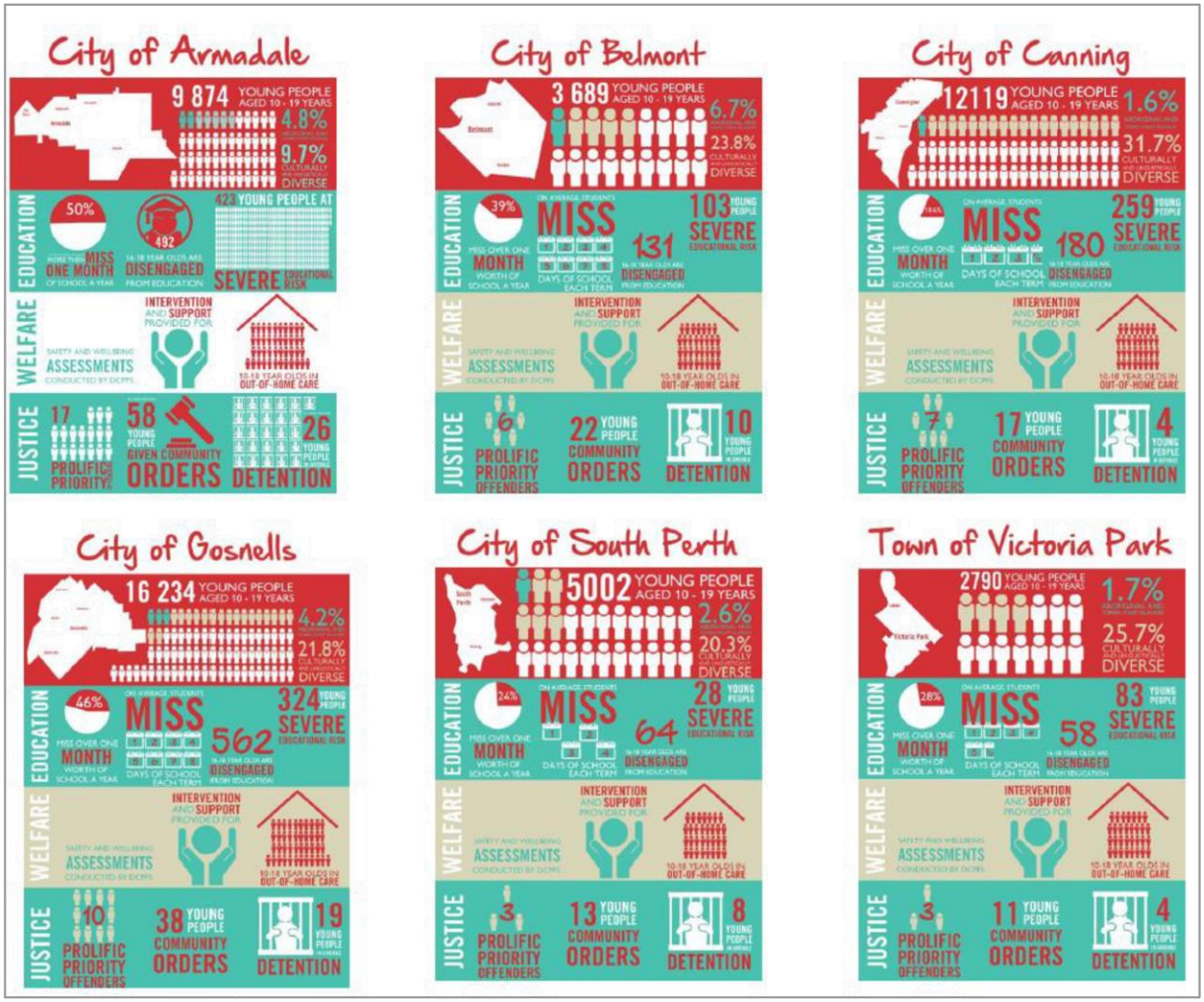
*Young people in Armadale identified by WA Police as prolific priority offenders*

During 2014/15, five Armadale-based young people identified as prolific priority offenders by WA Police (WAPOL) were persons of interest and/or convicted for **133** offences, with one of these young offenders (**12 years of age**) responsible for **81** of these offences on his own.

This is at a projected average cost of **$2,637** per offence or **$350,721** in one year. (Information supplied by WAPOL). This is in addition to custodial costs mentioned above. This is just a snapshot of youth offending. There are currently 17 young people in the Armadale region identified as prolific priority offenders. It is proposed that these figures could conservatively be tripled to estimate the cost of youth offending to WAPOL in the Armadale district.

These statistics do not reflect the scale of violence against community members. This is just for five offenders and only for the occasions they have been apprehended.

*South East Corridor Local Government areas (produced by Save the Children Australia)*




***Coordination of the data and the purpose of its collection***

The purpose of undertaking a data review and analysis is to provide the community context in which these facilities operate. The statistics translate to the lives and experiences of community members in the immediate vicinity of both the Seville Grove Library and the Champion Centre which can determine how they use the facilities. The City of Armadale is well placed to take a lead role in collating relevant data for the purpose of informing and progressing projects to benefit residents, exemplified by this Study.

## Informing the City's Library Strategy and Development Plan 2016

An update on the City's *Library Strategy and Development Plan (2012)* was presented to Council in July 2016 comprising options for future library service provision across the City, including implications for the Seville Grove Library.

Originally, the 2012 Plan had the following recommendations as adopted by Council in February 2013:

> *Recommendation 5:*
> *That Council agree to retaining the Seville Grove Library in its current location in the immediate future, responding to future population growth and expansion needs of the community hub in which the library is situated prior to determining long term options for the Library.*
>
> *Recommendation 6:*
> *That Council agree to the principle of a future lease for a library in the vicinity of the Harrisdale District Centre (in the expectation that the library would be relocated from Seville Grove) to serve the residents of Piara Waters and Harrisdale localities, to be operative by 2021.*

The rationale behind Recommendation 6 is that due to the rapid population growth of the suburbs of Harrisdale and Piara Waters[4], it has been recognised as per the *Library Strategic and Development Plan* Update report (C27/6/16) that residents expect a public library service in the vicinity. This is a necessary consideration as the City's existing three libraries do not have the capacity to meet the needs of this rapidly growing population.

The *Library Strategy and Development Plan* Update Report in 2016 advised that based on the population forecast that the optimum number of libraries is four. The four libraries would be most appropriately located in Armadale, Kelmscott, Harrisdale and Haynes. The Update Report further advised that a continued presence of a core library function (a shop front/digital hub) at the existing Seville Grove Library within a smaller physical space and reduced staff structure would present a more financially viable option. The Library building and service would serve as an important element of a hub in the Bob Blackburn Reserve including the Champion Centre, Aquatic Centre, Bob Blackburn oval and pavilion and the Champion Drive Shopping Centre.

With these considerations in mind, Council determined the following as part of the 2016 review (C26/7//16):

*Seville Grove*

a. *Options for Seville Grove Library remaining as is, or being included with other developments associated with the Bob Blackburn Community Hub viz. the Champion Centre and/or the Aquatic Centre, be considered and be subject of a further report to Council.*

[4] An aggregated number of 6639 people in Harrisdale and Piara Waters in 2011 will increase to 34,804 people forecast in 2036.

## Comparisons with like experiences and good practice principles

An important element to the Study is the consideration of similar experiences and good practice principles. Due to the efficacy of the One Stop Shop concept implemented at the Champion Centre, the experiences cited are based on integrated service provision, or the 'community hub' model. With the Study including the option of the Seville Grove Library being part of a hub model, the consideration of these principles and experiences apply equally to the Library.

Two examples of the application of good practice principles to the provision of a community hub are the City of Whittlesea's *Epping Community Hub* and the province of Ontario, Canada's *Community Hubs Framework*.

Good practice principles for community facilities are detailed in a literature review entitled *Providing family friendly service systems (including physical space)* (From Weeks, W. (2004). Creating attractive services which citizens want to attend. Australian Social Work).

***City of Whittlesea's Epping Community Hub***

The City of Whittlesea is a rapidly growing local government in Victoria, with its current population of 209,118 expected to grow to 353,910 by 2037. The City of Whittlesea shares some similarities with the City of Armadale, with challenges including high rates of domestic violence, high rates of youth disengagement and socio-economic disadvantage. Based on a Human Services Needs Analysis conducted in 2013 and a review of existing strategic evidence, the City identified the key issues:

- Residents access to services is limited **by location**
- A lack of **adequate public and community transport**
- Agencies reported they could **improve capacity** to meet growing demands with more staff, more space, improved transport and increased outreach capacity

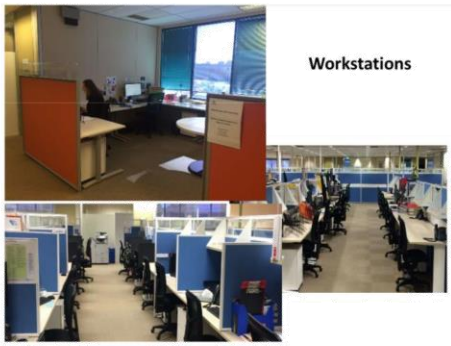
After creating the vision titled *Creating a connected and inclusive community that shapes its own future*, an opportunity arose for the City of Whittlesea to purchase of a Centrelink building. The City then commenced an Expression of Interest process for agencies to be part of the Hub and for a lead agency to operate the newly named Epping Community Hub. The not for profit service provider Brotherhood of St Laurence was appointed to operate the Hub in collaboration with the City to achieve the goals of Council for the Hub:

- To facilitate the expansion of much needed service provision to the municipality
- For service providers to explore best practice and innovative operational and service delivery models
- Strengthen Council's partnerships with service providers
- Maximising organisational efficiencies
- For new services providers to test the municipality
- To bring together the strengths of multiple organisations
- Create new opportunities for agencies and community members to work together
- To improve service delivery and outcomes for the community

***The Epping Community Services Hub***

The Epping Community Hub opened in May 2016. It comprises 15 non-government organisations with over 100 staff providing many services including:

- Disability support
- Counselling support (drug & alcohol, family and youth)
- Aged Care services
- Education and employment programs
- Aboriginal and Torres Strait Islander people and multicultural support services
- Crime prevention programs
- Humanitarian entrant support
- Housing support
- Community meeting rooms and activity spaces
- Social enterprise (Community Café)



Community engagement

- Homelessness services
- Emergency relief and loans
- Employment services
- Mental health and disability services
- General information

- Referrals
- 282 meetings/consultations (442 hours)

***Ontario, Canada's Community Hubs Framework***

In recognition of the leadership role expected of government agencies, the Premier of Ontario brought together nine people from a cross section of community, local government, health and education to comprise the Premier's Community Hubs Framework Advisory Group. The purpose of the Group was to develop a framework to adapt existing properties to become community hubs. The Group gathered data from over 350 organisations and held over 70 meetings with internal and external stakeholders. The data revealed the challenges were categorized as follows:

1. Planning
2. Integrated Service Delivery
3. Community Infrastructure

The opportunities explored were framed into key recommendations:

- Government lead of community hubs
- Foster integrated service delivery
- Develop a strategy for public properties
- Remove barriers and create incentives
- Support Integrated and long term planning
- Ensure financially sustainable Community Hubs
- Increase local capacity
- Evaluate and monitor outcomes

According to the group's research, the benefits of community hubs are many. These include social return on investment, which is a combination of social, financial and environmental value. Many community hubs feature a community food service, health and social services, employment services, communal space and staff trained to offer info outside of their particular area of expertise (for example, library staff providing information on other services).

The following information and pictures depict examples of community hubs in Ontario.

***London Family Centre Service System (City of London, Ontario)***
Service providers can offer support to families, under one roof, and in an integrated manner. Here, families not only have easy access to resources and information, they also benefit from parenting and early learning programs, education and child care, public health and wellness, and recreation services. While all Family Centres share the core function of community development and engagement, each centre has also been successful in tailoring its services and programs to reflect its local character and uniqueness.

The ***Strathroy-Caradoc Library (Municipality of Strathroy-Caradoc, Ontario)***
This serves as an information, learning and leisure hub for residents, but it also provides office space to Service Canada, Middlesex social services, and may be booked by other community agencies as needed.

***Timmins Native Friendship Centre*** is an example of a repurposed existing school building into affordable housing units, commercial units (for cost recovery) and space for organisations and programs.

***Literature Review: Providing family friendly service systems (including physical space)***
Weeks (2004) reviews the literature on the importance of the physical environment in service delivery and proposes the following nine principles:

- **Accessibility**: includes geographical (refers to locations which are readily reached through proximity to public transport), physical (refers to the capacity to enter the

building eg with a pram or wheelchair) and psychological (refers to an absence of features which might stimulate stigma or a sense of fear about the entry)

- **A 'neutral' doorway**: an entry which is not-stigmatising. The overall principle refers to the physical way a service is presented and located within the community.
- **Cultural diversity**
- **A welcoming entry**: a 'neutral doorway' in one step in a welcoming entry however overall a welcoming entry refers to the full experience of entry: ease of access, presentation of the waiting room and practices of reception.
- **The provision of information** that is readily available (eg in a waiting area).
- **Availability of outdoor space**: finding beautiful and peaceful outdoor areas can promote a sense of wellbeing and welcoming
- **Safety:** one entry gate and door is necessary, and reception staff may require a buzzer to alert others in the event of an unsafe situation.
- **Community and group work space**: meeting spaces, open space for activity sessions, community meetings and lunches, and space in which to run groups
- **Co-location of services**: co location of interrelated services for service users

When considering the Whittlesea and Ontario experiences in relation to the development of a community hub, the key shared principles are:

- Coordinate integrated service provision for improved community outcomes
- Consider the importance of a government role in the lead of community hubs
- Maximise the efficiency of organisations and the financially viability of the hub
- Increase the local community's capacity

The literature review focuses on the optimum community access to the services at the community hub through physical design. The review also points to the co-location of services as an important aspect of an effective service system.

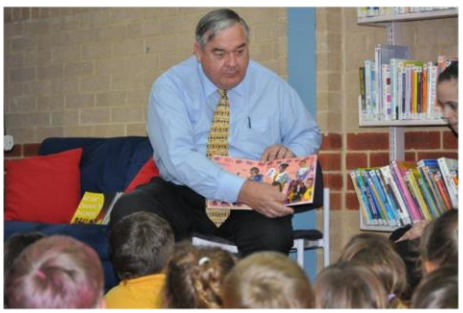
# Part 3 - The Seville Grove Library

## The Seville Grove Library – background

The Seville Grove Library is one of three libraries in the City of Armadale. It offers a range of range of services, programs, public computer area and a regularly utilised meeting room. As with many managed facilities, the Seville Grove Library staff are the key to creating an inviting welcoming space to all community members.

The Library opened in 1990 as the Westfield Library. It was 500m$^2$ with a leased potion of 120m$^2$ at the front of the building with separate entrance and its own toilet facilities originally leased as a video store. The adjacent shopping Centre did not exist at the time of construction.

The original design was such that the front leased portion could be incorporated into the library at a future date, and/or another 'module' of 120m$^2$ could be built at the rear of the building.



The video store ceased trading around 2000 and the front portion of the building was incorporated into the library. A 60m$^2$ area was retained as a meeting space – it retained the separate entrance with its own facilities as it is today. The remaining 60m$^2$ is currently the IT section of the library. From 1 July 2008 the name changed to the Seville Grove Library and at that time the building was re-carpeted and the internal layout changed with new issue desk installed off the work room. The rear extension indicated on the plans was never built.

## The Seville Grove Library – present operation

The Seville Grove Library is a community facility that continues to offer services, programs and activities, with the IT area at the front of the building particularly well utilised by community members.

The staff at the Library are integral to the community's access to the services as they provide assistance, information and increasingly referrals to other required programs.

The Seville Grove Library services include:

- General book/CD loans
- Family Reading Centre
- Story time
- Public computers with internet access

The following table provides a usage comparison between Seville Grove Library, the Armadale Library and the Kelmscott Library by comparing membership, loan items and general visits (2015/2016 financial year):

| Library | Size (Metre square) | Membership | Monthly visits | Monthly issues |
|---|---|---|---|---|
| Seville Grove | 625 | 4975 (16%) | 4864 (16%) | 7263 (26%) |
| Armadale | 1100 | 19,526 (65%) | 19,903 (65%) | 13,537 (49%) |
| Kelmscott | 500 | 5685 (19%) | 5913 (19%) | 7027 (25%) |

Usage wise, Armadale Library can be attributed with 50% of visitors and loans, with and the Kelmscott and Seville Grove Libraries share the remaining 50%. Kelmscott Library's usage

is marginally higher, but 25% each is a close enough percentage on which to attribute operational costs.

*Indicative expenses for the Seville Grove Library for the financial year of 2016/2017*[5]

| Expense amount | Expense |
|---|---|
| $475,000 | Salaries and associated costs |
| $33,000 | Other library operating costs |
| $78,500 | Library Administration budget – Seville Grove Library allocation |
| **Total: $586,500** | |

***Number and location of libraries:***

- The number and location of public libraries in any local government is subject to local needs, population diversity and spread, and natural barriers to access.
- The newly adopted Australian Library and Information Association Guidelines, Standards and Outcome Measures for Australian Public Libraries is not prescriptive on this, rather providing guidelines related to outcome measures for individual communities.
- The average per-head per library of 14 metropolitan local governments is 31,114.
- The City of Armadale is currently under the average at 26,963.
- By 2036 the per-head per library figure with three, four or five libraries will be:

| Year | Projected Population (forecast.id) | Number of libraries | Per head per library |
|---|---|---|---|
| 2021 | 106,357 | 3 | 35,452 |
| 2026 | 120,616 | 4 | 30,154 |
| 2036 | 144,826 | 4 | 36,206 |
| | | 5 | 28,962 |

Assuming that the state's population will grow but the number of public libraries won't increase commensurate with that growth, the average figure will increase probably closer to the city's four-library configuration.

***Implications for resources:***

- The number of libraries in the local government authority impacts on the division of the State Government expenditure for stock purchase.
- This is allocated to local governments on a per capita basis and the local government determines how this will be allocated among its libraries.
- The more libraries a local government has, the fewer new items can be allocated to each library.
- The State Government's financial contribution to the purchase of stock for public libraries is reducing by $1,578,000 collectively in the 16/17 and 17/18 budgets.
- The City's dollar reduction in 16/17 and 17/18 is $37,000 per annum.
- This will result in approximately 3,300 volumes less in the two year period.

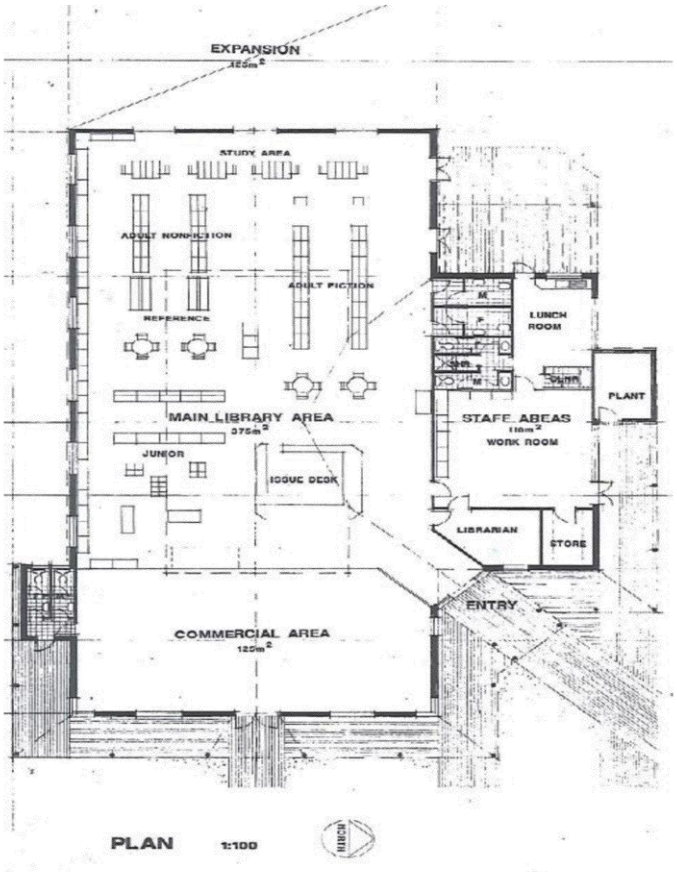
[5] The operational costs of the 3 libraries are not separated within the budget as the library system is treated as a whole.

- The City's current stock figure is below the recommended national standard.
- The City's current allocation to the library budget for resources is $115,000 (this includes hard copy, periodical and newspaper and digital resources).
- Two additional libraries in Harrisdale and Haynes will require an initial allocation of some $100,000 each for stock purchase. This amount would purchase less than 5,000 volumes on today's average prices.
- An increase in the ongoing budgetary allocation for resources of some 50% will be required to ensure adequate new stock inputs.
- The current Seville Grove library stock is 27,000. The bulk of this would need to remain in the Seville Grove library as long as the service is maintained.
- The stock from the existing three libraries will need to be relocated to stock new libraries.

***Implications for staffing and other operational costs for a reconfigured Library:***

- Retaining a library at Seville Grove would require a minimum of 3FTE estimated at $250,000 per annum inclusive of on-costs.
- General library operational costs (insurance, printing, stationery, minor equipment, events and programs etc.) estimated at $30,000 per annum.
- Library specific IT costs require further research to determine but are roughly estimated at $20,000 per annum.

***Seville Grove Library floor plan***



## Community engagement – Seville Grove Library

Community and sector stakeholders were invited to a range of opportunities to provide feedback about the current and future purpose of the Seville Grove Library. These included:

- focus groups x 2
- informal discussions x 2
- individual in-depth interviews x 7
- surveys x 51 (total number of surveys focused on the Library collected at the Library, received by post, received via Survey Monkey and the youth survey)

The following questions were raised in each engagement methodology:

*The Seville Grove Library*

1. What are the strengths of the Seville Grove Library?
2. What could be changed to improve the Seville Grove Library?

*Seville Grove Library Community Engagement*

| Engagement type | Attendees |
|---|---|
| Focus group at the Library: Armadale Early Years Network | 14 attended:<br>• Organisations members of the Armadale Early Years Network<br>• Communicare<br>• Department of Human Services (Centrelink)<br>• Armadale Community Family Centre<br>• CLAN WA<br>• Playgroup WA<br>• Parkerville Children and Youth Care<br>• WACOSS<br>• Telethon Institute |
| Focus Group at the Library: Businesses[6] | Two attended:<br>• Businesses from the Champion Drive Shopping Centre<br>• Australia Post x 2<br>• Staff member from Seville Grove Library |
| Informal discussion at the Library: Grandcare Group (participants completed surveys) | 20 attended:<br>Grandparents involved in support group based at the Library for those who have primary care for grandchildren |
| Informal discussion at the Library: Parents (participants completed surveys) | Five attended:<br>Parents at the Library's Storytime program with their children |

[6] While four businesses had initially expressed an interest to attend the focus group for the shopping centre, only two staff from Australia Post attended. The discussion focused on questions about how the facilities impact on business and any suggested improvements. They suggested a continuation of programs for families.

## Analysis of community feedback – focus groups, surveys and informal discussions

The focus groups were held at the meeting at the Seville Grove Library with one officer facilitating and one officer taking notes. The facilitator asked the each of the two questions and guided the conversation to the purpose of the Study. Notes were taken on every response and re-distributed back to the group to ensure comments had been recorded correctly.

Wanslea's Grandcare Support Group expressed a preference to provide their responses via a survey form, as did the parents group. There were informal comments that were captured but the majority of the feedback was gathered using the survey form.

*The primary themes of the discussions*

The first question regarding the strengths of the Library drew a range of responses, but the primary themes are:

- Seville Grove Library is an important community facility
- Seville Grove Library IT area is important as many people use the computers to search for employment

The second question's primary responses regarding improvements or changes to the facility comprised:

- Library to retain and/or expand IT area and offer training, employment and cultural education programs

*The surveys*

| Collection point | Number |
|---|---|
| Seville Grove Library | 29 |
| Champion Centre | 51 |
| Posted | 7 |
| Survey Monkey | 16 |
| Young people | 22 |
| **Total** | **125** |

The feedback contained in the surveys were varied and related to both physical attributes of both facilities and the services and programs offered. For the purpose of the Study, the comments relating to the physical space will be included for analysis. However the surveys will be retained to inform current and future programs (if the comments about potential programs impact on the physical design required, they will also be included).

The two main themes resulting from the surveys in relation to physical design of the Seville Grove Library are:

- The Seville Grove Library is an important community facility
- Put a connecting path from the Library to the Shopping Centre
- Easy parking is a positive

## Snapshot of in-depth interviews with organisations – both the Seville Grove Library and the Champion Centre

| Organisation | Comments |
|---|---|
| Crossways Community Services | Include a training and employment component at the redeveloped centre. Based on the holistic client centred model at Crossways, support each person accessing the programs through a range of services according to their situation. |
| WA Police | Co-located model at the redeveloped centre. Need the right services and programs to attract families. Community hub aspect important, not just services . IT area a good idea, also need a trade workshop to run TAFE courses in welding, construction etc. |
| Department of Child Protection & Family Support | A focus on accredited training and employment is needed particularly in the area of trades within the redeveloped centre. Important to operate a 'One Stop Shop' so people are supported with services such as counselling to break the cycle of disadvantage and crime. Relationship building is key so that people are supported through the process of changing their lives. |
| Communicare | Focus on the Library 'shop front' as being a 'Knowledge /Information Centre' and utilizing space at the back for employment initiatives (IT area for job seeking etc). Physical redevelopment linking the Library and Champion Centre could include courtyards, Aboriginal artwork and seating, plus increased car parking accessible to Bob Blackburn Pavilion to alleviate congested parking at the Armadale Community Family Centre. |
| Save the Children | Create a youth hub/one stop shop of relevant services including staff from Save the Children Australia programs, Headspace, Ignite Basketball, Hope Community Services, YMCA , Centrelink, Juvenile Justice Officers, WA Police, and hot desks for metro wide services that don't currently have a base in Armadale. |
| Parkerville Children and Youth Care | Community hub, focus on employment programs – effective referrals can be made through the extensive network of organisations in the area. |
| Armadale Community Family Centre | Young people and their families need ongoing support with life issues. Important to aim at the whole child through their stages and ages, not stopping programs once the child is not classified as a child anymore (ie 12 years old). A neutral space is needed for families where they can drop in at any time and spend time together or with others in a safe, home-like environment. The physical redevelopment could have common areas like courtyards and gardens but not necessarily joining the buildings together. |

## Analysis

The analysis aspect for the Seville Grove Library as a discreet facility combines:

- The demographic story of the catchment area
- The key themes identified by the community

- Alignment with the City's strategic direction (the endorsed Master Plan and the recommendations in the Library Strategic and Development Plan update)

The **demographic story** of the communities residing in the suburbs of Seville Grove, Armadale North, Kelmscott West, Camillo and Champion Lakes indicate a relatively high level of disadvantage.

These communities require increased services in the areas of parenting/early childhood, training and employment and youth. The Seville Grove Library is well placed in the catchment as a local hub for services, which also mitigates public transport issues and general accessibility.

**Community engagement** in the catchment area confirms that the existing services at the Seville Grove Library are valued, but that there is an increasing demand for particular services and spaces. These include access to public computers and associated programs, with more space needed for other services, meeting spaces and cultural education.

With regards to the **design implications** for the Seville Grove Library, the elements of the Study can be categorised into three streams:

- Library services
- Digital /IT services
- Community meeting/cultural education programs, training and meeting spaces

## Findings for the Seville Grove Library

Council has indicated that it would like the Seville Grove Library to continue to operate from the Bob Blackburn Reserve in the long term as one of five libraries in the City. (The others being Armadale, Kelmscott, Harrisdale and Wungong Urban). The financial implications of operating 5 libraries need to be considered in upcoming reviews of the City's Long Term Financial Plan. A significant consideration is the state government's ongoing reduction in funding and resources for libraries.

This study recommends reviewing the Library Strategy and Development Plan in 2021 at the time the Harrisdale service is established to determine how the City's library services should be provided in the longer term.

With regard to the exact location of the Library on the Bob Blackburn Reserve, this study has identified that the library should continue to operate from the building it currently occupies rather than collocate with either the Champion Centre or Aquatic Centre. The main points for and against each location are;

| Facility | For | Against |
|---|---|---|
| Seville Grove Library | Access & Parking<br>No additional space required<br>Significantly lower upgrade costs | Stand alone may reduce potential patronage |

| | | |
|---|---|---|
| Champion Centre | Creating a multi-use facility<br>Potential increased patronage | While there are synergies between the Library and Champion centre it is seen as desirable for each to have its own identity and for the core functions of each to remain separate<br>Additional space and associated construction funds required |
| Aquatic Centre | Creating a multi-use facility<br>Potential increased patronage | Access at peak times<br>Additional space and associated construction funding required.<br>Given the constraints of the site the only option would be a second floor which would be the most expensive of the three options |

***Findings***

- Continue to operate the Seville Grove Library from the current facility
- Modernise the interior of the library to a more contemporary design
- Enhance the community activity areas and community access computer areas
- Use the evidence collated as part of this study along with other research to inform relevant City strategies and advocate for programs, activities and funding appropriate to the needs of the area
- Review the Library Strategy and Development Plan in 2021 to assist in guiding the ongoing provision of library services in the City

# Part 4 - The Champion Centre

## The Champion Centre – background

From the beginning of its development, the Champion Centre has striven to be a vibrant community centre for all people, with a particular focus on supporting members of the Aboriginal and Torres Strait Islander community.

The Champion Centre's value and sound reputation in the community, both with Aboriginal and non-Aboriginal people, has always been because of the people working at the facility. This includes both the teams of staff from external organisations based at the Centre and the officers the City has employed. The officers are local Noongars who operate the Centre according to the aspirations, interests and needs of the Aboriginal community. The staff regularly draw on the insights of the local Elders and also have first-hand knowledge and experience of living in the Armadale community. Along with funding salaries, the City's role is to provide and maintain the building.

The Centre was built in 1982 as a recreation centre and managed by the PCYC until the City took over the management of the Champion Centre in 2008.

The City originally received funds from the Federal Government to operate the Aboriginal Family Support Service based at a premise on Orchard Road prior to the Armadale Central Shopping Centre development. Whilst under the management of the City, the Federal Government transitioned the Aboriginal Family Support Service's funding into the newly named Aboriginal Parenting Support Service.

In 2007, the City released the management of the Aboriginal Parenting Support Service to Waminda Aboriginal Corporation along with the funding contract from the Federal Government. However after Waminda and its premise closed, the Federal Government requested that the City resume management of the Aboriginal Parenting Support Service. With the service requiring accommodation, in 2008 the City resumed management of both

the recreation centre and the federally funded Aboriginal Parenting Support Service. The centre was then named the Champion Centre.

In 2010 the WA Aboriginal Affairs Coordinating Committee (AACC) comprising the Director Generals of the Department for Child Protection (DCP), Departments of Education, Housing, Health, Indigenous Affairs (DIA), Premier and Cabinet, Treasury and Finance, and Regional Development and Lands, approached the City of Armadale to deliver a One Stop Shop. Representatives from DCP, Housing, Education, Police, DIA and Health operated from the centre one day a week to improve access to services through colocation, information-sharing and collaboration with other users of the centre.

The One Stop Shop hosted a forum titled "*Working Together: Smarter not Harder*" which brought together 150 people representing 80 government, non-government and community sector organisations, to forge linkages throughout the sector and gain a commitment to working collaboratively to address disadvantage for Aboriginal families.

The forum opened a dialogue and lead to strengthening of sector relationships which has continued. Together with the work resulting from the One Stop Shop Pilot Project, the forum has resulted in the development of ongoing partnerships and initiatives including the Driver Training program which up until 2015 provided free assistance for Aboriginal people to gain their learner's permit. Driver Training was facilitated by the WA Police's Aboriginal Police Liaison Officers in collaboration with other One Stop Shop partners which assist participants and their families to develop additional skills such as resume writing and providing opportunities for health checks. More than 550 people participated in this much valued program annually, helping them to gain their license which is essential in obtaining employment.

## The Champion Centre – present operation

The Champion Centre continues to be a welcoming community centre with a culturally appropriate setting for the provision of services and programs for Aboriginal and Torres Strait Islander people. The perspective of a local Aboriginal Elder and Aboriginal and Torres Strait Islander Advisory Group member, Albert MacNamara, is that the Champion Centre is a place for 'two-way learning' between Aboriginal and non-Aboriginal cultures.

The Champion Centre accommodates permanent tenants, regular hirers and hot-deskers in a variety of spaces, shared desks, meeting rooms, counselling rooms, a health clinic, children's activity room, lounges, and a commercial kitchen. The Centre provides a welcoming safe space, free tea/coffee and an environment where young and old learn from each other.

Regular services at the Champion Centre include:

- Child & Adolescent Community Health (Aboriginal Health Unit, Dept of Health)

- Counselling x 2 (Aboriginal Alcohol and Drug Service and Richmond Wellbeing)
- Women's Healthy Lifestyle Program (Dept of Health)
- Aboriginal Mental Health Senior First Aid (Muggin Aboriginal Corporation)
- Playgroups x 3 (Save the Children Australia, Play in the Park and Dept for Child Protection & Family Support)
- HIPPY program (Communicare)
- ARCHE Health Medical Assessments & Supports (Health Department)
- Moorditj Djena's Van & Health Assessments (Health Department)
- Second Bite Program (Coles, Aldi, volunteers)
- Armadale Home Help
- Centrelink
- Outcare
- Armadale Family Support Network
- Certificate II in Leadership, Life Skills, Health and Wellbeing (South Metropolitan TAFE)
- Regular hirers and casual bookings at the Centre: 52 bookings per month (2016)

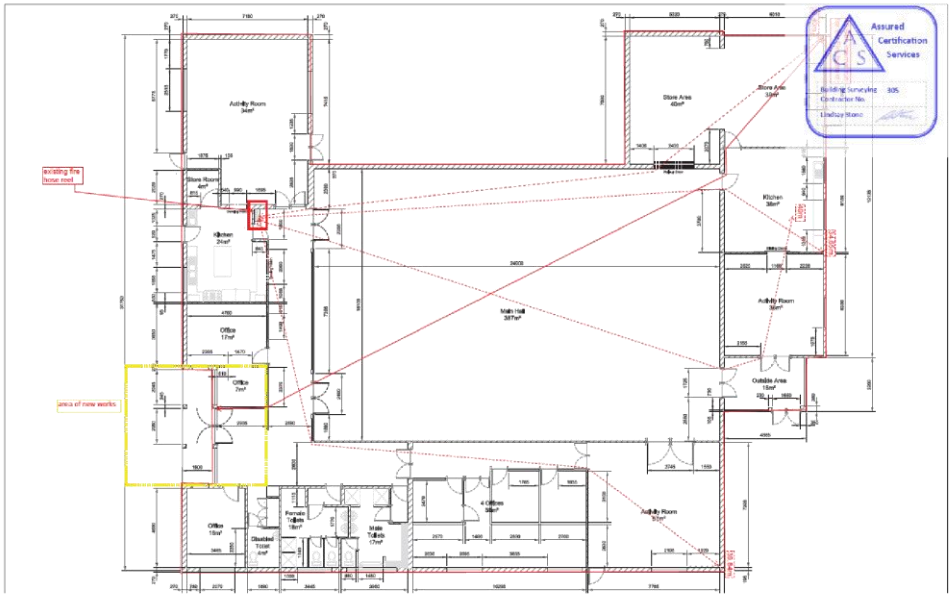
Reflecting this integrated service provision, the Champion Centre was recently the Winner of the Premier's Award 2016 for: *The Champion Centre – Our Way of Working*. The application detailed how the Champion Centre operates as a one-stop-shop; helping local people access the services they need; building capacity; and bringing together services in one convenient location. It stated how this approach increases family access to agencies by meeting the needs identified by them and allows the organisations that are already in Armadale to work together in maximising their effectiveness.

The City receives funding through the Department of Prime Minister and Cabinet (the Indigenous Advancement Strategy's Children and Schooling stream) for the Champion Centre's children's programs, with $400,000 over 2.5 years commencing in July 2015 and concluding in December 2017. The funded children's programs comprise two part time officers and program expenses.

*The expenses for the Champion Centre for the financial year of 2016/2017*

| **Expense amount** | **Expense** |
|---|---|
| $356,570 | Salaries and associated costs |
| $105,100 | Programs and projects (including vehicle operation) |
| **Total: $461,670** | |
| **Revenue amount** | **Revenue source** |
| $180,000 | Department of Prime Minister and Cabinet |
| $281,170 | COA |

***Champion Centre floor plan***



## Community engagement – Champion Centre

Community and sector stakeholders were invited to a range of opportunities to provide feedback about the current and future purpose of the Seville Grove Library. These included:

- focus groups x 2
- informal discussions x 2
- individual in-depth interviews x 7
- surveys x 74 (total number of surveys focused on the Champion Centre collected from the Centre, received via Survey Monkey and the youth survey)
- phone interview x 1
- informal youth activity x 1

The following questions were raised in each engagement methodology:

*The Champion Centre*

1. What are the strengths of the Champion Centre?
2. What could be changed to improve the Champion Centre?

*Champion Centre Community Engagement*

| Engagement type | Attendees |
|---|---|
| Focus group at the Centre: Organisations | Nine attended:<br>• Organisations linked with the Champion Centre<br>• Department of Corrective Services<br>• Muggin Aboriginal Corporation<br>• WA Police<br>• Department of Health |

| | |
|---|---|
| | • Headspace Armadale<br>• Grovelands Primary School<br>• Communicare<br>• Save the Children Australia |
| Informal discussion at the Centre:<br>Community members | Ten attended:<br>Community members, primarily parents, who attend programs at the Centre |
| Informal discussion at the Centre:<br>Craft group (participants completed surveys) | Eight attended:<br>Older people who meet as a craft group weekly at the Centre |
| Informal engagement activity:<br>Young people (participants completed surveys) | 22 attended:<br>Young people participating in Save the Children Australia's *One Step Closer* program based at the Bob Blackburn Pavilion |
| Focus group:<br>Aboriginal and Torres Strait Islander Elders | Four attended:<br>The Elders are also members of the Marmum Mia Mia Aboriginal Corporation and the Aboriginal and Torres Strait Islander Advisory Group |
| Phone interview:<br>South Metropolitan TAFE | Toni Reiss from the South Metropolitan TAFE |

## Analysis of community feedback – focus groups, surveys and informal discussions

The focus group and informal discussions were held at the Champion Centre with one officer facilitating and one officer taking notes. The facilitator asked the each of the two questions and guided the conversation to the purpose of the Study. Notes were taken on every response and re-distributed back to the group to ensure comments had been recorded correctly.

The first question regarding the strengths of the Centre drew a range of responses, but the primary themes are:

- Champion Centre is a valued community facility
- The staff provide a welcoming environment and access to services and programs/activities

The second question's primary responses regarding improvements or changes to the facility comprised:

- Importance of well-designed outdoor space – meeting spots, covered play areas for children and scope to integrate library activities such as early literacy programs
- Private/second entry points for families in trauma accessing services
- Café as a training conduit and meeting place for all – foster social connections
- Large kitchen and dining area
- Join the facilities with a good outdoor space
- Central communal area – light and with an indoor garden
- Child friendly spaces and crèche area

The feedback contained in the surveys were varied and related to both physical attributes of both facilities and the services and programs offered. For the purpose of the Study, the comments relating to the physical space will be included for analysis. However the surveys

will be retained to inform current and future programs (if the comments about potential programs impact on the physical design required, they will also be included).

*Survey responses*

| Champion Centre |
|---|
| Air conditioning in main hall |
| Studio and gallery art space |
| Make main hall more private if accessing services |
| More space for more activities |
| Shade sail over sandpit |
| Dining room |
| Outdoor play equipment, natural spaces for children |
| Separate staff offices from the main area |

## Analysis

The analysis aspect for the Champion Centre as a discreet facility combines:

- The demographic story of the catchment area
- The key themes identified by the community
- Potential implications for the design

The **demographic story** of the communities residing in the suburbs of Seville Grove, Armadale North, Kelmscott West, Camillo and Champion Lakes indicate a relatively high level of disadvantage.

These communities require increased services in the areas of parenting/early childhood, training and employment and youth. The Champion Centre is well placed in the catchment as a local hub for services, which also mitigates public transport issues and general accessibility.

**Community engagement** in the catchment area confirms that the existing services at the Champion Centre are valued, but that there is an increasing demand for particular services and spaces. These include enhancing the outdoor space for a range of functions and the need for appropriate access to a range of service providers at the Centre.

With regards to the **design implications** for the Champion Centre, the elements of the Study can be categorised into three streams:

- Interface with community
- Provision of service delivery spaces for organisations
- Connection to natural outdoor spaces

## Findings for the Champion Centre

As a facility for the City and other organisations to provide support to families, and in particular to Aboriginal families, the Champion Centre is well located. A unique element of the way the Champion Centre operates is in the significant number of external organisations that operate from the centre to facilitate community based activities and support programs. The findings of this study focus on developing well-functioning community spaces as well as encouraging collaboration and information sharing between organisations to achieve more effective community outcomes.

***Findings***

Currently identified in the Master Plan Implementation report in years 6 – 10 (2022 – 2026). The project could be brought forward subject to additional external funds becoming available.

- Improve the internal design, including possible extensions to the building to enable more efficient community access spaces
- Design internal spaces including administration spaces from which external organisations can provide support programs in a way that encourages collaboration. For example, shared spaces and open plan 'hot-desking' areas
- Ensure there is a strong focus on developing functional and appealing outdoor spaces to increase the areas that can be used for activities and programs

Timeline - ongoing

- Use the evidence collated as part of this study along with other research to inform relevant City strategies and advocate for programs, activities and funding appropriate to the needs of the area

# Part 5 - Analysis of the facilities' connections with the Bob Blackburn Reserve

The Seville Grove Library and the Champion Centre form part of a larger hub area on the Bob Blackburn Reserve comprising the Armadale Regional Aquatic and Leisure Centre, the Bob Blackburn Pavilion, the Armadale Community Family Centre and the Mundarda Child Care Centre. The Champion Drive Shopping Centre is also generates an influx of people accessing the precinct. There is scope to capitalise on the grouping of these facilities to maximise benefits to the community by proactively seeking to link them via programs, utilising communal outdoor spaces and having a strategic view of the hiring of indoor spaces.

Good practice principles and experiences indicate that the best way to provide a range of required services from a community hub perspective is to foster strong partnerships resulting in integrated service provision and efficacy of the services provided. It also recommends that the government at the appropriate level to take a key role in leading the development and operation of the hub.

## Findings for connectivity with other facilities

Bob Blackburn Reserve comprises stand-alone facilities, open spaces and bushland used for leisure, recreation and sport; and to access community activity and support programs. The facilities on the reserve are the Armadale Aquatic Centre, Champion Centre, Seville Grove Library, the Bob Blackburn Sports Pavilion, the Armadale Community Family Centre and the Mundarda Community Child Care Centre. The findings of this study aim to encourage more interdependency between the facilities through physical and operational connectedness.

***Findings***

Timeline – ongoing

- Create a functional and appealing outdoor space between the Champion Centre and Seville Grove library designed for users of both facilities, including the opportunity that the planned community garden presents in assisting to achieve this outcome
- Relocate the entrance of the Seville Grove library to the north eastern side of the building
- Ensure the designs for the Champion Centre and Library provide easy and functional access to outdoor spaces
- Where practical, create formal and informal pathways to enhance access between the various facilities on the reserve, using seating and other elements to increase functionality and appeal
- Establish clear procedures to promote the use of meeting/activity and administration spaces in each of the facilities between the organisations resident on Bob Blackburn Reserve such as through electronic newsletters compiled and distributed by the City
- Develop a simple marketing plan to promote Bob Blackburn Reserve and its component parts and the opportunities they present for community use

## Financial Implications

The Master Plan Implementation Report endorsed by Council in November included indicative costs for the Champion Centre upgrade and library repurposing as follows;

| **Indicative Cost** | **$2,358,000** |
|---|---|
| Anticipated External Funds | $1,000,000 |
| Muni Funds – Loan | $1,358,000 |

These costs were based on a 300sqm extension of the Champion Centre and a standard refit rate for the existing library. The project currently sits outside the Long Term Financial Plan and requires consideration as part of the annual reviews of the LTFP. As with the other Master Plan projects, it is anticipated that the Seville Grove Library/Champion Centre project will be funded through a combination of external funding, loans and to an extent through existing provisions in the City's *Asset Management Program.* The project is envisaged, at this stage for years 6 – 10 or 2022 – 2027 although it is noted that the project could be introduced earlier than anticipated should more significant external funds become available.

Work is currently underway to develop costed concepts for each facility. Work is also underway to identify external funding sources for the Champion Centre and Library upgrades, and also for other elements of the Bob Blackburn Master Plan. It is quite possible that funds in addition to the forecast $1,000,000 can be sourced for the overall 'Bob Blackburn Community Hub' including for projects that have already been budgeted. This would have a positive effect on the City's financial position and could assist in introducing the Champion Centre/Seville Grove Library project for inclusion in the Long Term Financial Plan.

## The City's overall approach

The City of Armadale is well placed to perform a coordination role in the collation of data to identify community priorities, which in turn can inform an appropriate collective response. The role of the City in this process may be identified as follows:

1. The issue as evidenced by data
2. The best good practice response for the local community
3. The City's role in the response:
    - Can we facilitate external partnerships, to address the issue?
    - Can we partner with another org (for example, through a Memorandum of Understanding to contribute space, financial assistance, in-kind support)
    - Can we provide space at one of our facilities?
    - Do we deliver the program/activity?

In this case of where the City owns both the Seville Grove Library and the Champion Centre in an area that has high levels of disadvantage, the role of the City may be to provide the facility to house the required programs and activities. Because the City has the needed property administration infrastructure and processes in place and has taken a strategic perspective of facilities and services required for future populations, it is conducive for the City to take the lead in some cases of facility provision.

To maximise the efficacy of integrated service provision according to community needs and aspirations, the City is well placed to determine the physical design of both existing and new facilities. Designing facilities that are conducive to integrated service delivery and social interaction will create hubs for the community that are accessible and help address the issues many people are experiencing.

The provision of facilities in the context of accommodating services involves sound policies and practice about occupancy. The City's *Occupancy Arrangements of Council Land and/or Facilities Policy* provide a framework under which to facilitate accommodation arrangements with external service providers. Increasingly, the demand is for services as opposed to incubator facilities for small community groups. Therefore, the policy is currently under review to reflect this change with putting in place a fee structure to separate government funded service providers from small community groups, including sports clubs.

# Attachment 1

## Community Engagement Report

Sector and community engagement for the feasibility study involved a wide range of stakeholders including local community members, user groups and sector agencies utilising the Champion Centre to deliver activities and programs in the community. The following report outlines the process used in order to gain information from the stakeholders and the key themes arising from the consultation that will have an impact on the scope for upgrading the facilities.

## Stakeholders

For each of the facilities an attempt was made to consult with groups both directly impacting on the facility by their usage and those indirectly impacted by proximity or cultural connections.

**Seville Grove Library Stakeholders included:**

- Current Library users
- Residents in the immediate catchment area
- Regular hirers of the meeting room including an interagency network of organisations
- City of Armadale staff at the Champion Centre and the Seville Grove Library

**Champion Centre Stakeholders included:**

- Activity and program providers housed within the Champion Centre
- Activity and program providers not housed in the Champion Centre but using areas including the Bob Blackburn oval on a regular basis for delivery of programs
- Regular community user groups
- City of Armadale staff at the Champion Centre and the Seville Grove Library
- Aboriginal and Torres Strait Islander (ATSI) elders
- ATSI and non-ATSI community members
- Residents in the immediate catchment area
- Young people

A full list of the responses from each focus group meeting is provided at the conclusion of this report with key themes that may influence the development of concepts presented below. Responses were subjective and in many instances related to issues and opportunities outside the scope of the feasibility study i.e. related to specific program delivery from the sector. The responses were collated into common themes and grouped into the follow broad impact areas for each facility:

1. Those responses relating to the way in which the facility interfaced with the community
2. Those responses relating to the way in which the facility interfaced with sector organisations providing activities and programs

3. Those responses relating to the way in which the facilities related to the outdoors and other facilities on the reserve

## Engagement strategies

As with all consultation a range of strategies were used and the following activities strategies were used to gain responses from the different groups:

| Stakeholder group | Engagement Strategy | Timing |
|---|---|---|
| Residents in local area | Letter with survey ( 440 letters posted to residents in a 400m radius of Bob Blackburn Reserve) | 8 November |
| General community | Online survey | 8 – 29 November |
| Sector stakeholders (Champion Centre) | Focus group meeting | 24 November |
| Current Library users | Surveys in Library and informal discussion | 8 -29 November |
| Champion Centre users | Surveys in Centre and informal discussion | 8 – 29 November |
| Sector stakeholders (Seville Grove Library) | Focus group meeting | 30 November |
| Local Businesses | Focus group meeting | 30 November |
| Community Members | Focus group meeting | 2 December |
| Youth | Survey and informal discussion | 16 December |
| ATSI Elders | Focus group meeting | 5 & 12 January |
| City Councillors | Workshop | 13 February |

## Surveys

440 surveys were sent to households in a 400m radius of the Bob Blackburn reserve however the response was poor with only seven recorded. Surveys in the centres recorded better responses with 29 collected at the Seville Grove Library and 51 at the Champion Centre.

Survey Monkey the online survey tool, delivered 16 responses and 22 young people were interviewed at their end of year party at the Champion Centre.

***Survey responses***

**Seville Grove Library Survey**

Note the responses should not be interpreted as representative of the total users of the library as the number is not statistically valid.

29 respondents completed the survey with the largest recorded age group being 65+. The majority of respondents used the library to borrow books with activities and use of IT equipment being cited as other reasons to visit.

**Suggestions for improvement include:**

- Include a coding centre ( specific IT program)
- More activities for 1-3 year olds
- Would love to see a playground attached to the library
- Coffees machine

**Champion Centre Survey**

51 respondents completed the survey with people aged 25 – 54 comprising the majority of the ages represented.

**Suggestions for improvement include:**

- More traditional aboriginal activities
- Air conditioning in the main hall
- More small activity rooms as the main hall is a bit too open (exposed)
- Separate offices from the main area
- Shade areas outside and over the children's sandpit area
- More outdoor play equipment and natural play areas

**Youth Survey**

22 young people aged between 10 and 16 from Save the Children Australia's program 'One Step Closer' completed the survey on 16 December 2016 at their end of year party. Their responses were with respect to the Champion Centre and the Library.

**Suggestions for improvement include:**

- Cooking classes
- Boxing
- Sporting activities
- More games
- More room for sitting

**Online Survey**

Survey Monkey was used to provide an electronic online opportunity with 16 people using this option.

**Suggestions for improvement include:**

**Seville Grove Library**

- Make it more visible
- Freshen it up a bit
- Renovations
- Improve safety as I use Armadale more now because of the anti-social behavior

**Champion Centre**

- More indoor and outdoor seating
- More activities like when PCYC was there
- More art based programs

## Focus Group and discussion responses

### 1. Sector Stakeholders (Champion Centre)

This group included the activity and program delivery sector agencies that either operate from the Champion Centre or interact with the centre users in a professional capacity.

**Attendees**

- Communicare
- Dept of Corrective Services
- Dept of Health
- Muggin Aboriginal Corporation
- WA Police
- Grovelands Primary School
- Headspace
- student with Dept of Health
- Save the Children Australia
- Drug and Alcohol Withdrawal Network

***Responses***

**Seville Grove Library**

- Library could include a cultural awareness and education component both in structure and programs

**Champion Centre**

- Agencies need to be closer to the entrance so that clients need not walk through the whole building to be seen by the relevant professional
- Centre staff need a private area e.g. staff room/kitchenette
- Avoid developing a clinical look and feel
- Develop connections to outdoor spaces for meetings and connection to the bush
- Large central hall is good for activities but doesn't work for clients who experience a sense of shame as they walk through the hall to service providers.
- A discrete entrance for clients
- More meeting and office spaces required

### 2. Sector stakeholders (Seville Grove Library)

**Attendees:**

- Communicare
- Human Services (Centrelink)
- Mundarda Child Care Centre
- Armadale Community Family Centre
- CLAN WA
- Playgroup WA
- Parkerville Children & Youth Care
- COA
- WACOSS
- Telethon Institute

***Responses***

**Seville Grove Library**

- Library could include a cultural awareness and education component both in structure and programs

**Champion Centre**

- Agencies need to be closer to the entrance so that clients need not walk through the whole building to be seen by the relevant professional
- Centre staff need a private area e.g. staff room/kitchenette
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- Large central hall is good for activities but doesn't work for clients who experience a sense of shame as they walk through the hall to service providers.
- A discrete entrance for clients
- More meeting and office spaces required

### 3. Community Members (Champion Centre)

Attendees to this focus group were predominantly playgroup mothers with a large proportion being of Aboriginal and Torres Strait Islander descent.

***Responses***

**Champion Centre**

- The main hall needs air-conditioning as the changing temperature affects attendance at activities and programs
- Car lark does not cater for the numbers using the centre and buses find it too hard to negotiate

- A discrete entrance for at risk people to enter away from the general reception would be useful
- A nature playground with a good link between the inside and outside of the centre
- Opportunities for young people to learn work based skills e.g. hospitality, administration, arts etc

### 4. Local Businesses

This workshop proved the hardest to attract attendees and in the end only two local businesses responding although four businesses indicated they would attend. The representatives from the local Australia Post Office have local Aboriginal staff and had a good understanding of the challenges for local people seeking employment.

- Australia Post
- Seville Grove Library (one staff member participated)

***Responses***

**Seville Grove Library**

- Retain and or increase IT section as it is in high demand
- Keep the library discretely separate for the community spaces
- Consider a cultural education area in the library
- Develop outdoor spaces for library use e.g. story time

**Champion Centre**

- Better utilise space between library and Champion Centre
- Job seeking assistance in library and Champion Centre

### 5. Aboriginal and Torres Strait Islander Elders

Elders from the local aboriginal community provided a valuable insight into ongoing challenges and collectively saw the Champion Centre as a highly valued resource for the community with potential to do more in the future.

- Albert MacNamara, Aboriginal Elder
- Irene MacManara, Aboriginal Elder
- Mort Hansen, Aboriginal Elder
- Peter Wilkes, Aboriginal Elder
- Fred Penny, Aboriginal Elder

Jodie Clarke, Indigenous Development Coordinator (in attendance)

***Responses***

**Seville Grove Library**

- Increase access to library for cultural education employment training
- Rear of library could be divided into areas for community and organisations to hire and use for training and meetings

**Champion Centre**

- Main Hall is good for children doesn't work too well for talking as it has an echo
- Put a mezzanine floor in for more rooms
- More quiet meeting spaces are needed
- People need privacy and safety especially those experiencing DV
- Sound proof music room would be good for youth
- A yarning circle outside with shade
- Community garden needs to be secure (fenced)
- A place for men to meet
- More access to outside natural spaces to

# Individual responses

## Focus Groups and discussions

**Focus Group – Community and government organisations**

24 November 2016

**Attendees**

Communicare

Dept of Corrective Services

Dept of Health

Muggin Aboriginal Corporation

WA Police

Grovelands Primary School

Headspace

student with Dept of Health

Save the Children Australia

Drug and Awareness Withdrawal Unit

**Facilitator**

Geordie Thompson (Manager Community Planning)

**Question 1:**

How does the current facility support the services you deliver? What are the strengths of the Champion Centre (CC)?

Main ideas:

- Kids feel happy to go to the CC, they live in the area and it's easy to find people at the CC who can help them if needed. They feel the staff understand them and don't judge. Staff who work here want to work here, for the community.
- The CC has a heart, it feels welcoming, people feel a sense of belonging and people who are down and out can receive support.
- People of all ages like the CC – one grandmother goes to the craft group because she loves the welcoming warmth of the CC. Would be good to see more Elders at the CC, people come to yarn, it's like a meeting place.
- One person related that she came from outside the Armadale area and knew nobody upon arriving in Armadale to work. The CC helped her get to know people and now she feels her heart is in Armadale.

- Reconciliation Action Plan (RAP) would be good to get started – a treaty/agreement between the City and the Aboriginal and Torres Strait Islander people (ATSI) to commit to working with the ATSI community to encourage cultural empowerment, to not water down the culture in the generations. Plaque at front of building acknowledging the ATSI people
- The CC staff and people are the heart even though the building is old and dark, retaining the history of the ATSI people here is important.
- One Stop Shop (used to have Driver Training etc here but lost funding) important, plus having ATSI staff who know the community.
- ATSI people need to be the priority for the ATSI community, though non-ATSI people can learn from the ATSI community – to hear their stories. Tolerance and mutual respect is needed.

**Question 2:**

Does the facility support this One Stop Shop concept? What changes are needed?

- One Stop Shop – people come to the CC to access food, they should be able to access health workers, Centrelink staff on an ongoing, regular basis, long term, not just for one or two hours a week.
- While people make the place, structures can affect how people work
- Staff need to be looked after – can offices be added onto the side of the CC? More room needed
- Open reception area similar to the Fremantle PCYC, needs to be accessible and friendly to whole families, for example: area for kids to play, area for parents to get a coffee etc,
- Agencies need to be closer to the entrance so that people can have privacy straight away instead of having to walk down the length of the main hall or have space outside for a person and their support person to go outside of the CC and talk under a tree, so that the person has privacy.
- Normal office space but include a massive kitchen (or two kitchens) as the heart of the home or other space very well designed for people to gather, garden rooms, have offices coming off a central large garden area – design WITH community members (aim not for it to be clinical but the hub of the CC)
- Retain the feel of the bush setting
- The Library could be a youth centre – education programs in the day and intervention programs in the evening
- Library could be used as a cultural education centre – Noongar language and cultural awareness training for the social and emotional wellbeing of the ATSI people. Education is key; also include health, child care, helping parents get educated
- The large hall works because it's not a 'rabbit warren', is less stressful than clinical offices, retain the large space in the centre
- Outside – seems community garden is in the wrong spot. Talking circle works well with boys, so does fire (electric fire?)
- Creche needed

- Build on ATSI families strengths and intensely help those who are doing it the hardest. Get the kids early in the 'hard' families, helps with respect of the CC and staff and they can get the support they need.
- Large hall – doesn't work well when traumatized people have to walk the length of it to services, they feel shame. Services located where they can enter privately.
- Look after the heart and the head – support the mental health and healing of the ATSI people. Look at other models including NZ and Canada
- Have well trained, empathetic people at the front reception (plus tea/coffee) to be that first person, that informal 'counsellor' when people walk in seeking help.

**Focus Group – Businesses**

30 November 2016

**Attendees**

Lina (Australia Post – Champion Drive Shopping Centre)

Kwan (Australia Post – Champion Drive Shopping Centre)

Dale Delahunty (Seville Grove Librarian)

**Facilitator**

Geordie Thompson (Manager Community Planning)

**Question 1:**

How do the facilities impact on your business?

Main ideas:

- Not much communication between businesses and the centres
- Organisations based at the centres come to the Post Office to carry out admin work
- Anti-social behavior around the shopping centre – one or two families are known to shopping centre businesses. People also sleep outside the library and in the disabled toilet in the shopping centre.
- Aboriginal employee at the Post Office sometimes goes out to speak with the families as she knows them

**General discussion:**

- The One Step Closer program by Save the Children is good
- Activities need to involve the whole family including parents, breaking the cycle is important, is a long term goal
- While the businesses at the shopping centre know each other, there isn't an organized catch-up, the shopping centre owners are not interested
- Dale mentioned the library can provide space for potential gatherings of the businesses

- Retain IT area, could be a similar size to Kelmscott
- Keep the library a discrete space to the community area
- Consider a cultural education area at the library
- Make use of an outdoor space for library programs including 'story time'
- High need for job seeking assistance for people who have been told to get jobs but who are unfamiliar with computers and putting together a CV
- There's never been anything to connect the two facilities – how do we use the space in between?

**Focus group - Armadale Early Years Network meeting**

30 November 2016

**Attendees**
Communicare x 5
Human Services (Centrelink) x 1
Mundarda Child Care Centre x 1
Armadale Community Family Centre x 1
CLAN WA x 1
Playgroup WA x 1
Parkerville Children & Youth Care x 1
COA x 1
WACOSS x 1
Telethon Institute x 1

**Facilitator**
Geordie Thompson (Manager Community Planning)

**Question 1:**
How do the current facilities support the services you deliver? How could they be improved?
Main ideas:

- New sign works well to identify the CC
- Have a community hub rather than one specific service – men may find it easier to seek help
- Join the SGL and CC and include a good outdoor space
- Include café space alongside the outdoor area
- Good lighting, greenery/gardens, neutral colours, good music
- Include a video library to provide reason for coming to the centre, ensure skilled, empathetic staff meet and greet the people
- Open space, garden area, drop in area, collaborative space, quiet spaces where people can 'be' rather than 'do' and talk
- Security measures for safety
- Not just set up for people with issues, but for people to come and interact
- Definitely an empathetic receptionist needed

**Question 2:**
How are staff supported to operate the centre in terms of space?
Main ideas:

- Staff need a private area, like a staff kitchen and an outside area to debrief etc

- Services are often closed when people need them the most ie Christmas when DV escalates
- People need support beyond services, social connections with each other
- Collaborative working spaces for both community members and services to connect with and learn from each other, have a communal area to 'hot desk' in
- Identify what doesn't work well – ie a medical centre where the receptionist asks for private information, people can feel like their privacy isn't respected

**Last comments:**

- Integrate the carpark between the CC and SGL – make it one
- Clearly identify where the entrance to both the CC and the SGL is
- Skilled empathetic receptionist who can respect privacy and is discreet – crucial
- Example is Liaison Officer at Centrelink who quietly finds out in 30 seconds what the person needs as soon as they walk in. Interesting – posters were displayed about zero tolerance to violence towards staff or other clients, since then there has been a 40% drop in violence
- People don't want to feel stupid or stigmatized – the layout could be open and friendly with plenty of information accessible in a discreet way
- Provide people with an acceptable reason to be there – ie it may be for a playgroup but if the person needs counselling, they can quietly chat in another room so they attend for one acceptable reason but can get help for something else
- A homely feel to make people feel welcome
- Some people can't afford coffee from a café, have free coffee available. Or set up as a social enterprise, provide employment opportunities
- Vital that children are looked after and are safe – while parents seek services their children are being looked after – potentially a crèche onsite
- Food program
- Other effective models can be considered – social enterprise, having a café means staff buy coffees alongside community members encouraging connections, have a social enterprise supermarket, have a highly paid person (ie the Manager) at the reception to ensure a very high level of service, Bank West building demonstrates very good use of space
- Making the centre accessible to families – hot desks for other workers, community kitchen, food, crisis help, safe place for children, link in with public transport routes and have signage about what buses etc to take to get to the centre
- Have welcoming signage to the Centre
- Child and Parent Centres – effective feature was a walk straight into dining room/kitchen area which felt welcoming to parents, Carey Baptist College has a café which is always buzzing and adds to the school and wider community.

**Focus Group – Community members**

2 December 2016

**Facilitators**

Geordie Thompson (Manager Community Planning)

Melissa Hancock (Community Facilities Officer)

Rebekah Milnes (Social Planning Coordinator)

Due to the informal nature of the community lunch, conversations were not structured into a question and answer format and comments were varied in content.

Strengths of the Champion Centre:

- The CC has character and warmth
- It's a home away from home, where you can have a break
- It's a Noongar Centre, different to the mainstream centre
- It's a healing place, not clinical
- Staff make it welcoming, you can say what you think
- Kids are allowed to be kids

Potential improvements:

- The temperature year round in the hall is a reason some skip attending programs
- Have 'reception' areas for the individual service providers away from where the general public can wander
- Comments about the food relief service – needs air conditioning to preserve the perishable food
- The carpark is definitely not equipped for the number of people passing through. Buses frequently get stuck which means they have their kids having to walk over to the carpark next door for any organised excursions where the bus is waiting
- Sporting facilities would be a 'great to have' – basketball courts, POPP tables etc, places where kids can congregate without it being an organised activity
- Cultural education would be a great program as long as its ran by elders
- An outside play area for children where the parents can see them but the kids cannot see the adults would be fantastic, at the moment the parents have trouble being sociable with other adults during the playgroup bookings due to the kids being able to see the parents the whole time so interrupting. The type of playground they think their kids would most benefit from is a NaturePlay based exploration type theme where the kids learn basic skills
- Mentioned twice - more opportunities for young women, potential courses where they get skills/accreditations to help with future employment – hospitality, arts, mosaics etc
- MUSIC MUSIC MUSIC, they would love music playing through the centre – to drown out outside noises but also to create a warm atmosphere
- Need more programs for kids three years old and up and more space
- Visit Coolabaroo – an ATSI focused child care service
- Put glass on back wall to expose the bushland and lighten the area

- Have commercial kitchen and incorporate a café and mix functionality (visit the Fiona Stanley hospital's mothers and babies area)
- The CC should flow well and be cohesive
- Social workers or ATSI elders with a Christian approach should be the front of house receptionists – trained to help. Need to employ more elders
- Shady outdoor area, undercover playground (tunnels, safe slides, nature play areas)

**Focus Group - Aboriginal and Torres Strait Islander Elders**

12 January 2017

**Attendees**

Albert MacNamara, Aboriginal Elder

Irene MacManara, Aboriginal Elder

Mort Hansen, Aboriginal Elder

Peter Wilkes, Aboriginal Elder

Fred Penny, Aboriginal Elder

Jodie Clarke, Aboriginal Development Coordinator

Geordie Thompson, Manager Community Planning

Rebekah Milnes, Social Planning Coordinator

Main points discussed:

- The One-Stop Shop idea was very good for people to access services at one facility
- Aboriginal and Torres Strait Islander (ATSI) people input vital as the Centre is for the ATSI people. Often ATSI people are told to do things the white people's way rather than led by ATSI people.
- Groups of Elders important to continue to share information, knowledge, experience and wisdom
- Need more opportunities for ATSI people; not all ATSI people have had a background of being able to find jobs and stuck in the same situation for years. Therefore those who need the help need to be given opportunities, not to 'preach to the converted'.
- ATSI people need to be the leaders and trainers in training courses – it is wrong that the government thinks that ATSI people cannot manage their own affairs
- Include what the people would like in the design, ATSI community members need to be part of the decision making group to ensure the right ideas are included in the design. Need the right people involved in that process
- The Library and Centre can be under one roof as one facility, ATSI input is needed and the library can be accessible be all community members

- Driver Training program valuable as helped people with gaining their licences, and brought many people to the Centre
- Seems less people are coming to the Centre
- Can the Library space be used for training and employment, revenue from hire of the rooms comes to the Champion Centre. Could divide the back space into four areas for usage by organisations
- Ask ATSI people to design a new building, purpose built, construct Mia Mia from modern materials as a tourist attraction, and display information and art from all the tribes of ATSI people around Australia for international tourists to visit. Would benefit the wider community also as an educational activity.
- The main hall of the Centre doesn't work well, has an echo. Put a mezzanine level for more rooms
- The Centre could be an educational facility with murals and timelines of the ATSI culture with modern elements too – wired and IT equipment.
- The main hall is good for children and families activities and events, can have areas that are quiet too. People need privacy and safety too such as those experiencing DV.
- The entrance to the Centre is no longer open and can seem like it means people have to ask to come in but this helps keep staff safe from unsafe situations
- Half of the Library could be used for the library service and half for the community, with its own toilets, self-contained
- Community garden needs to be secure with a fence so syringes etc are not left for kids to pick up
- Yarning circle good idea, existing one is used by kids
- Support men separate to women, have a focus on ice and suicide prevention
- Sound proof room a good idea and have a focus on music.

# CITY OF ARMADALE

# MINUTES

OF **TECHNICAL SERVICES COMMITTEE** HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **WEDNESDAY, 8 MARCH 2017 AT 7.00PM.**

| | | |
|---|---|---|
| **PRESENT:** | Cr G Nixon (Chair)<br>Cr K Busby<br>Cr R Butterfield<br>Cr C Frost<br>Cr L Sargeson<br>Cr J A Stewart | |
| **APOLOGIES:** | Cr G A Best | |
| **OBSERVERS:** | Nil. | |
| **IN ATTENDANCE:** | Mr K Ketterer | Executive Director Technical Services |
| | Mr J Le Roux | Manager Waste Services |
| | Mr P Lanternier | Manager Parks Services |
| | Ms A Owen-Brown | Minute Secretary |
| **PUBLIC:** | 1 | |

*"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 read as there were members of the public present.

## DECLARATION OF MEMBERS' INTERESTS

Nil.

## QUESTION TIME

**Mr Ambuj Sharma of Piara Waters**

**Q1.** Why don't we have speed bumps or signs in Villatella Gardens and Monticello Parkway, Piara Waters?

**Response:** The Executive Director Technical Services responded to Mr Sharma with maps of the area and proposed development plans, explaining the existing speed limit and design of the development would ensure that distribution of traffic in the area is well planned. It was further explained that speed restriction signage in the school zone would be installed on Monticello Parkway once the school site has been fully developed.

**Q2.** Can we have another calming device at the intersection of Monticello Parkway and Villatella Gardens?

**Response:** The Executive Director Technical Services responded that the geometric layout of Villatella Gardens is adequate for a local access road to not encourage speeding and made reference to the detailed written response to Mr Sharma's enquiry sent to him earlier in the day.

It was further confirmed by the Executive Director Technical Services that the written request received by the City from Mr Sharma on the same matter had already been sent to Mr Sharma. Mr Sharma confirmed that he had received this response.

## DEPUTATION

Nil.

## CONFIRMATION OF MINUTES

**RECOMMEND**

**Minutes of the Technical Services Committee Meeting held on 6 February 2017 be confirmed.**

**Moved Cr J A Stewart**
**MOTION CARRIED (6/0)**

## ITEMS REFERRED FROM INFORMATION BULLETIN

- **Outstanding Matters and Information Items**

  Various Items.

- **Monthly Departmental Reports**

  Technical Services Works Programme.

*Cr Frost enquired about a report and sought clarification of an item regarding Control of Off-road Vehicles from WALGA News in the February 2017 Issue of the Information Bulletin. The Committee discussion confirmed that this was unrelated to any incidents in the City of Armadale.*

*Cr Frost also enquired about and item on the Technical Services Works Programme regarding works on hold in the Newhaven Commercial area. It was advised that developer's works have been suspended due to a slowdown of land sales in that area.*

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## 8 MARCH 2017

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## *1.1 - COUNCIL POLICY REVIEW - ENG 4 - FOOTPATH/KERB SECURITY DEPOSITS AND BONDS*

WARD : ALL

FILE No. : M/68/17

DATE : 9 February 2017

REF : JJ

RESPONSIBLE MANAGER : Executive Director Technical Services

**In Brief:**

- This report presents the findings of a review of Council Policy ENG 4 – Footpath/Kerb Security Deposits and Bonds.
- It is recommended that the policy name be changed to Policy ENG 4 – Footpath/Kerb/Verge Bonds to better reflect the intention of the policy.
- It is recommended that Policy ENG 4 – Footpath/Kerb/Verge Bonds, as amended, continue to apply and operate until March 2020, or such earlier date as Council may determine from time to time.

**Recommend:**

- That Council endorse the following policy, as detailed in the attachment to this report:

ENG 4 – Footpath/Kerb/Verge Bonds.

### 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

4.1.2.1 Implement policies and associated delegations to improve transparency of decisions

**Legislation 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:

- City of Armadale Policy Manual

**Budget/Financial Implications**

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

**Consultation**

- Intra Directorate.

**BACKGROUND**

At its meeting of 4 March 2003, Council formally adopted the Policy Manual, and endorsed the associated Procedures for Developing, Amending and Reviewing Policies.

Part 3 of the Procedures states:

> *"A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies reviewed each year."*

The reviewed and amended Footpath/Kerb Security Deposits and Bonds policy has been recommended for renaming to Footpath/Kerb/Verge Bonds policy to better reflect the intention of the policy and is now presented for Council's consideration.

**DETAILS OF PROPOSAL**

As per the Procedure for Developing, Amending and Reviewing Policies, ENG 4 - Footpath/Kerb/Verge Bonds policy is due for review and is presented in the attachment to this report.

**COMMENT**

Policy ENG 4 - Footpath/Kerb/Verge Bonds has been reviewed and amended, a copy of the amended policy with the changes highlighted in red has been attached to this report (Attachment 1).

In summary the suggested changes are as follows:

**Policy:**

1. Title – inclusion of 'Verge' and removal of 'Security Deposits'.
2. Minor formatting amendments including the removal of wording for specific number (less than 10) of projects for Registered Builders which is covered in the Management Practice.

**Management Practice**

For information, a copy of the amended Management Practice ENG 4 has also been attached to this report (Attachment 2).

The four changes to the Management Practice are summarised below:

1. An additional comment added as follows:

   *Bond and Administration Fees are applicable for all building permits issued for pools, sheds and patios regardless of costs of associated work.*

2. An additional comment added as follows:

   *Owners/Builders who undertake a single one-off application:*
   *(a) If no footpath or kerb or verge is present – no bond;*
   *(b) If footpath or kerb or verge is present, a Footpath/Kerb/Verge bond of $400; and*
   *(c) Payment to be made in the form of cash to the relevant Trust Account.*

3. Registered Builders who undertake less than 10 separate projects in the City per annum; Owner Builders and private below ground swimming pool installers:

   (a) If no footpath or kerb is present – no deposit;
   (b) If footpath or kerb is present, a Footpath/Kerb Security Deposit of $400; and
   (c) Payment to be made in the form of cash or bank guarantee.

   Be replaced with:

   *Registered Builders and private below ground swimming pool installers who undertake fewer than 10 separate projects in the City per annum:*

   *(a) An annual bond in the form of cash to the relevant Trust Account covering all applications; and*
   *(b) The value of the bond shall be $1,000.*

4. Registered Builders who undertake 10 or more separate projects in the City per annum;

   (a) An annual bond in the form of cash or bank guarantee covering all applications; and
   (b) The value of the bond shall be $2,000.

   Be replaced with:

   *Registered Builders and private below ground swimming pool installers who undertake 10 or more separate projects in the City, per annum:*

   *(a) An annual bond in the form of cash to the relevant Trust Account covering all applications; and*
   *(b) The value of the bond shall be $2,000.*

**CONCLUSION**

It is recommended that the policy as reviewed and renamed, continues to apply and operate until March 2020 or such earlier date as Council may determine from time to time.

**ATTACHMENTS**

1. ENG 4 Policy_Track Changes
2. ENG 4 Management Practice_Track Changes

*Committee Discussion*

*Clarification of the annual bond was requested. The Executive Director Technical Services gave details regarding the annual fee for registered builders is charged as a lump sum rather than individual bond payments for each project. There was some discussion of the amount of damage to verges and trees; it was confirmed that very little damage had occurred over the year.*

**RECOMMEND** **T12/3/17**

**That Council:**

**1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* adopt Policy ENG 4 - Footpath/Kerb/Verge Bonds as amended and presented as an Attachment to this Report.**

**2. Note the attached associated amended Management Practice.**

**Moved Cr K Busby**
**MOTION CARRIED** **(6/0)**

## *1.2 - COUNCIL POLICY REVIEW - ENG 11 - STREET LIGHTING REQUESTS*

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/70/17 |
| DATE | : | 9 February 2017 |
| REF | : | JJ |
| RESPONSIBLE MANAGER | : | Executive Director Technical Services |

**In Brief:**

- This report presents the findings of a review of Council Policy ENG 11 - Street Lighting Requests.
- Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, may adopt Policy ENG 11 – Street Lighting Requests as reviewed and operate until March 2020 or such earlier date as Council may determine from time to time. However, the review has determined that the Policy is no longer required and therefore it is recommended that the policy should be deleted.

**Recommend:**

- That Council delete the following policy:

ENG 11 – Street Lighting Requests.

### 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

4.1.2.1 Implement policies and associated delegations to improve transparency of decisions

**Legislation 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:

- City of Armadale Policy Manual

**Budget/Financial Implications**

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

**Consultation**

- Intra Directorate.

## BACKGROUND

At its meeting of 4 March 2003, Council formally adopted the Policy Manual, and endorsed the associated Procedures for Developing, Amending and Reviewing Policies.

Part 3 of the Procedures states:

> *"A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies reviewed each year."*

The reviewed Street Lighting Requests policy is now presented for Council's consideration.

## DETAILS OF PROPOSAL

As per the Procedure for Developing, Amending and Reviewing Policies, ENG 11 – Street Lighting Requests policy is due for review and is presented in the attachment to this report.

## COMMENT

**Option 1**
Policy ENG 11 – Street Lighting Requests has been reviewed and amended, a copy of the amended policy with the changes highlighted in red has been attached to this report (Attachment 1).

In summary the changes are as follows:

**Policy:**

*The Executive Director Technical Services may authorise Western Power to install street lights at any one location to a maximum capital expenditure of $7,000.*

Be replaced with:

*The Executive Director Technical Services may authorise Western Power to install street lights at any one location in accordance with the approved annual budget.*

**Option 2**
Considering that as the practical intent of the policy merely requires the application of Australian Standards and normal design guidelines, there is a view that a policy on this subject is unnecessary and that the current policy can be deleted.

This is the preferred option.

## CONCLUSION

Council, (following Option 1) pursuant to section 2.7(2)(b) of the *Local Government Act 1995, may* adopt Policy ENG 11 – Street Lighting Requests as reviewed and operate until March 2020 or such earlier date as Council may determine from time to time. However, (using Option 2) the recommendation is this policy is no longer required and be deleted.

## ATTACHMENTS
1. ENG 11 Policy_Track Changes

**RECOMMEND** **T13/3/17**

**That Council:**

**1. Delete Policy ENG 11 – Street Lighting Requests.**

**Moved Cr C Frost**
**MOTION CARRIED** **(6/0)**

## *2.1 - 2016/17 FOOTPATH PROGRAMME - BROOKTON HIGHWAY*

| | | |
|---|---|---|
| WARD | : | JARRAH |
| FILE No. | : | M/113/17 |
| DATE | : | 21 February 2017 |
| REF | : | EV/YA |
| RESPONSIBLE MANAGER | : | Executive Director Technical Services |

**In Brief:**

- Discussions with Main Roads Western Australia (MRWA) indicate that the design of the proposed Brookton Highway pathway cannot be completed in the 2016/17 financial year.
- It is proposed that the budgeted amount of $296,100 is transferred from the existing Brookton Highway footpath allocation of $321,300, and allocated towards the construction of footpaths as listed in Table 1.

**Recommend:**

That Council:

1. Approve the expenditure on construction of additional footpaths as per Table 1, to the value of $296,100 and include the Brookton Highway path in the 2017/18 Works Programme.
2. Approve the required budget variations accordingly.

### Tabled Items

Nil.

### Officer Interest Declaration

Nil.

### Strategic Implications

2.3 Well Managed Infrastructure

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

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

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

**Legislation Implications**

General assessment of relevant legislation (eg 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**

Budget amendments to the Civil Works Budget are required to implement the report recommendation.

**Consultation**

- Main Roads Western Australia.

**BACKGROUND**

The Draft Technical Services Annual Budget 2016-2017 was presented at the Special Technical Services Committee meeting on 8 June 2016. Discussion included the Civil Works "Pathways" section of the draft document and resulted in a proposal to increase the allocation to Brookton Highway to allow for the full construction of a footpath in the 2016/17 financial year between Soldiers Road and Croydon Road rather than just a portion of the length. It was further suggested that four other pathways in the same Ward be postponed to the 2017/18 programme in order to free up the funding for this increased allocation.

After discussion, this proposal was accepted by the Committee.

Modifications were made to the 2016/17 'Pathway' programme at the Ordinary Council meeting of 13 June 2016, where Council resolved (Resolution 185/6/16):

*"Modification 3 – Page 18 - Civil Works*

- *Increase Capital Expense Pathway Brookton Highway (Soldiers Rd to Croyden Rd) by $220,500, ie. from $100,800 to $321,300*

- *Delete the following Capital Expense Pathways works in lieu of the Brookton Highway Pathway increase, ie.*
  - *Chevin Road (existing Books Rd to Holden Rd) - $75,600*
  - *Northward Road (Westborne Rd to Kurrajong) - $34,650*
  - *Russelia Way (existing to opposite 19 Hawkstone Rd) - $39,375*
  - *Urch Road (existing contour to house no. 92) - $70,875"*

## INTRODUCTION

Brookton Highway is under the authority of Main Roads Western Australia (MRWA) and is a Network 4 road for tandem drive trucks up to 27.5m length. The provision of a footpath along Brookton Highway, between Soldiers Road and Croyden Road requires input from and approval by MRWA. Discussions and a site meeting with MRWA on the proposed path have identified extensive requirements for pedestrian safety in close proximity of the 70km/h speed limit road carrying heavy vehicles. Requirements include a safety audit to form the basis of further planning, location of the footpath, alignment and detail design, for MRWA approval. This unfortunately means that the path design will not be ready in time to deliver the project in the 2016/17 financial year. The project can however be included in the 2017/18 budget for delivery.

## ANALYSIS

It is therefore proposed that $296,100 is transferred from the existing Brookton Highway footpath budget amount of $321,300, for the construction of the footpaths as listed in Table 1 below. This leaves an amount of $25,200 to fund the safety audit required by MRWA and any other design requirements.

**Table 1** - Next highest priority paths in the Skeletal Path Programme

| Road | From | To | Original Budget |
|---|---|---|---|
| Northward Road | Westbourne Road | Kurrajong Street | $34,650 |
| Russelia Way | Existing end | Hawkestone Road | $39,375 |
| *Urch Road | Contour Road | House no. 92 | $6,075 |
| Chevin Road | Brooks Road | Holden Road | $75,600 |
| Hamersley Street | Hilltop Pl | Ranford Road | $9,975 |
| Jacaranda Court | Holden Road | Cul-de-sac | $12,600 |
| Kurrajong Street | Northward Road | Cul-de-sac | $13,650 |
| Lakeview Terrace | Lake Road | Gertrude Avenue | $42,525 |
| Merton Road | Stonegate Road | Wygonda Road | $13,125 |
| Slee Avenue | Camillo Road | Third Avenue | $35,700 |
| *Soldiers Road | Brookton Highway | Roleypool Bridge | $6,000 |
| Bishop Close | Seville Drive | To existing | $6,825 |
| | | **TOTAL** | **$296,100** |

*Table 1 does not include the full amount ($70,875) estimated for Urch Road pathway which was one of the paths postponed as a result of the modifications following Resolution No. 185/6/16. This is due to the complexity of this project and limited time frame to design and deliver the project within the 2016/17 financial year. Likewise, the full amount ($53,025) estimated for the Soldiers Road pathway has not been included due to similar constraints. The amounts shown in Table 1 for these two projects are for survey and design during the 2016/17 financial year. Construction of the Urch Road and Soldiers Road pathway projects are therefore recommended to be included in the Path Programme in 2017/18.

It should also be noted that another footpath section along Brookton Highway, from Bernard Street to the termination point of the existing footpath on Brookton Highway, budgeted for the 2016/17 financial year (amount: $31,500) may be subject to similar MRWA requirements. As this section is less complex, however, the City is optimistic that this section can still be delivered in the 2016/17 year.

## OPTIONS

The options for Council to consider are:

1. To approve the transfer of $296,100 from the existing Brookton Highway footpath budget amount of $321,300, for the construction of the footpaths as listed in Table 1 above and retain $25,200 for the safety audit and necessary design of the Brookton Highway path.

2. To carry forward $321,300 to deliver the Brookton Highway path project in the 2017/18 financial year.

Option 1 is recommended.

## CONCLUSION

It is recommended that Option 1 above be implemented as this will allow expenditure of the full 2016/17 path programme budget allocation.

Should Option 1 be approved by Council, the construction of the Brookton Highway footpath between Soldiers Road and Croyden Road will be included in the 2017/18 footpath programme for inclusion in the 2017/18 budget deliberations.

## ATTACHMENTS

There are no attachments for this report.

*Committee Discussion*

*The Executive Director Technical Services issues a replacement report to the Committee and addressed the reason for the update, noting that the updated details related to the revised list of footpaths which had been erroneously included in the original report.*

**RECOMMEND** **T14/3/17**

**That Council:**

**1. Pursuant to Section 6.8 of the Local Government Act 1995, authorise construction of the following footpaths for inclusion in the 2016/17 Annual Budget:**

| | | |
|---|---|---|
| **Northward Road** | **(Westbourne /Kurrajong)** | **$34,650** |
| **Russelia Way** | **(Existing end/Hawkestone Rd)** | **$39,375** |
| ***Urch Road** | **(Contour/House no. 92)** | **$6,075** |
| **Chevin Road** | **(Brooks/Holden)** | **$75,600** |
| **Hamersley Street** | **(Hilltop/Ranford)** | **$9,975** |
| **Jacaranda Court** | **(Holden/Cul-de-sac)** | **$12,600** |
| **Kurrajong Street** | **(Northward/Cul-de-sac)** | **$13,650** |
| **Lakeview Terrace** | **(Lake/Gertrude)** | **$42,525** |
| **Merton Road** | **(Stonegate/Wygonda)** | **$13,125** |
| **Slee Avenue** | **(Camillo/Third)** | **$35,700** |
| ***Soldiers Road** | **(Brookton/Roleypool)** | **$6,000** |
| **Bishop Close** | **(Seville/to existing)** | **$6,825** |
| **Total** | | **$296,100** |

**And;**

**Amend the 2016/17 Budget as follows:**

**<u>Expenditure</u>**

**Increase:**

| | | |
|---|---|---|
| **Northward Road** | **(Westbourne /Kurrajong)** | **$34,650** |
| **Russelia Way** | **(Existing end/Hawkestone Rd)** | **$39,375** |
| ***Urch Road** | **(Contour/House no. 92)** | **$6,075** |
| **Chevin Road** | **(Brooks/Holden)** | **$75,600** |
| **Hamersley Street** | **(Hilltop/Ranford)** | **$9,975** |
| **Jacaranda Court** | **(Holden/Cul-de-sac)** | **$12,600** |
| **Kurrajong Street** | **(Northward/Cul-de-sac)** | **$13,650** |
| **Lakeview Terrace** | **(Lake/Gertrude)** | **$42,525** |
| **Merton Road** | **(Stonegate/Wygonda)** | **$13,125** |
| **Slee Avenue** | **(Camillo/Third)** | **$35,700** |
| ***Soldiers Road** | **(Brookton/Roleypool)** | **$6,000** |
| **Bishop Close** | **(Seville/to existing)** | **$6,825** |
| **Total** | | **$296,100** |

**Decrease:**

| | | |
|---|---|---|
| **Brookton Highway** | **(Peet/Croyden)** | **$296,100** |

**ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**2. Notes that the Brookton Highway path between Peet Road and Croydon Road will be included in the 2017/18 footpath programme, dependant on budget allocations to the programme, which will be discussed during the Council 2017/18 budget deliberations.**

**Moved Cr G Nixon**
**MOTION CARRIED** **(6/0)**

## *3.1 - MASTERPLANNING - PERIMETER PATHS PRIORITISATION*

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/131/17 |
| DATE | : | 27 February 2017 |
| REF | : | MS/PL |
| RESPONSIBLE MANAGER | : | Executive Director Technical Services |

**In Brief:**

- This report outlines the assessment and priority order for the implementation of the perimeter footpaths within the City's Master planned sites.

**Recommend:**

That Council:

1. Approve the implementation of perimeter paths as per the approved City's Masterplans and as outlined in the attached 'Assessment and Priorities table for the Implementation of the Perimeter Paths within the Master Planned sites' as follows:

    1. Creyk Park
    2. Cross Park
    3. John Dunn Reserve
    4. Frye Park
    5. Morgan Park
    6. Forrestdale Hub
    7. Gwynne Park

**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

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

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

**Legislation 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 are applicable:

- ENG 13 – Asset Management Vision
- Disability Access and Inlcusion Plan (DAIP) 2016-2021
- The City of Armadale Parks Facility Strategy 2013

**Budget/Financial Implications**

The Perimeter paths proposed in the Master Planned sites are not yet funded.

Separate funding allocation will be required for the implementation of these paths and the budget for the paths is proposed to be incorporated into the Long Term Financial Plan deliberations for consideration.

Initial broad cost review and priority order for the implementation of the perimeter paths has been incorporated into Attachment 1.

**Consultation**

- Intra Directorate.
- Inter Directorate.

## BACKGROUND

At the Councillor workshop held 13 September 2016 and at the following Council Meeting held 10 October 2016 Council considered several projects as part of the Master Planning initiative.

At the Council Meeting of 14 November 2016 Council considered the List 1 projects to be implemented by City's Technical Services Directorate and funded mainly through the Technical Services Renewal and Upgrade budget provisions in the Long Term Financial Plan. Each proposed project was reviewed and it was agreed which projects would be supported or not supported for implementation (Refer Attachment 5.3.1 of the 14 November 2016 Council Meeting).

The priority order for the implementation of the Perimeter Footpaths was not agreed at the meeting and a separate report was requested to be completed by Technical Services in conjunction with Community Planning – this request forms the basis of this report.

## DETAILS OF PROPOSAL

It is the purpose of this report to consider the implementation of the perimeter paths in each of the following masterplanned sites:

1. Bob Blackburn
2. Creyk Park
3. Cross Park
4. Forrestdale Hub
5. Frye Park
6. Gwynne Park

7 John Dunn Reserve

8. Karragullen Oval
9. Morgan Park
10. Rushton Park
11. Springdale Park

The assessment and priorities for the perimeter path was considered in regard to the following items:

A. Supported / not supported within the 14 November 2016 Technical Services Report

B. Description of the perimeter path detailed in the Masterplan

C. Benefits of the path (professional opinion of staff officers)

D. Community feedback provided during the Community Consultation Period

E Perimeter path length

F Anticipated cost for the implementation of the perimeter path

G. Suggested priority order

For the detailed assessment refer to Attachment 1 – Assessment and Priorities for the Implementation of the Perimeter Paths within the Master Planned sites.

**COMMENT**

The provision of footpaths within open space areas is a basic requirement of any Public Open Space, from a local park through to a regional recreation reserve. Footpaths provide the Community with the ability to traverse an open space, regardless of health or ability, to allow access to the parks facilities and infrastructure.

Footpaths can be integrated into any parkland setting through the use of alternative materials, alternative material finishes and the detailed integration of levels. Image references have been provided to support this report. Refer to Attachment 2 – Image of Paths.

ACCESSIBILITY AND HEALTH

The incorporation of perimeter paths within Public Open Space (POS) is considered essential in promoting healthy lifestyle equitably within the community. The community consists of people with varying degrees of physical health and ability. Footpaths provide a means for all people, regardless of health or ability, to walk/run/jump/wheel around the perimeter of the City's public open spaces without discrimination.

The perimeter path network will often provide connections to the broader path network, and within the POS. The perimeter path provides universal access to other park functions, such as fitness stations, playgrounds, interpretive/directional signage, community buildings etc.

**Design**

A detailed design process is required to be undertaken, prior to the implementation of the footpaths. The detailed design of the perimeter footpaths shall take into account the following:

- Connections with existing residential path networks
- Connections with internal POS functions
- Interface with existing levels
- Surrounding context
- Accessibility
- Interface with playing field zones (including run-off)
- Ongoing maintenance requirements
- Cost (upfront and long term)
- Replacement
- Lifespan

The City acknowledges that in some instances a footpath may be proposed adjacent a bush reserve or other natural setting. Although the footpath itself is not a natural element it can be well integrated into the setting through material colour choice, layout and level interface.

A footpath adjacent a natural setting assists in providing a defined edge between active playing areas and passive zones. Footpaths provide a physical barrier with regard to the spread of fertilisers into natural areas and defining maintenance barriers.

The following documents were considered in the above comment and analysis of the perimeter paths:

- **City of Armadale's Disability and Inclusion Plan (DAIP) 2016-2021**
  The Disability and Inclusion Plan (DAIP) was developed to outline the ways in which the City will embed equal access to its facilities and services throughout the Local Government Area – this is from the provision of accessible buildings and toilets, through to providing information bulletins in alternative formats (e.g. audio).

  The DAIP is a document which has been endorsed by the City of Armadale and the Disability Services Commission. The document outlines a number of Objectives and the City has developed a number of actions to meet the objectives.

The inclusion of perimeter paths to public open space areas meets a number of objectives outlined in the City's Disability Access and Inclusion Plan 2016 – 2021:

1.6 - Provide accessible and safe footpaths

1.7 - Improve pedestrian access to busy roads

1.9 - Develop, maintain and promote accessible public spaces

2.3 - Provide accessible and inclusive parks, playgrounds and reserves

As part of the actions associated with the objectives, the City has audited the masterplanned sites and determined that a number of them do not meet the objectives in the DAIP.

- **Classification framework for Public Open Space (Dep. Sport & Recreation, 2012)**

  The Classification Framework for Public Open Space is a document which defines the terminology associated with POS areas. This document was prepared by the Department of Sport and Recreation.

  Each hierarchy of open space (local, neighbourhood and regional) refers to the inclusion of accessible paths to maximise accessibility networks within the park, and to broader path connections beyond.

## ANALYSIS

The analysis table of 'Assessment and Priorities for the Implementation of the Perimeter Paths within the Master Planned sites' is presented to this Committee for consideration. Refer Attachment 1.

## CONCLUSION

The provision of perimeter paths within the above mentioned masterplanned sites have been considered from the perspective of accessibility, health, design and ongoing maintenance requirements. This has been summarised in this report and Attachment 1.

It is recommended that the perimeter paths are incorporated into the City's 15 year draft budget for consideration and implementation as prioritised in Attachment 1 and as follows:

1. Creyk Park
2. Cross Park
3. John Dunn Reserve
4. Frye Park
5. Morgan Park
6. Forrestdale Hub
7. Gwynne Park

Paths are not applicable to the following City masterplans:

- Bob Blackburn Reserve, Karagullen Oval, Rushton Park and Springdale Park

**ATTACHMENTS**

1. Attachment 1 - Assessment and Priorities for the Implementation of the Perimeter Paths within the Masterplanned Sites
2. Attachment 2 - Aerial images of Perimeter Paths

*Committee Discussion*
*Committee discussed the item at length in particular regarding the wording of the recommendation. Cr Stewart spoke at length regarding his opposition to the installation of perimeter pathways due to the possible dangers to participants of sports on the reserves.*

**Moved Cr Butterfield that the Recommendation be amended by replacing the word 'implementation' where it appears in the first line with the word 'priorities'.**
**Opposed: Cr Stewart**
**Seconded: Cr Busby**
**AMENDMENT CARRIED (5/1)**

*The amended recommendation as follows was then put.*

**RECOMMEND** **T15/3/17**

**That Council:**

1. **Approve the priorities of perimeter paths as per the approved City's Masterplans and as outlined in the attached 'Assessment and Priorities table for the Implementation of the Perimeter Paths within the Master Planned sites' as follows:**

| Priority | Location |
|---|---|
| 1. | Creyk Park |
| 2. | Cross Park |
| 3. | John Dunn Reserve |
| 4. | Frye Park |
| 5. | Morgan Park |
| 6. | Forrestdale Hub |
| 7. | Gwynne Park |

**Moved Cr R Butterfield**
**Opposed Cr J A Stewart**
**MOTION CARRIED (5/1)**

## *3.2 - PETITION - REQUEST FOR AN OFF-LEASH FULLY FENCED DOG PARK*

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/134/17 |
| DATE | : | 28 February 2017 |
| REF | : | AO |
| RESPONSIBLE MANAGER | : | Executive Director Technical Services |

**In Brief:**

- A petition was presented at the Ordinary Council Meeting of 27 February 2017, the prayer of which requested that Council create an off-leash, fully fenced dog park.
- Expenditure for a dog agility and training space has been approved by Council at the Ordinary Council meeting of Monday, 14 November 2016.
- **Recommend:**

That Council:

1. Note that funding for a dog park (Dog Agility and Training Space) to be provided at the John Dunn Reserve was approved by Council on 14 November 2016, which is anticipated to be completed before December 2017.

2. Inform the petition convenor of the above.

### Tabled Items

Nil.

### Officer Interest Declaration

Nil.

### Strategic Implications

1.2 Active community life that is safe and healthy

1.3 The community has the services and facilities it needs

2.1 The natural environment is valued and conserved

2.2 Attractive and Functional Public Places

### Legislation Implications

General assessment of relevant legislation (eg Local government act) has not revealed any restrictions.

**Council Policy/Local Law Implications**

General assessment of Council Policy/Local Law has not revealed any restrictions.

**Budget/Financial Implications**

Funding for this project has been included in the 2016/17 Budget.

**Consultation**

- Intra Directorate.

**BACKGROUND**

A Petition signed by 469 signatures, was presented to the Ordinary Council Meeting of 28 February 2017, the prayer of which reads:

*"We, the undersigned, respectfully request that the Council create an off-leash, fully fenced-in dog park in a suitable location and that benefits the community as a whole for the following reasons:*

1. *There is no public enclosed off-leash dog park in our area to accommodate controlled and safe, off- leash dog activities*
2. *The park would reduce incidence of unwanted dog-human or dog-dog interactions*
3. *Regular socialisation promotes calmer, better behaved dogs*
4. *Leashes can negatively affect a dog's confidence when meeting other dogs, leading to unpredictable behaviours*
5. *The park would increase opportunities for residents to interact and promote a sense of community*
6. *The City would use the park to promote and educate the community on responsible dog ownership*

*We ask that the park be, have and do, but not be limited to the following:*

- *Be of adequate size (at least 2 acres) to accommodate an obstacle course and play for numerous dogs*
- *Accommodate two separate areas; one for small dogs and puppies, the other for large dogs*

- *Bothe areas to be completely fenced off featuring double gated entry/exit points for safe leashing/unleashing*
- *Adequate shade, water points, and seating within the enclosure*
- *Biodegradable "Pooch Pouches" at the entrance to the Dog Park*
- *Adequate and suitable parking, public amenities and a children's play area*
- *An adequate residential buffer so as not to impact on or disadvantage surrounding households*
- *Not to conflict with other uses of or activities in the area and be free to use"*

In considering the above Petition, Council resolved as follows:

*"That Council receive the petition and refer it to the Technical Services Committee."*

## DETAILS OF PROPOSAL

As part of the list of projects for consideration of inclusion in the capital works programs of the respective Technical Services Directorate operational Departments' Long Term Financial Plan, the details Master Planning Initiative – Works for Inclusion in Renewal and Upgrade Programme was considered at the Technical Services Committee meeting on Monday, 7 November 2016. The programme included the establishment of a dog agility and training space with associated parking area. Associated costs are to be accommodated with funds resulting from POS sales, reserved for use at John Dunn Reserve as per Council resolution 498/12/15 or 21 December 2015. The Technical Services Committee resolved (T62/11/16):

*"2 Pursuant to Section 6.8 of the Local Government Act 1995:*

*Approve the expenditure on the Dog Agility and Training Space with associated parking area to a value of $156,800.*

*Approve the following budget amendment:*

| | | |
|---|---|---|
| *Expenditure Increase* | *John Dunn Reserve Dog Agility and Training Space and associated parking area* | *$156,800* |
| *Income Increase:* | *Category 59 Trust ID #1 John Dunn Reserve Upgrades* | *$156,800"* |

Subsequently at the Ordinary Council Meeting on Monday, 14 November 2016, Council resolved to allocate the expenditure of $156,800 for the John Dunn Reserve Dog Agility and Training Space and associated parking area. The works are to commence in the 2016/17 financial year.

## CONCLUSION

As the request of the petition refers to a project that has been included in the Long Term Financial Plan and works are scheduled to commence in the 2016/17 financial year, it is recommended that the petitioners be informed accordingly.

## ATTACHMENTS

There are no attachments for this report.

**RECOMMEND:** **T16/3/17**

**That Council:**

1. **Note that funding for a dog park (Dog Agility and Training Space) to be provided at the John Dunn Reserve was approved by Council on 14 November 2016, which is anticipated to be completed before December 2017.**

2. **Inform the petition convenor of the above.**

**Moved Cr K Busby**
**MOTION CARRIED** **(6/0)**

## *4.1 - ARMADALE GOLF COURSE CARETAKER'S ACCOMMODATION CONTRIBUTION*

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/116/17 |
| DATE | : | 23 February 2017 |
| REF | : | PP |
| RESPONSIBLE MANAGER | : | Executive Director Technical Services |

**In Brief:**

- Historical and ongoing anti-social behaviour in the area has prompted a response to provide additional security to the Armadale Golf Course site.
- An onsite presence affords a more viable security solution than other options and it is proposed that the Lessee be provided accommodation at the Armadale Golf Course site to house an onsite caretaker.
- The Lessee is willing to partner with the City by assuming all costs pertaining to the ongoing maintenance and operation of this accommodation.

**Recommendation:**

That Council:

1. Approve the installation of onsite accommodation at the Armadale Golf Course at a cost of approximately $70,000 subject to the amendments to the Management Agreement as detailed in this report being accepted by the Lessee (Golf Oracle) and subject to all regulatory compliances being met.

### Tabled Items

Nil.

### Officer Interest Declaration

Nil.

### Strategic Implications

2.3 Well Managed Infrastructure

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

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

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

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.1 Review best practice maintenance activities

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

**Legislation Implications**

Assessment of legislation indicates that the following apply:

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

**Council Policy/Local Law Implications**

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

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

**Budget/Financial Implications**

Costs can be accommodated within the 2016/17 Budget allocation as resolved in the Mid-Year Budget review of 27/2/2017.

**Consultation**

- Western Australian Planning Commission
- Intra Directorate
- Property Lessee

**BACKGROUND**

At its meeting of 27 February 2017 Council resolved to allocate an additional $240,000 to the Armadale Golf Course redevelopment project. However, the component of this relating to the proposed onsite accommodation ($70,000) was not to be released until Council had received a further report on the merits of this proposed expenditure. This report serves to address this requirement.

The lease of the Armadale Golf Course (AGC) has been with a number of parties over the preceding years, and each has been disadvantaged by anti-social behaviour in relation to the operation of this facility.

There have been numerous incidents where damage to fairways and greens has been caused by vehicles that break through fences and bollards, thereby damaging a wide area of the course.

Invariably damage has meant that the course was closed for repair because of the intensive maintenance inputs required to prepare the fine sporting surfaces and specific grass types employed on the course that are slow growing, inconveniencing both the lessee and the user groups for long periods affecting the financial viability of the operation.

Buildings on the course have not been immune from damage either, having been broken into on numerous occasions resulting in significant damage and loss of cash and goods.

The project presently being undertaken to upgrade the site and to redevelop the course has also been targeted, with a number of major incidents occurring where people have broken into the property and either stolen or seriously damaged infrastructure.

Examples that have been experienced in the duration of the upgrade project include, but are not limited to:

- The Lessee had $20,000 of equipment either stolen or damaged in one action of forced break and enter

- The irrigation contractor had their storage container broken into two days after delivery to site where a large amount of equipment and approximately 6 kilometers of tinned copper cabling was stolen from the site to the consideration of $20,000

- The completion of the maintenance shed was delayed by metal roof and wall flashings provided by the contractor being unattached from the shed after installation, in what could considered as an attempt to gain access

- Security LED lighting provided to the maintenance shed was stolen after being installed on the building's exterior

- The copper cabling providing the earth to the Western Power transformer was also removed after its installation

- Vehicles have been driven across the new fairways and greens during the re-establishment of the golf course with major damage being caused

- Trespassers have entered the property and stolen items from contractors' parked cars

- Stolen vehicles have been dumped at the site on numerous occasions

The use of video surveillance has been employed on the project following early incidents as a means of mitigating the issues being caused. This type of surveillance has been unable to deter or discourage anti-social activities so there is a degree of certainty that providing CCTV alone will fail to reduce the issues.

Having a physical presence at the site is seen as the only method of discouraging people from damaging the facility indiscriminately, improving the long term viability of the business and ensuring the community user group expectations can be met. The strategy of having an onsite presence at the golf course has proven successful in the past with a previous Lessee benefitting from an informal arrangement whereby a person was allowed to live on site in their own caravan type accommodation. Damage to the course was significantly reduced during the four year period of this informal arrangement so it is anticipated that this strategy will again be successful.

## DETAILS OF PROPOSAL

The Lessee, Golf Oracle is a major upgrade project stakeholder and funding partner along with the Department of Sport and Recreation and the City of Armadale, bringing forth their planned staged three year, $300,000 golf course upgrade into the City's main upgrade project ($934,000) to align works, improve economic efficiencies and return the golf course to full operational use in what was anticipated to be a nine month project timeframe.

In early August 2016 and again more recently the Lessee raised strong concerns as to the security at the site during the initial upgrade project and importantly in the longer term once the significant investment in upgrade was complete, and reported significant initial loss to their business.

A proposal was put to the City describing their proposed course of action and seeking further assistance from Council.

The proposal was to bring a purpose built transportable building to the site comprising small residential unit. The building is proposed to be located in proximity to the new maintenance facility where it can be connected to the newly upgraded services provided for this facility.

The Lessee will staff the facility and has confirmed in writing that the remuneration costs for the ongoing caretaker role and all maintenance and utility costs will all be at their expense.

## COMMENT

The isolated nature of this site (not being close to a residential estate or a through road with constant traffic flow) makes it extremely susceptible to anti-social activities. When compared to other golf facilities the site lacks the passive security other facilities are afforded. It should be noted that the closest surrounding golf courses have on-site caretaker accommodation.

The proximity of bushland around the site also makes it difficult to detect anyone entering the site illegally, and the ongoing disposal of stolen vehicles in the roadway outside the property points to an ingrained knowledge within the community that anti-social activity can go undetected in this area.

Additionally, anti-social behaviour both at and around the site will ultimately deter people from utilising the facility. Experience shows if we break the cycle of long term anti-social behaviour by providing adequate security, property vandalism will be reduced through the deterrent factor alone.

## ANALYSIS

The original Management Agreement with Golf Oracle excludes "Residential Use". This section will need to be amended to allow this project to proceed. The Management Agreement will need to be accepted by the Lessee (Golf Oracle). This will include acceptance of all costs related to the operation of the residential facility. It will be the City's responsibility as the Lessor to supply and install the residential facility only.

The City will also be required to make a Planning Application to the WA Planning Commission as the works sit outside of the 'public purpose" provisions for exemption to the planning process.

## OPTIONS

In proposing the above course of action two other options were considered as detailed below:

1. Static and mobile security guard attendance at the site

   Static security is a viable alternative in that it provides a continuous presence at the site and eliminates the upfront cost of providing a accommodation for an on-site person. The potential cost over the life of the project however, is significantly higher and this cost would be an impost on the Lessee which would have an effect on the projects financial viability which would put the Management Agreement in its existing form in jeopardy.

2. Installation of security and CCTV systems at the site

   The cost to install additional security systems and CCTV to the site would be similar to the proposed cost of the accommodation, however given past experience there is little confidence that it would either deter or eliminate potential incidences. CCTV in particular requires good lighting and the scale of the site makes this provision extremely difficult and expensive.

   This is not considered an acceptable outcome given the effect of any damage on the operational viability of the facility.

3. Provide a permanent on site presence

   Option 3 in providing accommodation onsite allows for a continuous presence at the site which it is anticipated will provide a strong security deterrent. Option 3 is recommended.

**CONCLUSION**

Under the terms of the Lease, the Lessee (Golf Oracle) is responsible for the maintenance of the assets on and around the golf course; however the City is responsible for the renewal of those assets and has a long held interest in the provision of diverse open spaces and viable attractive community facilities.

This proposal sets forth an improved partnership based strategy for ensuring the economic viability of the business can be maintained and preserving the asset life cycle attached the upgrade project.

The installation of the on-site accommodation is therefore strongly recommended as the best available option to protect what is a significant infrastructure investment by the City. It is envisaged that installing the accommodation will greatly assist in successfully deterring the anti-social behavior that has been occurring, and will also ensure the ongoing viability of the Management Agreement.

**ATTACHMENTS**
There are no attachments for this report.

**RECOMMEND** **T17/3/17**

**That Council approve the installation of onsite accommodation at the Armadale Golf Course at a cost of approximately $70,000 subject to the amendments to the Management Agreement, approval by the Western Australian Planning Commission allowing permanent accommodation to be provided for security personnel and as detailed in this report, being accepted by the Lessee (Golf Oracle), and subject to all other regulatory compliances being met.**

**Moved Cr C Frost**
**MOTION CARRIED** **(6/0)**

## *5.1 - VERGE COLLECTION METHODOLOGY REVIEW*

WARD : ALL

FILE No. : M/92/17

DATE : 16 February 2017

REF : BC/JL

RESPONSIBLE MANAGER : Executive Director Technical Services

**In Brief:**

- In October 2016 Council requested a report on various options for verge collections.
- A report has been completed in order to facilitate the selection of the three most appropriate verge collections options for future analysis.
- A final detailed analysis of the three options to be reported on by mid-2017 for consideration by Council.
- This report deals with the initial stage of selecting three options.

**Recommend:**

That Council endorse the further consideration of the following options detailed investigation and the Verge Collection Methodology Review:

1. Scheduled Verge Collections (current arrangements)
2. Skip Bins on Demand
3. Verge Collection on Demand

### Tabled Items

Nil.

### Officer Interest Declaration

Nil.

### Strategic Implications

2.4 Best Practice Waste Management

2.4.1 Apply effective waste collection methodologies

2.4.2 Maximise recycling opportunities

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

**Legislation Implications**

Nil.

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

There are no budget implications with the adoption of the recommendations to this report. Financial implications of the options will be detailed in a subsequent report.

**Consultation**

- Intra Directorate.

**BACKGROUND**

Council, at its meeting on 10 October 2016, when considering the Waste Service Departmental Activity Report, resolved that:

*"a. The various range of options for verge collections of greenwaste and junk waste to be submitted early in 2017, for the selection of the three most appropriate options for further detailed consideration."* (Stage 1)

*b. A further report providing detailed analysis of the three above selected options, with a recommendation regarding a final option for implementation, be submitted for consideration in mid-2017."* (Stage 2)

The above reports also coincide with Action 2.4.1.1 of the Corporate Business Plan that requires the City to consider alternative means to improve the verge collection of junk and greenwaste compared to current practices.

The Waste Service Department Activity Report provided an outline of the activities undertaken by the Waste Services Department and included a plan to review the City's Verge Collection Methodology. The review is to be completed in the following stages:

**Stage 1**
The first part of the review summarises various verge collection options and discusses the respective advantages and disadvantages of each type of service.

**Stage 2**
The second stage of the review will be completed following the selection of the options for a detailed study. This would include detailed financial modelling, service reports from other local authorities applying these alternatives and a detailed report outlining the cost of the options available. A recommended preferred option taking these factors into account will subsequently be provided for implementation in 2018.

This report addresses the requirements as stated in Stage 1 above.

## DETAILS OF PROPOSAL

Specialist waste management consultants were engaged to provide the City with a Verge Collection Methodology Report to detail the verge collection options available to the City. The report summarises verge collection methods used by various Local Governments in Western Australia. It also looked at some Local Governments in the eastern states using other collection systems to deal with junk and greenwaste. A comprehensive overview of the City's current waste disposal practices was provided in the Departmental Activity Report presented and will not be repeated in this report.

**Bulk Verge Collections Methods in other Councils**

The table below outlines bulk verge collection methodologies in other Local Authorities as compared to the City of Armadale.

Due to commercial confidentiality, the other councils or commercial contractors have not been identified in the table.

| Local Government | Junk Collection (#/Year) | Bulk Greenwaste (#/year) | Other Services offered |
|---|---|---|---|
| City of Armadale | 1 scheduled collection | 2 scheduled collections | Drop off available 7 days a week at Armadale Landfill and Recycling Facility |
| 1 | 2 combined/scheduled | | Three bin system |
| 2 | 4 scheduled collections | On demand - unlimited | Recycling bags and smaller waste bin options |
| 3 | 2 combined/scheduled | 3 scheduled collections | |
| 4 | 2 scheduled collections | 2 scheduled collections | Three bin system |
| 5 | Up to 4 skip bins or greenwaste cages on demand | | |
| 6 | 2 scheduled collections | 2 scheduled collections | |
| 7 | Up to 5 skip bins for junk or greenwaste on demand | | Unlimited access to greenwaste drop off |
| 8 | Up to 3 skip bins for junk or greenwaste on demand | | Three bin system and refrigerator collection |
| 9 | 1 skip bin on demand | 3 scheduled collections | Separate white goods (1 collection) and mattress collection (1 collection) per year. |
| 10 | 1 scheduled collection | 2 scheduled collections | |
| 11 | 1 scheduled collection | 2 scheduled collections | Recycling drop off day (9 per year) |
| 12 | 4 on demand (1 skip, 1 e-waste, 1 mattress, 1 white goods) | 1 scheduled collection per 9 months | Three bin system |
| 13 | 1 scheduled collection | 2 scheduled collections | Drop off days (4 per year, junk, 4 per year greenwaste) |

Local Authorities across Perth have adopted a range of junk and greenwaste collection methods and schedules. Demographics, cost and personal choice are the drivers governing selection. Councils have a need to encourage their residents to clean up their premises by providing a free convenient service which encourages participation.

The Verge Collection Methodology Report also noted the following:

- It is still considered good practice to cap the amount of material that can be placed on the verge. Capping allows service providers to price the service with greater confidence resulting in more competitive pricing.

- Restricting the amount of waste that can be put out for collection makes for a more controlled and orderly verge presentation and reduces litter.

- Placing materials out in separated piles assists with recycling and resource recovery. Most Councils that adopt verge junk collection require waste to be placed in orderly piles of metals, white goods and household junk.

- The bulk verge collection service has an advantage over the skip bin service with regard to resource recovery and recycling. Once waste is placed in a skip bin it is destined for landfill without the opportunity for any resource recovery.

The key points for consideration from the review of other Local Authorities in Perth are:

- Source separation is normal practice for junk, white goods, metals and e-waste presented to the kerb by residents.

- Most Local Authorities have a scheduled number of collection services rather than on demand services.

- Delivering bulk waste to landfill provides limited opportunity for resource recovery.

- With regard to bulk skips, one skip per household per year appears to be typical usage.

**ANALYSIS**

The tables below are an analysis of the various options:

| **Skip Bins on demand** | |
|---|---|
| Advantages | Disadvantages |
| ▪ Easy<br>▪ Neater/safer verges<br>▪ Reduced scavenging<br>▪ Enables residents to book a collection service at a time convenient for them<br>▪ Less likely to attract scavengers | ▪ Administration of managing bookings<br>▪ The process of making a booking may be a barrier for some users<br>▪ Collections must be prompt to manage household expectations.<br>▪ A property may need to wait between 2-4 weeks until skips are available in high demand periods.<br>▪ Increased contamination of the loads<br>▪ Risk of hazardous waste in bin<br>▪ Difficult and expensive sorting processes<br>▪ Unpopular if bins are to be shared<br>▪ Less flexibility in type of collection vehicle<br>▪ High capital investment required (skips/different trucks)<br>▪ Discourage separate collection of reusable items<br>▪ Having to visit the address twice (drop skip off/collect bin) increase costs. |

| **Scheduled Verge Collections (Stay as we are)** | |
|---|---|
| Advantages | Disadvantages |
| ▪ Collection efficiency<br>▪ Households find it a convenient service<br>▪ Residents have become accustomed to the service<br>▪ Popular service with residents<br>▪ More convenient for users as they do not have to order a skip<br>▪ More convenient for elderly or disabled users as they do not have to load materials into a skip<br>▪ Greater opportunity for source separation<br>▪ Ability to separately collect reusable materials.<br>▪ Each address is only visited once. | ▪ Resident does not get to choose the collection time<br>▪ Scheduled approach results in unsightly public areas around collection time, with the impacts exaggerated by the fact many residents participate at the same time<br>▪ Households must stockpile material until the defined collection time, rather than having the opportunity to put out material for collection at a time of their own selection<br>▪ Waste piles unsightly to neighbours<br>▪ Pedestrian obstruction risk<br>▪ Little or no verge space in new higher density suburbs<br>▪ Scavengers can increase traffic, disturb piles of waste causing it to spill on the street and take high value material (such as metals) that would otherwise be collected by council to offset the costs of the service |

| **Verge Collection on demand** | |
|---|---|
| Advantages | Disadvantages |
| ▪ Enables residents to book a collection service at a time convenient for them<br>▪ More convenient for elderly or disabled users as they do not have to load materials into a skip<br>▪ Greater opportunity for source separation<br>▪ Ability to separately collect reusable materials.<br>▪ Less opportunity to attract scavengers.<br>▪ Bookings can be formulated into collection schedules that are grouped within the same 1 or 2 suburbs to optimise collection efficiencies. A variation to this ‘on call system’ is to designate each of the suburbs a certain month prior to collections.<br>▪ Each address is only visited once. | ▪ Administration of managing bookings<br>▪ The process of making a booking may be a barrier for some users<br>▪ Collections must be prompt to manage household expectations.<br>▪ A property may need to wait between 2 - 4 weeks until the truck is next in that area if maximum bookings are reached. |

| **No Collection Service – Increase number of Tip Passes** | |
|---|---|
| Advantages | Disadvantages |
| • Reduced cost for Council that will ultimately reduce cost to residents – saving<br>• Increase recycling rates as residents will have to sort their waste at landfill | • Residents using tip passes will have to pay for own transportation of waste to the landfill site.<br>• Not all residents have means to get waste to the landfill site.<br>• Will not be popular with all residents. |

| **No service -requiring residents to make their own arrangements for disposal** | |
|---|---|
| Advantages | Disadvantages |
| ▪ Reduced cost for Council that will ultimately reduce cost to residents – saving | ▪ Not all residents have means to get waste to the landfill site.<br>▪ Will not be popular with all residents.<br>▪ Increase in illegal dumping that will increase waste operating cost and offset the anticipated savings. |

**OPTIONS**

In Summary, the Verge Collection Methodology Report provided the following options for junk and greenwaste disposal. Comments on each option are provided below:

- **Skip Bin on demand**

  Residents call in and book a skip service on or as close as possible to the date they require.

- **Provision of bulk bins at scheduled times for collection**

  Council arranges scheduled collections with skip bins. The issue with a scheduled skip bin service is that residents will have to share bins and that is not popular with residents.

- **Business as usual with the City providing one junk, two greenwaste collections and four tip passes per year**

  Current verge collections are scheduled with junk collection just after December/January school holidays and one greenwaste collection in autumn and the other greenwaste collection in spring.

- **Verge collections on demand**

  Residents call in and book a verge collection on or as close as possible to the date they require.

- **Tip passes only, allowing disposal of junk and greenwaste at the Armadale Landfill and Recycling Facility**

  Ending verge collection services in the current format and issuing the residents with additional tip passes to dispose of their waste at the Landfill site.

- **No service requiring residents to make their own arrangements for disposal**

  This option is self-explanatory. Verge collection arranged by Council is ceased and every resident is to make their own arrangements to get junk and greenwaste to a disposal site.

## CONCLUSION

Residents of the City enjoy the benefits of having a landfill and recycling facility at their disposal all year round.

The way forward is not necessarily a 'scheduled' service or 'on demand' service only, but can be a combination of the two.

Council needs to consider fire as a real risk in the hills and the recent Bedfordale fire was a timely reminder of that risk. It is therefore proposed that whichever service model Council ultimately decide upon that, the greenwaste collection before December be recommended to remain as a mandatory scheduled collection to ensure that the residents with the highest fire risk receive a greenwaste collection before the fire season starts.

The following options are therefore recommended for further consideration:

- Business as usual
- On demand skip bin collection
- Verge collection on demand

## ATTACHMENTS

There are no attachments for this report.

*Committee Discussion*

*Committee discussed the verge collection options presented in the report. Some clarification was provided by the Manager Waste Services.*

**RECOMMEND** **T18/3/17**

**That Council:**

**Endorse the further consideration of the following options in Stage 2 of the Verge Collection Methodology Review:**

1. **Scheduled Verge Collections (current arrangements)**
2. **Skip Bins on Demand**
3. **Verge Collection on Demand**

**Moved Cr R Butterfield**
**MOTION CARRIED** **(6/0)**

## *6.1 - TENDER 31/16 - SKEET ROAD LANDSCAPING*

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/106/1731/16 |
| DATE | : | 20 February 2017 |
| REF | : | GC |
| RESPONSIBLE MANAGER | : | Executive Director Technical Services |

**In Brief:**

- Tender number 31/16 was recently advertised for the supply and installation of landscaping to a portion of Skeet Road.
- The Request for Tender seeks the provision of the required services for the supply and installation of landscaping including jute matting installation, plantings, extension of the existing irrigation system and after care, maintenance and weed control for a fifty two (52) week consolidation period.

**Recommend:**

That Council award the tender for the Skeet Road Landscaping works to Horizon West for the consideration of $226,685.35 excluding GST.

**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

2.2.2 Protect and enhance the character of the City's spaces and places

**Legislation 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 or Services

**Budget/Financial Implications**

Costs associated with the acceptance of this tender can be accommodated in Council 2016/17 Budget allocations.

**Consultation**

- Intra Directorate.

**BACKGROUND**

Tender number 31/16 for Skeet Road Landscaping was advertised in the Saturday, 4 February 2017 edition of the West Australian newspaper, on the City of Armadale website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The proposed works to Skeet Road include the provision of all materials, labour, traffic management, equipment and cartage as indicated on the Drawings and as necessary for the due and proper completion of the works comprising of but not limited to the following:

- Preliminaries including site establishment, set-out survey, storing of materials off site, mobilisation and coordination of works
- Traffic management plan and traffic management as required
- Site preparation, including demolition, weed control, minor grading, disposal of unwanted waste removal including soil, final grading and soil cultivation as required
- Protection of existing drainage infrastructure, walls and paving

- Preparation of soil including the installation of soil conditioner and wetting agent as specified
- Supply and installation of jute matting to swale as noted on drawings and as specified
- Planting, staking and mulching of trees as noted on drawings and as specified
- Planting and mulching of shrubs and tubestock as noted on drawings and as specified
- Planting and mulching of transplanted grass trees as noted on drawings and as specified
- Extension of an automatic irrigation system from Harrisdale Oval to irrigated area in accordance with the City of Armadale Standard Specification for Irrigation System Design and Installation
- Removal of all waste generated by the execution of the contract and making good any damage or defect to existing infrastructure or landscaping
- As constructed drawings in O-Spec, PDF and Autocad
- Complete after care, maintenance and weed control up to and including a 52 week Consolidation Period

## DETAILS OF PROPOSAL

The City of Armadale invited tenders for the Skeet Road Landscaping works on Saturday, 4 February, 2017.

The successful tenderer will be required to supply and install landscaping to Skeet Road. Council approval is sought to award the tender for Skeet Road Landscaping for a period of twenty four (24) weeks, plus a fifty two (52) week consolidation period.

| | |
|---|---|
| **Contract Type** | Fixed Price Lump Sum |
| **Contract Duration** | 76 weeks |
| **Commencement Onsite** | May 2017 |
| **End Date** | October 2018 |
| **Consolidation Period** | 52 weeks |
| **Extension Permitted** | Not applicable |

## COMMENT

### Analysis

The RFT seeks the provision of the required good and services, commencing in May 2017.

The tender closed at 2.00pm on Tuesday, 21 February, 2017. Tenders were received from:

| | Tenderer's OR Respondent's Name |
|---|---|
| 1. | LD Total |
| 2. | Horizon West |
| 3. | Environmental Industries |
| 4. | LeGrove Landscaping |

Zero (0) tenders were received after the close of deadline.

Zero (0) non-conforming tenders were received.

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

| Item No. | Description | Weighting |
|---|---|---|
| **1** | Relevant Experience | 20% |
| **2** | Key Personnel Skills and Experience | 10% |
| **3** | Tenderer's Resources | 10% |
| **4** | Demonstrated Understanding | 20% |
| **5** | Tendered Price | 40% |

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

| Tenderer | Relevant Experience | Key Personnel | Tenderers Resources | Demonstrated Understanding | Price | Total | Ranking |
|---|---|---|---|---|---|---|---|
| | **20%** | **10%** | **10%** | **20%** | **40%** | | |
| **LD Total** | 12.67 | 5.67 | 6.50 | 9.33 | 30.31 | **64.47** | **3** |
| **Horizon West** | 12.00 | 5.67 | 6.17 | 8.67 | 40.00 | **72.50** | **1** |
| **Environmental Industries** | 13.33 | 5.50 | 6.67 | 14.33 | 27.96 | **67.79** | **2** |
| **Le Grove Landscaping** | 10.00 | 5.67 | 5.33 | 13.67 | 24.39 | **59.06** | **4** |

Alternative tenders were received from both Environmental Industries and Le Grove Landscaping.

Environmental Industries provided a compliant irrigation price but also submitted two alternative options for irrigation alternatives.

**Alternative 1** allows for dripline irrigation to garden beds, irrigation of grasstrees (no individual watering to each grass tree) and connecting bubblers for four trees located in roundabouts and median islands, to the dripline system. Savings of 5%.

**Alternative 2** allows for sprinkler irrigation to garden beds, irrigation of grass trees covered by sprinkler system (no individual watering to each grass tree) and connecting bubblers to four trees located in roundabouts and median, to the sprinkler system. Savings of 4.5%.

LeGrove Landscaping offered a cost saving for the alternative of using drip irrigation to the median strip and roundabouts in lieu of spray irrigation. Savings of 7.3%.

To assess the cost savings proposed by both Environmental Industries and LeGrove Landscaping, the differences were calculated and entered into the tender matrix. It is evident that even with the lowest cost irrigation savings and alternatives provided by both companies, the ranking outcome of the tender matrix remained the same.

| Tenderer | Relevant Experience | Key Personnel | Tenderers Resources | Demonstrated Understanding | Price | Total | Ranking |
|---|---|---|---|---|---|---|---|
| | **20%** | **10%** | **10%** | **20%** | **40%** | | |
| **LD Total** | 12.67 | 5.67 | 6.50 | 9.33 | 30.31 | **64.47** | **3** |
| **Horizon West** | 12.00 | 5.67 | 6.17 | 8.67 | 40.00 | **72.50** | **1** |
| **Environmental Industries** | 13.33 | 5.50 | 6.67 | 14.33 | 29.41 | **69.24** | **2** |
| **Le Grove Landscaping** | 10.00 | 5.67 | 5.33 | 13.67 | 26.32 | **60.99** | **4** |

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from Horizon West represents the most advantageous submission. It is therefore recommended this firm be selected as the City's preferred tenderer for the Skeet Road Landscaping works.

## CONCLUSION

Tenders for the Skeet Road Landscaping works were recently invited with four (4) tenders received and assessed by an evaluation panel against compliance and qualitative criteria.

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

The City has utilised the services of Horizon West in the past in undertaking a major landscape project. Work carried out was to a high standard and there were no major issues with the delivery of the project.

The evaluation panel therefore recommends that the contract be awarded to Horizon West at a price of $226,685.35 excluding GST, for a period of twenty four (24) weeks plus fifty two (52) weeks consolidation.

**ATTACHMENTS**
There are no attachments for this report.

**RECOMMEND** **T19/3/17**

**That Council award the tender for the Skeet Road Landscaping works to Horizon West for a period of twenty four (24) weeks commencing in May 2017, followed by a further fifty two (52) week consolidation period for the consideration of $226,685.35 excluding GST.**

**Moved Cr C Frost**
**MOTION CARRIED** **(6/0)**

## *7.1 - SKIP BINS - ROADSIDE COLLECTION (REFERRAL ITEM)*

At the Council meeting held on 13 February 2017, Cr D Shaw referred the following matter to the Technical Services Committee.

> *That the matter of skip bins for roadside collection be referred to the Technical Services Committee.*

**Comment from Cr Shaw**

That the City investigates the use of communal skip bins for verge side collections that could be moved from street to street rather than residents individually placing items on the verge.

**Officer Comment**

Council, at its meeting on 10 October 2016, when considering the Waste Service Activity Report, resolved (T61/10/16) that:

"*a. The various range of options for verge collections of greenwaste and junk waste to be submitted early in 2017, for the selection of the three most appropriate options for further detailed consideration.*

*b. A further report providing a detailed analysis of the three above selected options, with a recommendation regarding a final option for implementation, for consideration in mid-2017*."

The report as referred to in the first point above, will deal with the request from Cr D Shaw and is submitted to this meeting for consideration under separate cover in this Agenda.

**ATTACHMENTS**
There are no attachments for this report.

**RECOMMEND** **T20/3/17**

**That Council note the contents of this report.**

**Moved Cr R Butterfield**
**MOTION CARRIED** **(6/0)**

## *7.2 - TIP PASSES - ELECTRONIC SCANNING (REFERRAL ITEM)*

At the Council meeting held on 13 February 2017, Cr C Wielinga referred the following matter to the Technical Services Committee.

> *That the matter of electronic scanning of tip passes with residents' ID be referred to the Technical Services Committee.*

**Comment from Cr Wielinga**

Cr Wielinga requested information on the possibility of the bar code scanning of tip passes, in order to provide for a greater control of these passes, especially in cases where these are reported to have been stolen or lost.

**Officer Comment**

Waste Services commenced the Tip Pass Barcode Scanning Project in 2016 and all efforts are being made to have it implemented at the Armadale Landfill and Recycling Facility during the 2017/18 financial year, subject to the resolution of equipment, infrastructure and communication complexities. This would then enable the tracking and control of tip passes, and would provide for the electronic cancellation and re-issue of tip passes, which would provide for improved control of usage of tip passes and which would ensure that no duplicate tip passes were issued to residents where these are being reported as lost or stolen.

**ATTACHMENTS**
There are no attachments for this report.

**RECOMMEND** **T21/3/17**

**That Council note that the Waste Services Department is in the process of implementing a project which will provide for the barcode scanning of tip passes at the Armadale Landfill and Recycling Facility.**

**Moved Cr R Butterfield**
**MOTION CARRIED** **(6/0)**

## *7.3 - ABSENCE OF EXECUTIVE DIRECTOR TECHNICAL SERVICES - APPOINTMENT OF ACTING EXECUTIVE DIRECTOR TECHNICAL SERVICES*

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/93/17 |
| DATE | : | 16 February 2017 |
| REF | : | KA |
| RESPONSIBLE MANAGER | : | Executive Director Technical Services |

**In Brief:**

- Advise the proposed absence by the Executive Director Technical Services for the period Wednesday, 12 April 2017 to Tuesday, 25 April 2017 inclusive, and for the period Friday, 01 September 2017 to Tuesday, 12 September 2017 inclusive.
- **Recommend:**

  That Council:

  1. Note the Executive Director Technical Services absence on annual leave from Wednesday, 12 April 2017 to Tuesday, 25 April 2017 inclusive and Friday, 01 September 2017 to Tuesday, 12 September 2017 inclusive.

  2. Appoint the Executive Manager Technical Services, as the Acting Executive Director Technical Services for the above periods of leave.

**Tabled Items**

Nil.

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Nil.

**Legislation Implications**

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

**Council Policy/Local Law Implications**

Assessment of Policies/Local Laws indicates that the following is applicable.

- ADM12 – Acting 'Senior' Positions.

**Budget/Financial Implications**

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

**Consultation**

- Chief Executive Officer.

**COMMENT**

The Executive Director Technical Services will be absent on annual leave on the following dates:

- Wednesday, 12 April 2017 to Tuesday, 25 April 2017 inclusive
- Friday, 01 September 2017 to Tuesday, 12 September 2017 inclusive

It is recommended that the Executive Manager Technical Services, be appointed Acting Executive Director Technical Services for the aforementioned periods.

**ATTACHMENTS**
There are no attachments for this report.

**RECOMMEND** **T22/3/17**

**That Council:**

1. **Note the Executive Director Technical Services absence on annual leave from Wednesday, 12 April 2017 to Tuesday, 25 April 2017 inclusive and for the period Friday, 01 September 2017 to Tuesday, 12 September 2017 inclusive.**

2. **Appoint the Executive Manager Technical Services as Acting Executive Director Technical Services for the following periods of leave:**

   - **Wednesday, 12 April 2017 to Tuesday, 25 April 2017 inclusive**
   - **Friday, 01 September 2017 to Tuesday, 12 September 2017 inclusive**.

**Moved Cr K Busby**
**MOTION CARRIED** **(6/0)**

## *7.4 - FOOTPATH REQUEST - ANDREAS ROAD, ROLEYSTONE (REFERRAL ITEM)*

At the Council meeting held on 27 February 2017, Cr G Nixon referred the following matter to the Technical Services Committee.

> *That the matter of an investigation for the request of a footpath on Andreas Road, Roleystone be referred to the Technical Services Committee.*

**Comment from Cr Nixon**

Andreas Road leads to Hillandale village which is comprised of 36 retirement units. The units are home to 55 year olds and over; local shops and recreation facilities are only a few minutes' walk away. However, Andreas Road is not currently served by a footpath and the verge is comprised of lateritic marbles, which does not allow the residents of Hillandale to easily traverse it.

A footpath is needed to allow the residents of Hillandale to safely access the local services.

I would request that this matter be considered outside the current Skeletal Path Network Plan and included in the Budget consideration for the 2017/18 financial year.

*Cr Nixon's further comments on the rationale for such an investigation have been forwarded under separate cover.*

**Officer Comment**

Construction of a footpath on Andreas Road between Hillandale Village and Jarrah Road is currently listed on the Skeletal Path Network Stage 2 Development Plan. It is anticipated that this pathway will likely be constructed in the 2019/20 Financial year, subject to Council's annual budget allocations for the path construction programme. The suggested Officer recommendation in response to Councillor Nixon's referral item is therefore as follows:

That Council:

1. Notes that construction of a footpath on Andreas Road is already included in the *Armadale Path Network Development Plan – Skeletal Path Plan – Stage 2*, with likelihood that construction will be possible during the 2019/20 Financial year at current levels of funding.

2. That construction of a footpath along Andreas Road between Hillandale Village and Jarrah Road be included for discussion in Council's 2017/18 budget deliberations.

*Committee Discussion*
*Committee briefly discussed the estimated cost of this footpath installation and the priority in the Skeletal Path Plan.*

**RECOMMEND** **T23/3/17**

**That Council:**

1. **Notes that construction of a footpath on Andreas Road is already included in the *Armadale Path Network Development Plan – Skeletal Path Plan – Stage 2*, with likelihood that construction will be possible during the 2019/20 Financial year at current levels of funding.**

2. **That construction of a footpath along Andreas Road between Hillandale Village and Jarrah Road be included for discussion in Council's 2017/18 budget deliberations.**

**Moved Cr G Nixon**
**MOTION CARRIED** **(6/0)**

**ATTACHMENTS**
There are no attachments for this report.

## *COUNCILLORS' ITEMS*

Nil.

## *EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT*

Nil.

**MEETING DECLARED CLOSED AT 8:10pm**

TECHNICAL SERVICES COMMITTEE

# SUMMARY OF ATTACHMENTS

8 MARCH 2017


| ATT NO. | SUBJECT | PAGE |
|---|---|---|
| **1.1** | **COUNCIL POLICY REVIEW - ENG 4 - FOOTPATH/KERB SECURITY DEPOSITS AND BONDS** | |
| 1.1.1 | ENG 4 Policy_Track Changes | 157 |
| 1.1.2 | ENG 4 Management Practice_Track Changes | 158 |
| **1.2** | **COUNCIL POLICY REVIEW - ENG 11 - STREET LIGHTING REQUESTS** | |
| 1.2.1 | ENG 11 Policy_Track Changes | 159 |
| **3.1** | **MASTERPLANNING - PERIMETER PATHS PRIORITISATION** | |
| 3.1.1 | Attachment 1 - Assessment and Priorities for the Implementation of the Perimeter Paths within the Masterplanned Sites | 160 |
| 3.1.2 | Attachment 2 - Aerial images of Perimeter Paths | 163 |

CITY OF Armadale

**POLICY**

**ENG 4 – Footpath/Kerb /Verge ~~Security Deposits and~~ Bonds**

**Management Practice**

ENG 4

**Relevant Delegation**

Chief Executive Officer

**Rationale**

To ensure that Council does not suffer financially from any damage caused to footpaths/kerbs/verges by builders.

**Policy**

A footpath ~~security deposit~~/ kerb/verge bond shall be paid by:-

- Registered Builders ~~who undertake less than 10 separate projects in the City per annum~~;
- Owners/-builders; and
- Private below ground swimming pool installers.

~~A footpath security annual bond shall be paid by Registered Builders who undertake 10 or more separate projects in the City per annum.~~

~~Deposits/bonds~~Bonds shall be handled in accordance with the current Management Practices.

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| | |
|---|---|
| **Related Local Law** | Activities and Trading in Thoroughfares and Public Places Local Law |
| **Related Policies** | N/A |
| **Related Budget Schedule** | N/A |
| **Last Reviewed** | 14 April 2014 |
| **Next Review Date** | March 2017 |
| **Authority** | Council Meeting of:<br>4 March 2003 (C6/2/03)<br>7 June 2005 (T49/05/05)<br>10 March 2008 (T18/3/08)<br>27 June 2011 (T35/6/11)<br>14 April 2014 (T19/4/14) |

| **MANAGEMENT PRACTICE** | |
|---|---|
| ENG 4 | **Footpath/~~Kerb Security Deposits~~Kerb/Verge Bonds** |

1. Security bond and administration fees are paid for all building permits issued for pools, sheds and patios regardless of value of associated works.
2. Owners/~~-~~Builders who undertake a single one-off application:
   (a) If no footpath or kerb or verge is present – no bond;
   (b) If footpath or kerb or verge is present, a Footpath/Kerb/Verge bond of $400; and
   (c) Payment to be made in the form of cash to the relevant Trust Account.

~~1~~3. Registered Builders and private below ground swimming pool installers who undertake ~~less~~ fewer than 10 separate projects in the City per annum; ~~Owner Builders and private below ground swimming pool installers:~~

   (a) ~~If no footpath or kerb is present – no deposit;~~An annual bond in the form of cash to the relevant Trust Account covering all applications; and
   (b) ~~If footpath or kerb is present, a Footpath/Kerb Security Deposit of $400; and~~The value of the bond shall be $1,000.
   ~~(c) Payment to be made in the form of cash or bank guarantee.~~

~~2~~4. Registered Builders and private below ground swimming pool installers who undertake 10 or more separate projects in the City, per annum:

   (a) An annual bond in the form of cash to the relevant Trust Account ~~or bank guarantee~~ covering all applications; and
   (b) The value of the bond shall be $2,000.

~~3~~5. In all cases where footpath/kerb/verge ~~security deposits~~bonds are applicable:

   (a) Should damage occur, the builder should first be given the opportunity to repair it to the City's requirement. The City will carry out repairs and invoice the builder if authorised to do so by the builder or in the event of the failure of the builder to carry out repairs within the time specified in the notice;
   (b) The person taking out the building licence is responsible for notifying the City 14 days before commencing works on site to allow a pre-construction inspection, and also upon completion of the works to commence the refund and clearance process; and~~-~~
   (c) Where footpath/kerb/verge ~~security deposits~~bonds are refunded, these will be payable without interest and refunded only to the person taking out the building licence, unless written authority is received for the amount to be made payable to the third party.

**Last Reviewed**

**Authority**

CITY OF Armadale

**POLICY**

**ENG 11 – Street Lighting Requests**

**Management Practice**

N/A

**Relevant Delegation**

N/A

**Rationale**

To ensure and facilitate initiatives to improve the safety and security of the community by considering upgrading or improvements of street lighting in accordance with AS 1158

**Policy**

The ~~Executive Director Technical Services~~EDTS may authorise Western Power to install street -lights at any one location ~~to a maximum capital expenditure of $7,000~~in accordance with the approved annual budget.

| | |
|---|---|
| **Related Local Law** | N/A |
| **Related Policies** | N/A |
| **Related Budget Schedule** | EDTS Maintenance |
| **Last Reviewed** | 14 April 2014 |
| **Next Review Date** | March 2017 |
| **Authority** | Council Meeting of:<br>4 March 2003 (C6/2/03)<br>19 April 2004 (CS14/4/04)<br>10 March 2008 (T18/3/08)<br>27 June 2011 (T35/6/11)<br>14 April 2014 (T19/4/14) |

# Attachment 1 : Assessment and Priorities for the Implementation of the Perimeter Paths within the Masterplanned sites

| | BOB BLACKBURN RESERVE NA | CREYK PARK 1 | CROSS PARK 2 | FORRESTDALE HUB 7 |
|---|---|---|---|---|
| **MASTERPLAN** | | | | |
| **DESCRIPTION OF PROPOSED PERIMETER PATH** | **Integrated pathways**<br>• Pathways to connect to carparking and existing pavilion / verandah<br>• Pathways to include fitness nodes along the route<br>**Community Garden**<br>• Pathway to connect to Community Garden, Library and Champion Centre<br>**Enhanced Bushland Usability**<br>• Controlled access paths in bushland | **Connected pathways**<br>• Perimeter path around playing field, connecting to informal nature reserve path, pavilion, play zone.<br>• Path to include fitness markers and solar lighting<br>**Flora Reserve**<br>• Paths within flora reserve to be fenced to control access | **Footpath linkages**<br>• Formalised footpath to create linkages to existing and proposed facilities | **Potential Pedestian Walkway**<br>• Perimeter path around playing field, connecting to bush forever, pavilion, play zone and potential future infrastructure such as hard courts and carparking.<br>• Path to include fitness nodes along the route |
| **PROPOSED PATH BENEFITS** | • Universal access to the parklands key assets<br>• Enhance the community's opportunity to engage with the existing bushland. Controlled access paths within the bushland have been completed through Environmental services. | • Universal access to the parklands key assets<br>• Incorporation of fitness markers to encourage healthy lifestyle and free fitness targets<br>• Enhance the community's opportunity to engage with the existing flora reserve through controlled access points | • Universal access to the parklands key assets<br>• The existing surface at Cross Park has a high % of gravel which creates a slippery surface. Providing a footpath will encourage more people to walk around the site given improved safety considerations. | • Universal access to the parklands key assets<br>• Incorporation of fitness nodes to encourage healthy lifestyle and free fitness opportunities<br>• Linking the various facilities available at this site. |
| **COMMUNITY FEEDBACK** | • At the Community / Stakeholder Workshop (2 June 2015), there was good support for interconnected formal pathways throughout the precinct | • 6 positive responses regarding pathways out of 17 surveys | • At the Community / Stakeholder consulatation the existing adhoc footpaths around / through the site was deemed an issue.<br>• Linkages between facilities was deemed a positive in the feedback received on the concept plan | • At the Community workshop, 'Connectivity and Links' was one of the 5 main opportunities and themes identified.<br>• Pedestrian access through the site identified as one of the main design principles for the master plan |
| **TECHNICAL SERVICE REPORT** | • Paths not supported (refer Council Mtg 14 November 2016)<br>• Information regarding Bob Blackburn provided for information only. | • Paths supported, requires separate funding | • Paths supported, requires separate funding | • Paths supported, part of the greater site redevelopment project. Funding for paths to be included in the project funding |
| **PATH LIN.M *** | • 1,000 LIN.M @ 2.4m wide | • 650 LIN.M @ 1.8m wide (perimeter path)<br>• 620 LIN.M @ 1.5m wide (flora reserve limestone path) | • 550 LIN.M @ 1.8m wide | • 900 LIN.M @ 2.5m wide |
| **COST ****** | • $216,000 *** | • $106,000 ***<br>• $101,000 (excludes fencing) *** | • $90,000 *** | • $203,000 *** |
| | Note: Masterplan Endorsed by Council 31 May 2016 (C20/5/16) | Note: Masterplan Endorsed by Council 11 July 2016 (C25/7/16) | Note: Masterplan Endorsed by Council 11 March 2013 (C8/3/13) | Note: Masterplan Endorsed by Council 10 March 2014 (C9/3/14) |

* APPROXIMATE ONLY - SUBJECT TO DETAILED DESIGN

** UNLESS OTHERWISE NOTED, INDICATIVE COST HAS BEEN BASED ON INSITU PLAIN CONCRETE PAVING @ $60 / SQ.M PLUS $30 / SQ.M FOR SITE PREPARATION WORKS (Price does not include fencing, fitness nodes or other elements described with the path network). No allowance for excalation, GST or other incidental costs. Costs have been rounded.

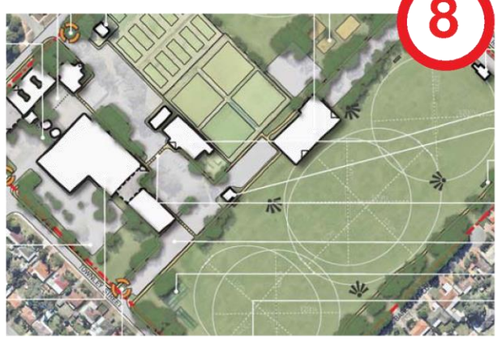
*** NOTE: COSTS HAVE BEEN REVISED SINCE THE MASTERPLANS WERE CONSIDERED AT COUNCIL

X GREEN text defines alternative material selection - Compacted limestone

(1) Proposed Priority Order

CITY OF Armadale

# Attachment 1 : Assessment and Priorities for the Implementation of the Perimeter Paths within the Masterplanned sites

| | FRYE PARK | GWYNNE PARK | JOHN DUNN RESERVE | KARAGULLEN OVAL |
|---|---|---|---|---|
| MASTERPLAN | 4 |  8 | 3 | NA |
| DESCRIPTION OF PROPOSED PERIMETER PATH | **Connected pathways**<br>• Perimeter path around playing field, connecting to pavilion, play zone, basketball court and cricket nets.<br>• Path to include fitness nodes<br>• Path to enhance connection with Aged Care Facility | **Integrated pathways**<br>• Extend the network of footpaths throughout the precinct (short term)<br>• Note - no long term path requirements noted. | **Perimeter Running Track**<br>• Potential perimeter running circuit | • NOT APPLICABLE<br>• NO PERIMETER PATH PROPOSED AS PART OF THE KARAGULLEN MASTERPLAN |
| PROPOSED PATH BENEFITS | • Universal access to the parklands key assets<br>• Current path network does not provide a connected loop.There is great oppportunity in this location to increase the usability of the parkland for the Aged Care Residents located opposite (in particular) | • Universal access to the parklands key assets<br>• Current path network does not provide a connected loop. Connecting the path network will enhance the connection of the parks various assets and infrastructure | • Potential perimeter running track also used for a perimeter walking track.<br>• Enhances the usability of the south-eastern end of the site | • NOT APPLICABLE |
| COMMUNITY FEEDBACK | • 4 positive responses regarding pathways out of 26 surveys | • No feedback on paths in the surveys received | • Community highlighted paths as an opportunity to reduce wear and tear on the main pitch | • NOT APPLICABLE |
| TECHNICAL SERVICE REPORT | • Paths supported. Separate motiviation requiring separate funding. | • Paths supported. Separate motiviation requiring separate funding. | • Paths supported. Separate motiviation requiring separate funding. | • NOT APPLICABLE |
| PATH LIN.M * | • 170 LIN.M @ 1.8m | • 1,400 LIN.M @ 2.4m | • 2,000 LIN.M x 1.8m | • NOT APPLICABLE |
| PATH COST ** | • $28,000 *** | • $303,000 *** | • $324,000 *** | • NOT APPLICABLE |
| | Note: Masterplan Endorsed by Council 11 July 2016 (C25/7/16) | Note: Masterplan Endorsed by Council 31 May 2016 (C20/5/16) | Note: Masterplan Endorsed by Council 9 Sept 2013 (C31/9/13) | Note: Masterplan Endorsed by Council 11 July 2016 (C25/7/16) |

* APPROXIMATE ONLY - SUBJECT TO DETAILED DESIGN

** UNLESS OTHERWISE NOTED, INDICATIVE COST HAS BEEN BASED ON INSITU PLAIN CONCRETE PAVING @ $60 / SQ.M PLUS $30 / SQ.M FOR SITE PREPARATION WORKS (Price does not include fencing, fitness nodes or other elements described with the path network). No allowance for excalation, GST or other incidental costs. Costs have been rounded.

*** NOTE: COSTS HAVE BEEN REVISED SINCE THE MASTERPLANS WERE CONSIDERED AT COUNCIL

X GREEN text defines alternative material selection - Compacted limestone

1 Proposed Priority Order

CITY OF Armadale

# Attachment 1 : Assessment and Priorities for the Implementation of the Perimeter Paths within the Masterplanned sites

| | MORGAN PARK 6 | RUSHTON PARK NA | SPRINGDALE PARK NA |
|---|---|---|---|
| **MASTERPLAN** | | | |
| **DESCRIPTION OF PROPOSED PERIMETER PATH** | **Connected pathways**<br>• Connected path to the perimeter of the park<br>• Path to include fitness nodes and markers along the route | • NOT APPLICABLE<br>• NO PERIMETER PATH PROPOSED AS PART OF THE RUSHTON PARK MASTERPLAN | • NOT APPLICABLE<br>• NO PERIMETER PATH PROPOSED AS PART OF THE SPRINGDALE PARK MASTERPLAN |
| **PROPOSED PATH BENEFITS** | • Universal access to the parklands key assets<br>• Incorporation of fitness markers to encourage healthy lifestyle and free fitness targets<br>• Connect the park with the broader path network | • NOT APPLICABLE | • NOT APPLICABLE |
| **COMMUNITY FEEDBACK** | • 1 positive responses regarding pathways out of 16 surveys | • NOT APPLICABLE | • NOT APPLICABLE |
| **TECHNICAL SERVICE REPORT** | • Paths supported. Separate motiviation requiring separate funding. | • NOT APPLICABLE | • NOT APPLICABLE |
| **PATH LIN.M *** | • 1,050 LIN.M @ 1.8m wide | • NOT APPLICABLE | • NOT APPLICABLE |
| **COST **** | • $170,000 *** | • NOT APPLICABLE | • NOT APPLICABLE |
| | Note: Masterplan Endorsed by Council 11 July 2016 (C25/7/16) | Note: Masterplan Endorsed by Council 9 Sept 2013 (C31/9/13) | Note: Masterplan Endorsed by Council 11 March 2013 (C8/3/13) |

* APPROXIMATE ONLY - SUBJECT TO DETAILED DESIGN
** UNLESS OTHERWISE NOTED, INDICATIVE COST HAS BEEN BASED ON INSITU PLAIN CONCRETE PAVING @ $60 / SQ.M PLUS $30 / SQ.M FOR SITE PREPARATION WORKS (Price does not include fencing, fitness nodes or other elements described with the path network). No allowance for excalation, GST or other incidental costs. Costs have been rounded.
*** NOTE: COSTS HAVE BEEN REVISED SINCE THE MASTERPLANS WERE CONSIDERED AT COUNCIL
X GREEN text defines alternative material selection - Compacted limestone

(1) Proposed Priority Order

## SUMMARY OF PRIORITY ORDER

**(1) CREYK PARK**
- Provide connection into the Flora Reserve to enhance the works undertaken by Environmental Services
- Stand alone project with limited impact on future projects

**(2) CROSS PARK**
- Enhance improvement works already undertaken
- Stand alone project with limited impact on existing or future projects

**(3) JOHN DUNN RESERVE**
- Connect into the future Dog Park (16/17 budget) to enhance connectivity with the broader footpath network beyond the park
- Stand alone project with limited impact on existing or future projects

**(4) FRYE PARK**
- Completion of paths will finalise the current upgrade of this park
- Stand alone project with limited impact on existing or future projects

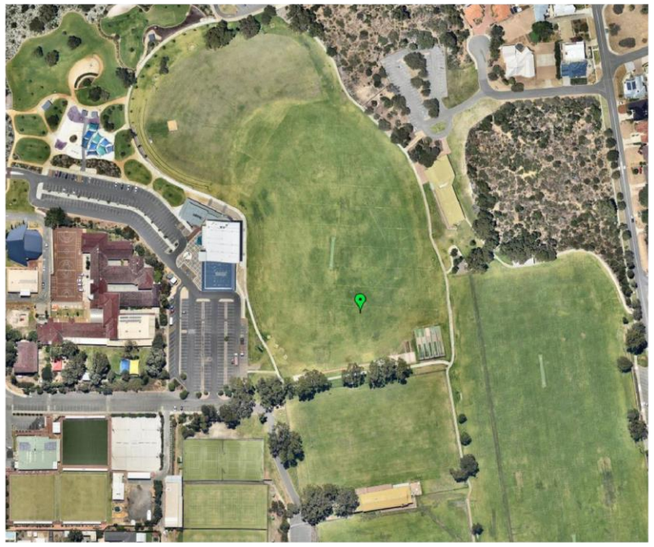
**(5) MORGAN PARK**
- Path network design to be incorported into the pavilion relocation design and eastern pos resolution
- Resolve the eastern lots within the POS (sell or retain as POS)

**(6) FORRESTDALE HUB**
- Path network design to be incorporated into the broader hub design. May need to be incorporated with Armadale Road widening

**(7) GWYNNE PARK**
- Path network to be incorporated into the design of the integrated sport and recreation facility.

CITY OF Armadale

## Attachment 2 : Aerial images of perimeter paths



- **AERIAL IMAGE**
  **CHARLES RILEY RESERVE (CITY OF STIRLING)**
  Connected path network provided around the various playing fields and connecting carpark areas, pavilions, playground with the broader area.

- **AERIAL IMAGE**
  **HARMONY FIELDS RESERVE (CITY OF GOSNELLS)**
  A connected perimeter path constructed of insitu plain grey concrete provides a universal access path to the sporting facility, playing fields and carparking

- **AERIAL IMAGE**
  **SUCCESS REGIONAL SPORTING FACILITY (CITY OF COCKBURN)**
  A connected perimeter path constructed of insitu plain grey concrete provides a universal access path to the sporting facility, hardcourts, playing fields and carparking.

- **AERIAL IMAGE**
  **SHEPHERDS BUSH RESERVE (CITY OF JOONDALUP)**
  Asphalt paths provide a connected path network within the bush reserve and this path network connects into the insitu concrete paths around the playground. The asphalt and concrete paths connect into the broader street/ suburban path network.

- **AERIAL IMAGE**
  **KINGSLEY PARK (CITY OF JOONDALUP)**
  A connected perimeter path constructed of insitu plain grey concrete provides a universal access path to the sporting facility, hardcourts, playing fields and carparking

- **AERIAL IMAGE**
  **FORREST PARK (TOWN OF VINCENT)**
  A red asphalt path is utilised as an exercise track for walkers, runners and cyclists. Exercise nodes are located along the track and the existing trees provide protection from the sun.

# CHIEF EXECUTIVE OFFICER'S REPORT

# 13 MARCH 2017

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# CITY OF ARMADALE
# Chief Executive Officer's Report

**Mayor and Councillors**
**City of Armadale**

Following is my Report for the period
ended 13 March 2017

## *1.1 - COUNCILLORS' INFORMATION BULLETIN - ISSUE NO. 4/2017*

| | | |
|---|---|---|
| WARD | : | ALL |
| FILE No. | : | M/122/17 |
| DATE | : | 23 February 2017 |
| REF | : | MC |
| RESPONSIBLE MANAGER | : | Chief Executive Officer |

**In Brief:**

- Councillors' Information Bulletin – Councillors are advised to take note of the information submitted in Issue No. 4/2017 to be received by Council.

**Strategic Implications**

The following general information and memorandums were circulated in Issue No. 4/2017 on 9 March 2017

**COMMENT**

**Correspondence & Papers**

WA Local Government Association (WALGA) News
Australian Local Government Association (ALGA) News

**Information from Human Resources**

Employee Movements

**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**
2016/17
Annual Contributions
**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 - February 2017

**Planning**

Planning Applications Report - February 2017
Town Planning Scheme No.4 - Amendment Action Table
Subdivision Applications - WAPC Approvals/Refusals – Feb 2017
Subdivision Applications - Report on Lots Registered for 2016/2017
PAW Closure Report - Significant Actions during February 2017
Compliance Officer's Report - February 2017

**Building**

Building Services Manager's Report – February 2017
Building Health/Compliance Officer's Report - February 2017
Building Applications Monthly Statistics – February 2017

**ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

**That Council acknowledge receipt of Issue No 4/2017 of the Information Bulletin.**

CITY OF Armadale

# ORDINARY MEETING OF COUNCIL

# MONDAY, 27 FEBRUARY 2017

# 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 FEBRUARY 2017 AT 7.00PM.**

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## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

*The Mayor, Cr Zelones, declared the meeting open at 7pm.*

---

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

**PRESENT:**

| | |
|---|---|
| Mayor, Cr H A Zelones OAM JP presided over | River Ward |
| Deputy Mayor, Cr R Butterfield | River Ward |
| Cr J A Stewart | Heron Ward |
| Cr D M Shaw | Heron Ward |
| Cr G Nixon | Jarrah Ward |
| Cr C M Wielinga | Jarrah Ward |
| Cr C Frost | Lake Ward |
| Cr M Silver | Lake Ward |
| Cr K Busby | Minnawarra Ward |
| Cr M H Norman | Minnawarra Ward |
| Cr G A Best | Neerigen Ward |
| Cr M Geary | Neerigen Ward |
| Cr L Sargeson | Palomino Ward |
| Cr C A Campbell JP | Palomino Ward |

**IN ATTENDANCE:**

| | |
|---|---|
| Mr R S Tame | Chief Executive Officer |
| Mr A F Maxwell | Executive Director Corporate Services |
| Mr P Sanders | Executive Director Development Services |
| Mr K Ketterer | Executive Director Technical Services |
| Mr N Kegie | A/Executive Director Community Services |
| Mrs K Lothian | Manager Communications and Marketing |
| Mrs S D'Souza | CEO's Executive Assistant |
| Mrs J Sutherland | Corporate Services Executive Assistant |

Public: 24 Press: 1

**LEAVE OF ABSENCE:**
Nil

**APOLOGIES:**
Nil

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

Nil

## 4 PUBLIC QUESTION TIME

### 1 Mr David Williams - The Aboriginal Evangelical Bible College

Q1 Concerns raised regarding compensation payable to the Aboriginal Evangelical Bible College of WA for road widening on Skeet Road.

*The Mayor advised that land values specified in the Infrastructure Cost Schedule are calculated in accordance with the provisions of Development Contribution Plan (DCP) No. 3 in Town Planning Scheme (TPS) No. 4, which includes the valuation of the land by two independent valuers. The Proposed Values are considered to be fair and reasonable and consistent with the provisions of DCP No.3.*

Q2 Why is there the difference of proposed compensation to us against other landowners?

*The Mayor said Lot 515 includes a Conservation Category Wetland, which is reflected in the lower square metre rate applied by the two independent valuers given the limited development potential of the lot due to the wetland and its buffers.*

Q3 Why is the man made dam on our property being classified as wetland?

*In 2015 the Department of Parks and Wildlife reclassified an area near the north-east corner of Lot 515 as a conservation category wetland. The City understands that this occurred as a result of a reclassification request submitted to the Department of Parks and Wildlife for the wider area on behalf of some or all of the landowners along Skeet and Balannup Roads. The City did not propose the reclassification of the wetland.*
*If you feel this is wrong you are able to contact the Department of Parks and Wildlife regarding the classification.*

Q4 The buffer zone from the drawings shows large tract of land being exhumed in the future and there is a Bush Forever site located across the road.

*It is assumed the question refers to the wetland buffer area, which is usually 50 metres wide around a conservation category wetland and is set by the Department of Parks and Wildlife. You can challenge this through the Department of Parks and Wildlife and again this has been successful in the past, you just need to go through the process. The Mayor advised he was happy to sit down with and assist with where to locate information required for the application. The Mayor advised that the classification for Bush Forever sites goes through a separate process usually passed through the Western Australian Planning Commission (WAPC).*

Q5 Concerns raised about dust and cracks from the works to develop Reilly Road on the Administration Block.

T*he City understands that the owner previously phoned the City's contractor on 09 February 2017 querying the vibration from the roller. The roller has since been turned off.*

*The City received queries regarding dust control at the site earlier in the project, and subsequently increased the City's dust control measures at this time. Dust control concerns have been addressed by watering of the site by a water cart several times per day. The area of works being undertaken by the City spans from Balannup Road to Skeet Road.*

*The City does not have a record of having received any queries to date regarding cracks developing as a result of the works undertaken. If that is the case please submit details to us as soon as possible.*

**2 Mr Bruce Bowman - Bowman and Associates**

Q1 I am representing Washington's Earthmoving that is doing 13 Keates Road crushing and screening plant.
I submitted a short paper to councillors explaining processes and management of asbestos particularly after the Development services meeting the other day. Have councillors had time to read this document?

*The Mayor advised that as the question directed to him, he couldn't comment on behalf of all the councillors on whether they have read it or not. I know there has been some discussion among the councillors so if you are asking if your email got through, then yes.*

**3 Mr Richard Henderson – 57 Ballanup Road, Harrisdale**

Q1 What is the council's intention to do with the smell coming from the poultry farm?
This has been happening for the past 23 years.

*The Mayor advised that if the issues have been reported he will refer the matter to the Executive Director of Development Services who oversees the Health Department for further investigation.*

**4 Mr Ray Hicks - 4/281 South Western Highway, Armadale**

Q1 Are all of the councillors assembled tonight aware of the very real hazard of airborne asbestos fibre and the DER assessment of this risk as MODERATE with dust management conditions in place?

Q2 Was the DER proposal appendix A Fugitive dust assessment read;
Stating, loading and unloading of materials shall be halted during adverse weather conditions where winds are blowing towards the nearby receptors to the east and south.

Q3 Can the Councillors tell me, with the wind in a typical summer pattern on the scarp, blowing and gusting for most part of every day of last week - What is the likelihood of the employee on site, charged with that responsibility, making the onerous decision to halt loading and unloading when there are production targets to be met? Where would be a safe place, out of the wind, to park the loaded trucks whilst it is too windy to unload?

Q4 Do we see that if it is not scarcely feasible to put the most rudimentary dust management recommendation in to practice at 13 Keates Road Armadale, then the Asbestos dust risk assessment, must surely escalate from the already unacceptable moderate , to the more realistic high or extreme risk?

*The Mayor advised he was unable to speak for the other councillors other than to say the report was considered by the committee, and we make an assumption councillors have made*

*themselves familiar with the reports that came out of that.*
*You were at the meeting and hence aware of the recommendation that came from the committee that is on tonight's agenda. In terms of the question you raised, it will be taken on board to give you some confidence that the councillors are aware of the issues and of the concerns raised by the public.*

7.15pm Moved Cr Norman that question time be extended. Motion Carried (14/0)

**5 Mr Gary Freeman - 24 Woodcroft Place Mount Richon**

Q1 I have great concerns about the air quality and noise from the proposed plant and that children's health is foremost in our minds and don't think we should take any risks with the possibility of asbestos. What guaranteed will Council give if there are any breaches?
Q2 What noise limit is there?
Q3 How quickly would Council respond to complaints from residents if there were escalations in noise or dust?

*The Mayor advised that the recommendations are in the agenda and will be discussed later in the council meeting. Satisfying ourselves with the compliance issues is always part of the consideration in Council's deliberation.*

**6 Ms Catherine Angel - 54 Carradine Road Mount Nasura**

Q1 I looked at the environmental and protection Authority regulations today and basically the buffer zone compliance appears to be a little bit out of what the recommendations are for environmental impact assessment zoning which gives in the EPA recommendations a distance of 1000 metres. This buffer zone isn't complying with the regulations. How will the council deal with that?

We are aware of the dust and noise and dust abatement and protection of noise but also the stockpiles and the protection from dust and how long is the material to be stored on site and how high is it going to get and how are the prevailing winds going to affect dust. Asthma is also a health concern that is increasing in our community and in children. How that would affect their health?

Guarantees of the monitoring commitments and the costings; – one acre of land is a small scale site so why not look at other areas of locating that activity - the Hopkinson Road waste facility which already deals with those sorts of materials and has the correct buffer zones in place for waste management.

*The Mayor advised that when an application is made for a particular site; Council is required to adjudicate on that matter. If Council refuse the application there will no doubt be the need to look for another site.*

*The buffer was brought up at the committee meeting, it is something that was discussed and is referred to in the report, along with monitoring and compliance. This report will be further discussed later during this meeting.*

**7 Mr John Yerkovich - Part Owner of Hillside Garden Village**

Q1 The Hillside Garden Village is 250m from the proposed crushing plant. I have 350 residents that live there, mainly elderly. I have grave concerns for the residents. Especially with the mention of asbestos – I am adding my support for those doing something about a site like that being situated there.

*The Mayor acknowledged the concerns raised and advised that it was referred to in the report for discussion by Council later during this meeting.*

*Question time closed at 7.22pm*

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

### 5.1 Request for Leave of Absence - Cr C A Campbell

Request for leave of absence received from Cr Campbell for Friday 10 to Saturday 11 March 2017 inclusive.

MOVED Cr C Frost
**That Council receive and grant leave of absence to Cr C A Campbell for Friday 10 and Saturday 11 March 2017 (does not include a Council meeting).**

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

## 6 PETITIONS

**1 Opposing Planning Application - Construction and Demolition Recycling Crushing/Screen Plant, Keates Road Armadale** (Cr Donna Shaw)

A Petition signed by 395 residents was tabled by Cr Shaw, the prayer of which reads:

*We the undersigned, being residents of Brookdale, strongly oppose the Planning Application under consideration for the establishment of a construction and demolition recycling crushing/screen plant in Keates Road, Armadale.*
*With the very real probability that construction/demolition waste may contain asbestos and may be contaminated by the likes of Dieldren and DDT, the last thing we want in our neighbourhood is a crushing plan breaking down the rubble into fine fibres and particles. These fibres and particles to be blown by the easterly wind over our homes and families less than 500 metres to the west.*
*We believe the City of Armadale should place greater value on the health and amenity of her residents and rate payers than to consider such a potentially hazardous enterprise on our door step.*

MOVED Cr D M Shaw

**That Council receive the petition and refer it to the Development Services Committee.**

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

**2 Off-Leash Fully Fenced Dog Park Request** (Cr Mark Geary)

A Petition signed by 469 residents was tabled by Cr Geary, the prayer of which reads:

*We, the undersigned, respectfully request that the Council create an off-leash, fully fenced-in dog park in a suitable location and that benefits the community as a whole for the following reasons;*

1. *There is no public enclosed off-leash dog park in our area to accommodate controlled and safe, off- leash dog activities*
2. *The park would reduce incidence of unwanted dog-human or dog-dog interactions*
3. *Regular socialisation promotes calmer, better behaved dogs*
4. *Leashes can negatively affect a dogs confidence when meeting other dogs, leading to unpredictable behaviours*
5. *The park would increase opportunities for residents to interact and promote a sense of community*
6. *The City would use the park to promote and educate the community on responsible dog ownership.*

*We ask that the park be, have and do, but not be limited to the following;*

- *Be of adequate sixe(at least 2 acres) to accommodate an obstacle course and play for numerous dogs*
- *Accommodate two separate areas; one for small dogs and puppies, the other for large dogs*
- *Bothe areas to be completely fenced off featuring double gated entry/exit points for safe leashing/unleashing*
- *Adequate shade, water points, and seating within the enclosure*
- *Biodegradable "Pooch Pouches" at the entrance to the Dog Park*
- *Adequate and suitable parking, public amenities and a children's play area*
- *An adequate residential buffer so as not to impact on or disadvantage surrounding households*
- *Not to conflict with other uses of or activities in the area and be free to use*

MOVED Cr M Geary

**That Council receive the petition and refer it to the Development Services Committee.**

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

## 7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING HELD ON 13 FEBRUARY 2017.

MOVED Cr J A Stewart that the Minutes of the Ordinary Council Meeting held on 13 February 2017 be confirmed as a true and accurate record.

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

## 8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

### 1 Consultation and Communication

- On Tuesday 14 February met with, the Palmerston Association, a local service provider to discuss their services in the Armadale community.
- On Thursday 16 February Cr Campbell attended the STEM opening at Cecil Andrews on behalf of Mayor. Hon Peter Collier MLC – Minister for Education was also in attendance.
- On Friday 17 February met with representatives of the Armadale Men's Shed to discuss their plans for relocation and a new men's shed nearby. Later that afternoon met with the President of the Serpentine-Jarrahdale Council to discuss issues of mutual interest.
- On Saturday 18 February attended the Armadale Men's Shed AGM and briefed members on the processes of land use.

### 2 Marketing and Public Relations

- On Tuesday 14 February had a photo taken with Dr Tony Buti MLA in Minnawarra Park as he made an announcement regarding a potential funding commitment for the City (Dog Park and Youth Intervention Partnership with Save the Children's Program "One Step Closer").
- On Thursday 16 February attended a sod-turning at the Stockland Sienna Wood all abilities park with Minister for Planning and Disability Services, Hon Donna Faragher MLC, Col Dutton CEO Stockland and Justine Perkin Founder of Touched by Olivia Foundation. Also present were Cr Busby, Mr Tame, Mr Ketterer and Mr Saunders.
- On Friday 17 February did a media opportunity with the Community Newspaper to emphasise illegal dumping issues within the City.
- On Tuesday 21 February, On behalf of Council, attended the funeral service of Mr Ian Blackburn. Mr Blackburn was a Mayor and Honorary Freeman of the City. He served 18 years on Council. Mr Blackburn was the first Mayor of the City following the Local Government reaching City status. Also attending the service were Cr Butterfield and Mr Tame.
- On Thursday 23 February attended the launch of the Harrisdale Pavilion. Cr's Frost, Best, Silver, Sargeson, Mr Tame, Mr Ketterer and Mr Sanders also attend the ribbon cutting ceremony. Also in attendance were Minister Joe Francis MLA and Dr Tony Buti MLA. Later that morning attended an announcement of grant funding by Dr Tony Buti MLA at the Champion Centre.
- On Friday 24 February attended the Aquatic Centre with Senator Linda Reynolds for the sign off on the $10m Aquatic Centre Federal Government Grant. Also attending were Mr Ray Tame and Hon Helen Morton MLC.

### 3 Governance and Economic Development

- On Tuesday 14 February attended a WALGA Selection Committee meeting in West Leederville.
- On Wednesday 15 February attended the monthly WAPC meeting in Perth and later that afternoon attended the WALGA Executive and Finance meeting in West Leederville.

- On Thursday 17 February attended the Local Emergency Management Committee meeting held here in the Admin building.
- On Wednesday 22 February attend a WALGA Selection Committee interviews in order to make final recommendations to the Minister for Local Government. That evening attended the WALGA South East Zone meeting at the City of Canning with Cr Butterfield.

*At the Mayor's request a minutes silence was held in memory of Mr Ian Blackburn.*

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

## 10 REPORTS

### 10.1 CITY AUDIT COMMITTEE MEETING

Report of the City Audit Committee held on Monday 20 February 2017 .

MOVED Cr C Frost that the report be received.

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

**BUSINESS ARISING FROM REPORT**

Recommendation CA1/2/17 - Scope of Auditor's Interim Audit - 2016/17 Year

MOVED Cr C Frost

**That Council approves the City Auditor's 2016/17 Scope of Interim Audit covering the following areas:**

- **Bank Reconciliations**
- **Investment of Surplus Funds**
- **Purchases**
- **Payments and Creditors**
- **Rate Receipts and Rate Debtors**
- **Receipts and Sundry Debtors**
- **Payroll**
- **General Accounting (Journals, etc.)**
- **IT Controls**
- **Registers (Tenders Register, etc.)**
- **Compliance**
- **Review of Council Minutes**
- **An examination of some compliance matters, which are required under the Local Government Act 1995 (as amended) and Financial Management Regulations 1996.**

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

Recommendation CA2/2/17 - Proposed Credit Card Use Policy and Management Practice

MOVED Cr C Frost

**That Council:**

1. **Approves, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, the Corporate Credit Card Use Council Policy presented as attached to this Report, and**
2. **Notes the related Corporate Credit Card Management Practice also presented as attached to this Report.**

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

Recommendation CA3/2/17 - Compliance Audit Return - 2016 Calendar Year

MOVED Cr C Frost

**That Council:**

1. **Adopts the Compliance Audit Return (CAR) for the 2016 calendar year presented as an attachment noting the one instance of non-compliance regarding a Primary Return from a newly designated employee being lodged a month late;**

2. **Acknowledges that the 2016 Compliance Audit Return presented as an attachment will be subsequently jointly certified by the Mayor and Chief Executive Officer for forwarding to the Department of Local Government.**

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

**10.2 CITY STRATEGY COMMITTEE MEETING**

Report of the City Strategy Committee Meeting held on Monday 20 February 2017.

MOVED Cr M Geary that the report be received.

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

**BUSINESS ARISING FROM REPORT**

Recommendation CS7/2/17 - List of Accounts Paid - January 2016

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 $11,746,620.15 on Vouchers 27941–28053, Batch 2000-2009, 2011, Direct Debits and PY01.14-PY01.15**

***Trust Fund***
**Accounts paid totalling $452,718.00 on Vouchers 5889-5933, Direct Debits and Batch 2010**

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

Recommendation CS8/2/17 - 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 seven (7) month period ended 30 January 2017; and**

(ii) **notes there are several reportable actual to budget variances, the details of which are explained in the separate Report titled Review of 2016/17 Annual Budget in this document.**

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

Recommendation CS9/2/17 - Review of 2016/17 Annual Budget

*Cr Norman declared a financial interest in Recommendation C9/2/17 on the basis that he is employed by a business that operates in the Jull Street Mall.*
*Cr Norman left the meeting at 7.33pm*

MOVED Cr M Geary, SECONDED Cr L Sargeson

**That Council:**

**1. Pursuant to Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, receives the attached Report titled '*Review of Budget for the period ended 31 December 2016*', and**

**2. Pursuant to section 6.8 of the *Local Government Act 1995*, authorises* the following amendments to the 2016/17 Annual Budget, i.e.**

| Particulars | SBudget Amendments |
|---|---|
| **Revenues** | |
| *Increases* | |
| - Recreation services - facility hire fees | 86,000 |
| - Corporate funds - interim rates | 800,000 |
| - Corporate funds - insurance rebates | 70,000 |
| - Civil Works - T/F from Developer Contribution Plan Reserve Account | 200,000 |
| *sub total* | 1,156,000 |
| *Decreases* | |
| - Finance - property enquiry fees | 100,000 |
| - Building - building licence fees | 200,000 |
| - Subdivisions - engineering fees | 120,000 |
| *sub total* | 420,000 |
| | |
| *Net Revenue increase/(decrease)* | 736,000 |
| | |
| **Expenses** | |
| *Increases* | |
| - City Projects - Aquatic centre design | 80,000 |
| *sub total* | 80,000 |
| | |
| *Decreases* | |
| - Civil Works - Jull Street Mall streetscape works | 48,000 |
| *sub total* | 48,000 |
| | |
| *Net Expense increase/(decrease)* | 32,000 |
| | |
| *Forecast surplus/(deficit ) as at 30th June 2017* | **704,000** |
| | |
| ***LESS Proposed Currently Unfunded Proposals*** | |
| - City Projects - Aquatic Centre redevelopment - Geothermal bore | 500,000 |
| NB*- Parks - Armadale Golf Course Redevelopment | 240,000 |
| - Jull Street Mall Revitalisation | 30,000 |
| | 770,000 |
| | |
| ***PLUS*** Transfer from Regional Recreation Infrastructure Trust Account | 500,000 |
| | |
| ***Less*** Transfer to Future Project Funding Reserve Account | 434,000 |
| | |
| ***Net Budget Amendment*** | - |
| ***NB* - the $70,000 residence component of this allocation will not be spent until Council has received a further Report on the merits of this proposed expenditure.*** | |

**MOTION DECLARED CARRIED BY AN ABSOLUTE MAJORITY RESOLUTION OF COUNCIL (13/0)**

*Cr Norman returned to the meeting at 7.34pm*

Recommendation CS10/2/17 - Sale of Land for Recovery of Unpaid Rates

MOVED Cr M Geary

**That Council, pursuant to section 6.64 (1)(b) of the *Local Government Act* and part 4 division 6 (59) of the *Civil Judgements Enforcement Act 2004*, proceed to sell the eight (8) properties listed hereunder which have rates and charges in arrears for three (3) or more years, and recover from the proceeds of sale, the unpaid balances totaling $54,826.62:**

**List of Properties by Assessment Number**

| | |
|---|---|
| **Assessment** | **35790** |
| **Assessment** | **77413** |
| **Assessment** | **145478** |
| **Assessment** | **149741** |
| **Assessment** | **194926** |
| **Assessment** | **206068** |
| **Assessment** | **275524** |
| **Assessment** | **288707** |

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

Recommendation CS11/2/17 - Traders Permit Application - Cup of Eden (Coffee Van), Forrestdale Hall Car Park, Corner of Weld Street and Armadale Road.

MOVED Cr M Geary

**That Council pursuant to the City's *Activities and Trading in Thoroughfares and Public Places Local Law* approve a traders permit being issued to Cup of Eden to trade from the Forrestdale Hall carpark under the following permit conditions:**

- **Days and Hours of Trading: Monday to Friday – 6:30am to 12:30pm;**
- **Types of goods to be traded – Hot/cold beverages and wrapped snacks as certified under the Certificate of Registration to operate as a food business by the City of Armadale;**
- **Application Fee: $50.00;**
- **Annual Permit Fee: $500.00;**
- **Period of Permit: 12 months from date of issue of the permit (permit to be issued within 1 month of Council decision);**
- **The applicant providing evidence of current public liability insurance for no less than $20 million;**
- **Compliance with the Activities and Trading in Thoroughfares and Public Places Local Law and any other applicable legislation;**
- **All litter is to be removed immediately after close of business and the area is to be left in a clean and tidy state; and**
- **The City reserving the right to cancel or amend the permit should substantiated complaints be received.**

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

Recommendation CS12/2/17 - Review of Ward System and Representation

MOVED Cr M Geary, SECONDED Cr Butterfield

**That Council, in accordance with Schedule 2.2(9) of the *Local Government Act 1995*, recommends* to the Local Government Advisory Board that:**

1. **An order be made under section 2.2(1) of the *Local Government Act 1995* to divide the district into seven (7) wards with boundaries as shown on the "Option 1 – 7 Wards" map attached thereby replacing the current ward boundaries;**

2. **An order be made under section 2.3 of *the Local Government Act 1995* to name the seven (7) wards as follows:**
   - **Ward 1 – Lake**
   - **Ward 2 – Ranford**
   - **Ward 3 – Palomino**
   - **Ward 4 – Minnawarra**
   - **Ward 5 – Heron**
   - **Ward 6 – River**
   - **Ward 7 – Hills**

3. **An order be made under section 2.18 of the *Local Government Act 1995* to designate the number of offices of councillor for each ward to be two (2); and**

4. **The City of Armadale undertakes another review of wards and representation in 2 years' time.**

**MOTION DECLARED CARRIED BY AN ABSOLUTE MAJORITY RESOLUTION OF COUNCIL (14/0)**

Recommendation CS13/2/17 - Marketing and Communications Plan 2016

MOVED Cr M Geary

**That Council endorse the City's Marketing and Communications Plan 2017.**

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

Recommendation CS14/2/17 - Forrestdale Business Park Update

MOVED Cr M Geary

**That Council note the progress on development of the Forrestdale Business Park and continue to support and promote its growth in accordance with the City's Economic Development Strategy 2013-2017.**

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

Recommendation CS15/2/17 - Traders Permits - Delegation to CEO (Referral Matter)

MOVED Cr M Geary

**That Council requests a Report be prepared for its consideration via the City Strategy Committee which presents the considerations of delegating to the CEO (in full or part, like for instance renewals of current permits) the authority to issue Traders Permits.**

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

Recommendation CS16/2/17 - Community Consultation Procedures (Referral Matter)

MOVED Cr M Geary

**That Council request that a report be prepared for its consideration via the City Strategy Committee on the inclusion of providing plans and documentation when undertaking community consultation, (including development applications) and providing alternative ways to receive feedback such as online.**

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

Recommendation CS17/2/17 - Jull Street Mall - Alcohol Free Zone (Referral Matter)

*Cr Norman declared a financial interest in Recommendation C17/2/17 on the basis that he is employed by a business that operates in the Jull Street Mall.*
*Cr Norman left the meeting at 7.36pm*

MOVED Cr M Geary

**That Council, note the points made in the Committee discussion and take up the matter of better management/enforcement strategies dealing with alcohol/drug consumption behaviour in the City centre, with the Armadale Police.**

**MOTION not opposed, DECLARED CARRIED (13/0)**

*Cr Norman returned to the meeting at 7.37pm*

Recommendation CS18/2/17 - Council Policy & Management Practice - Public Question Time (Referral Matter)

MOVED Cr M Geary

**That Council acknowledge the points raised (proposing changes to Council's Policy and Management Practice on Public Question Time – EM 6) but takes no action to change its current Policy and Practice.**

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

Recommendation CS19/2/17 - Review of Delegations of Authority (Referral Matter)

MOVED Cr M Geary

**That Council request a report be prepared to the Development Services Committee on:**

**a. Options to improve the Information Bulletin, such as including additional information on multi-unit development application (6 units and over) and local development plans.**

**b. Review delegations of authority on 'A' uses and uses not listed.**

**c. Review of the delegations of authority of variations to size of development envelopes.**

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

**10.3 DEVELOPMENT SERVICES COMMITTEE MEETING**
Report of the Development Services Committee held on Tuesday 21 February 2017.

CORRECTION:
Page 214 Mr Thornton – Question 1, third line, change the spelling of the word 'holt' to read 'halt'.

**RECOMMEND** that the report, subject to the above correction, be received.

**BUSINESS ARISING FROM REPORT**

Recommendation D5/2/17 - Crushing & Screening Facility - Lot 254 Keates Road, Armadale

*Cr Norman declared a financial interest in Recommendation D5/2/17 on the basis that there is a proximity interest as a family member has a financial interest in an adjoining property to the subject site. Cr Norman left the meeting at 7.39pm.*

*Cr Campbell declared a non-financial interest in Recommendation D5/2/17 on the basis that he has an association with a tenant in proximity to the proposed development. As a consequence, there may be a perception that his impartiality on the matter may be affected. He declared that he will put aside this association, consider the matter on its merits and vote accordingly.*

*Cr Geary declared a non-financial interest in Recommendation D5/2/17 on the basis that he has a proximity interest as his residence is located near the proposed development. As a consequence, there may be a perception that his impartiality on the matter may be affected. He declared that he will put aside this association, consider the matter on its merits and vote accordingly.*

Moved Cr K Busby, SECONDED Cr C A Campbell
OPPOSED Cr D M Shaw

That Recommendation D5/2/17 be not adopted and recommitted back to the Development Services Committee.

**MOTION LOST (3/10)**

Moved Cr D M Shaw

That Recommendation D5/2/17 be amended by adding new Parts (8) and (9) as follows:

8. the proposed use is not appropriate for this lot due to the proximity of nearby residences and the potential risks and impacts associated with the proposed development and its operations.

9. the Council is not satisfied that appropriate mechanisms will be in place to ensure compliance with the proposed Management Plans.

**AMENDMENT not opposed, DECLARED CARRIED (13/0)**

MOVED Cr D M Shaw that Recommendation D5/2/17, as amended, be adopted:

**That Council:**

**A) Refuse the application for a Crushing and Screening operation on Lot 254 (No.13) Keates Road, Armadale on the following grounds:**

**1. The proposal should be classified as a "industry – noxious" use in the City Town Planning Scheme No.4, which is a "A" use and should not be approved, given the risks associated with the proposal and the detrimental impacts on the area, property owners/businesses and streetscape.**

**2. The proposal is considered to be over development of the lot and will have a detrimental impact on the streetscape and surrounding land uses.**

**3. The proposal does not comply with the setback requirements specified in the City's Planning Policy PLN 4.1 - The Design of Industrial Sites and Estates and will have a detrimental impact on the streetscape.**

**4. The proposal does not comply with Clause 5D.2.1 of the City's Town Planning Scheme No.4 in terms of the proposed building height and will have a detrimental impact on the adjoining/nearby development and streetscape.**

**5. The proposal does not provide adequate car parking on-site to meet the requirements of the City's Town Planning Scheme No.4 and is likely to have an adverse impact on the street and vehicle movements.**

**6. The proposal does not include adequate landscaping as required by Clauses 5D.4.1, 5D.4.2 and 5D.4.3 of the City's Town Planning Scheme No.4.**

**7. The proposal does not comply with Clause 5D.9 (off-site buffers) of the City's Town Planning Scheme No.4 due to the potential environmental impacts and risk.**

**8. the proposed use is not appropriate for this lot due to the proximity of nearby residences and the potential risks and impacts associated with the proposed development and its operations.**

**9. the Council is not satisfied that appropriate mechanisms will be in place to ensure compliance with the proposed Management Plans.**

**B) Advise the applicant, submitters and the Department of Environment and Regulation of Council's decision in this regard.**

**MOTION not opposed, DECLARED CARRIED (13/0)**

*Cr M Norman returned to the meeting at 7.53pm*

*Cr D M Shaw in moving Recommendation D6/2/17 commended the officer's reports on the Developer Contribution Plan, Infrastructure Cost Schedule and Amendment No. 8. and the wider benefits it provides to the City.*

Recommendation D6/2/17 - Development Contribution Plan No.3 Infrastructure Cost Schedule 2016 / 2017 - Final Approval

MOVED Cr D M Shaw

**That Council:**

**1. In accordance with Clauses 3.12 and 3.13 of Schedule 13B of the City's Town Planning Scheme No.4, adopt the proposed Assessed Values and the Infrastructure Cost Schedule 2016 / 2017 which includes a Gross Cost of Common Infrastructure Works of $107,772,820.72, Common Infrastructure Works of $31,351,064.17, payments to date of $76,421,756.55, lots to be produced in the unsubdivided balance of 2928 and a Cost Contribution per Lot of $10,706.52.**

**2. Notify submitters and developers / landowners of Council's decision.**

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

Recommendation D7/2/17 - Armadale Golf Course Reserve No.21765 – Changes to Vesting and Purpose

MOVED Cr D M Shaw

**That Council:**

**1. Request the Department of Parks and Wildlife to confirm that it is willing to accept management of the uncleared bushland portion of Reserve No.27165 once the new titles are created for two (2) separate reserves of approximately 34ha, constituting the Armadale Golf Course Lease Area that will remain vested in the City for Recreation purposes with the power to lease for 21 years, and of approximately 104ha bushland balance of Reserve No.27165 that will be transferred to the State.**

**2. Upon confirmation of 1. above the City to initiate the following:**

**a) Advertise the permanent closure of unmade portions of the Commercial Road reserve located adjacent to the Forrestdale Lake Nature Reserve and/or the Armadale Golf Course Reserve No.27165, in accordance with the requirements of Section 58 of the Land Administration Act 1997 (and Regulation 9 of the Crown Land Administration Regulations 1998);**

**b) Invite the adjoining landowners and Crown land managers and relevant State Government agencies, utilities and service agencies to review the proposed road closures and submit comments to the City;**

**c) Initiate procedures for the subdivision of Reserve No.27165 into two separate reserves in accordance with the advice of the Department of Lands, with the intention that the larger undeveloped bushland portion will be re-vested in the State for Conservation purposes;**

**3. Advise the Minster for Lands that the City will accept the indemnification against all claims for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister for Lands in considering and granting the above requests pursuant to the Land Administration Act 1997.**

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

Recommendation D8/2/17 - Final Adoption - Amendment No.85 - Text Changes for Development Contribution Plan No.3

MOVED Cr D M Shaw

**That Council:**

**1. Pursuant to Section 75 of the Planning and Development Act 2005, adopt Amendment No.85 to Town Planning Scheme No.4 as a complex amendment in accordance with Part 5, Clause 34 – complex amendment, subsection (e) of the Planning and Development (Local Planning Schemes) Regulations 2015, as follows:**

**1.1 Amend Development Contribution Plan No.3 in Schedule 13B by:**

**a) Amend the Description of Land in the second column by inserting "North Forrestdale (Piara Waters and Harrisdale) Urban Development Area" after "No.3".**

**b) Change the heading of the third column from "Infrastructure to which cost sharing arrangements relate" to "Contribution Arrangements".**

**c) Amend Clause 3.1.1 by deleting the words "Schedule 13B, this".**

**d) Amend Clause 3.1.3 by replacing the word "this" with "the" and replacing the word "prevails" with "prevail".**

**e) Amend Clause 3.2 by and replacing the words "this schedule" with "Development Contribution Plan No.3".**

**f) Amend Clauses 3.1.3, 3.2, 3.4.1, 3.4.2 (a)(i), 3.4.2 (a)(ii), 3.4.3 (first paragraph), 3.4.3 (b), 3.4.3 (d), 3.4.3 (e), 3.5.2, 3.6.2 (b), 3.6.2 (e), 3.6.2 (f), 3.10.1, 3.10.2, 3.10.5, 3.12.3 (d) (first paragraph), 3.12.3 (e), 3.12.4, 3.12.5, 3.12.6, 3.13.6 and 3.15.1 by replacing the words "Schedule 13B" with "Development Contribution Plan No.3".**

**g) Amend Clauses 3.2 (excluding in the definition for Potential Lots), 3.4.3**

**(first paragraph), 3.4.3 (d), 3.4.3 (e), 3.6.2 (b), 3.6.2 (e), 3.6.2 (f), 3.10.5, 3.10.6, 3.12.4, 3.12.5, 3.13.9 and 3.13.10 by replacing the word "Clause" with "subclause".**

**h) Amend Clauses 3.2, 3.4.3 (d), 3.10.5 and 3.12.6 by replacing the word "Clauses" with "subclauses".**

**i) Amend Clause 3.6.2 (a) by replacing the word "this" with "the".**

**j) Amend 3.6.2 (c) by replacing the words "this Schedule" and "Schedule 13B of the Scheme for this Development Contribution Plan" with "Development Contribution Plan No.3".**

**k) Amend Clause 3.6.3 (8)(a) by:**

**i) deleting "provision of sporting facilities for"**

**ii) adding "and community" between the words "sporting" and "facilities"**

**iii) adding "sporting / community buildings," after "including"**

**iv) adding "playground, multiple purpose courts, " after "toilets,"**

**vi) deleting "a"**

**vii) changing "oval" to "ovals"**

**l) Amend Clause 3.6.3 (8)(e) by:**

**i) adding "sporting and community facilities," after the word "construct"**

**ii) adding "including sporting / community buildings," before the word "change"**

**iii) deleting the words "and toilet block associated with active recreational uses on two sites of"**

**iv) adding ", toilets and playgrounds on" after the word "parking"**

**m) Amend Clause 3.6.3 (8)(f) by:**

**i) deleting "50% of"**

**ii) adding "A contribution as defined in the Infrastructure Cost Schedule to" before "the total"**

**iii) adding "minus contributions from the Department of Education when they become available for ovals shared with public primary schools" after "schools"**

**iv) adding "a senior multiple purpose sporting oval" after "and"**

**n) Amend Clause 3.10.1 by deleting the word "formal" and replacing the**

**word "claim" with "prefunding application".**

**o) Amend Clause 3.10.2 by replacing the word "claim" with "prefunding application" and adding the words "of the scheme" after "6B".**

**p) Amend Clause 3.10.3 adding the words "or reimbursement" after the word "credit" where it occurs.**

**q) Amend Clause 3.12.1 by adding the words "of the scheme" after "6B.9.6".**

**r) Amend Clause 3.12.3 (e) by adding the words "of the scheme" after "6B".**

**s) Amend Clause 3.13.7 by deleting the word "this" and replacing the words "during this period" with "3.13.6" and replacing the words "Schedule 13B of the Scheme, Development Contribution Plan" with "Development Contribution Plan No.3".**

**t) Amend Clause 3.15.1 by adding the words "of the scheme" after "6B.6"**

**1.2 Amend Part 6B by:**

**a) Amend Clause 6B.3.1 and 6B.3.2 by replacing the word "and" that is between "13A" and "Schedule" with "or".**

**b) Amend Clause 6B.1, 6B.4.2 (a) and 6B.4.3 by replacing the number "13" with "13A or 13B".**

**c) Amend Clause 6B.9.1 (a) by adding the words "the provisions of Development Contribution Plan No.3 contained within" between the words "with" and "Schedule 13B".**

**2. Authorise the Mayor and Chief Executive Officer to execute the Amendment documents.**

**3. Forward the amendment documentation to the Western Australian Planning Commission for its consideration and requests the Hon. Minister for Planning grant final approval to the amendment.**

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

Recommendation D9/2/17 - UDIA National Congress - Perth - April 2017

MOVED Cr D M Shaw

**That Council:**

**1. Nominates Cr Zelones to attend the UDIA National Congress to be held in Perth, Western Australia from 4 to 6 April 2017.**

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

Recommendation D10/2/17 - Rezone Land Adjacent to Kelmscott Town Centre/Railway Line

MOVED Cr D M Shaw

**That Council:**

1. **Note that a report on an amendment to recode the areas around the City's main Centres including appropriate scheme provisions could be prepared for Council's consideration for initiation later this year.**

2. **Write to the Department of Housing with regard to their intentions for their land in Kelmscott.**

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

Recommendation D11/2/17 - New Public Health Act 2016 – Delegated Authority to Chief Executive Officer to Appoint Authorised Officers'

MOVED Cr D M Shaw

**That Council:**

1. **Pursuant to section 21 of the *Public Health Act 2016* delegates to the Chief Executive Officer the authority to designate Authorised Officers.**

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

## 10.4 CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer .

MOVED Cr G A Best that the report be received.

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

**BUSINESS ARISING FROM REPORT**

Recommendation - Councillors' Information Bulletin - Issue No. 3/2017

MOVED Cr L Sargeson

**That Council acknowledge receipt of Issue No 3/2017 of the Information Bulletin.**

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

## 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

**1 Footpath Request - Andreas Road, Roleystone** (Cr Grant Nixon)

That the matter of an investigation for the request of a footpath on Andreas Road, Roleystone be referred to Technical Services Committee.

**2 Kelmscott Show Tent - Change of Theme** (Cr Ruth Butterfield)

That the matter of a change in the theme and format of the City of Armadale Tent at the Kelmscott with a focus on tourism to showcase the area's attractions.

## 14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

Nil

## 15 CLOSURE

*The Mayor, Cr Zelones, declared the meeting closed at 7.58pm*

MINUTES CONFIRMED THIS 13 MARCH 2017

MAYOR