



ORDINARY MEETING OF COUNCIL
MONDAY, 8 MAY 2023

AGENDA

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AGENDA

REPORTS

TECHNICAL SERVICES COMMITTEE MEETING
HELD ON 1 MAY 2023

COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 2 MAY 2023

CHIEF EXECUTIVE OFFICER'S REPORT

NOTICE OF MEETING AND AGENDA

CR _____

PLEASE TAKE NOTICE that the next **ORDINARY MEETING OF COUNCIL** will be held in the Council Chambers, Orchard Avenue, Armadale at **7.00pm**

MONDAY, 8 MAY 2023

**JOANNE ABBISS
CHIEF EXECUTIVE OFFICER**

4 May 2023

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Leave of Absence previously granted to Cr G Nixon ,Cr K Busby and Cr M J Hancock

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

Nil

4 PUBLIC QUESTION TIME

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

*Minimum time to be provided – 15 minutes (unless not required)
Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>.*

It is also available in the public gallery.

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PETITIONS

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 24 APRIL 2023. (ATTACHED)

**8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT
DISCUSSION**

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

Nil

10 REPORTS

10.1 TECHNICAL SERVICES COMMITTEE MEETING
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BUSINESS ARISING FROM REPORT

10.2 COMMUNITY SERVICES COMMITTEE MEETING
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BUSINESS ARISING FROM REPORT

10.3 CHIEF EXECUTIVE OFFICER'S REPORT
Report of the Chief Executive Officer.64

BUSINESS ARISING FROM REPORT

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**12 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR
BY DECISION**

**13 MATTERS FOR REFERRAL TO STANDING COMMITTEES –
WITHOUT DISCUSSION**

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

15 CLOSURE

CITY OF ARMADALE

MINUTES

OF TECHNICAL SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 1
MAY 2023 AT 7.00PM.

PRESENT:

Cr E J Flynn (Deputy Chair)
Cr R Butterfield
Cr M S Northcott
Cr S Peter JP
Cr G J Smith
Cr S S Virk
Cr S J Mosey (Deputy to Cr G Nixon)

APOLOGIES:

Cr G Nixon (Chair) (Leave of Absence)

OBSERVERS:

Cr J Keogh
Cr P Hetherington (*Via Teams*)
Cr G Nixon (*Via Teams, 7.05pm to 08.16pm*)
Cr M Silver (*Via Teams*)

IN ATTENDANCE:

Ms J Abbiss	Chief Executive Officer
Mr M Andrews	Executive Director Technical Services
Mr J Lyon	Executive Director Corporate Services (<i>Via Teams</i>)
Ms S van Aswegen	Executive Director Community Services (<i>Via Teams</i>)
Mr G Stewart	Project Manager Technical Services
Mr N Burbridge	Head of Environment & Sustainability Technical Services
Mr S Morrow	Manager Operational Excellence Technical Services
Ms N Mathieson	Senior Administration Assistant Technical Services

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](http://www.armadale.wa.gov.au/your_council/councillors).”*

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 3 April 2023 be confirmed.

Moved Cr M S Northcott

MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Outstanding Matters and Information Items

Various Items

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

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TECHNICAL SERVICES COMMITTEE

1 MAY 2023

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1.1 - URBAN FOREST

WARD : ALL

FILE No. : M/137/23

DATE : 13 March 2023

REF : JA/DH

RESPONSIBLE : Executive Director
MANAGER Technical Services

In Brief:

- Council considered a report on the Urban Forest Strategy at its meeting on 8 March 2023 which summarised a number of potential sub-strategies and actions
- Following consideration of the report item, Council resolved to receive a further report on the establishment of a tree asset database including a cost estimate. (T4/3/23 refers)
- This report recommends that Council allocate additional funding for the progression of the Asset Tree Mapping outlined, which is a cornerstone activity in support of the Urban Forest Strategy

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

The subject of this report has impact on the following objectives of the Strategic Community Plan 2020-2030:

- 1.1.2 Cultivate the sense of place generated by the City's heritage, vegetation and escarpment, wetlands and waterways as well as the participation in vibrant community hubs.
- 1.1.4 Preserve and celebrate the City's built, natural and cultural heritage.
- 1.2 Improve Community Wellbeing
- 2.2 Attractive, inclusive and functional public places
 - 2.2.1 Focus on achieving a high level of streetscape amenity in new developments.
 - 2.2.2 Improve the amenity of streetscapes in established suburbs to provide an attractive, shaded network that connects residents to locations of interest.
 - 2.3.2 Ensure that the City's Asset Management Strategy contributes to the provision of functional and affordable infrastructure that is sustainable for current and future generations.
 - 2.3.3 Assets are to be effectively maintained in order to meet service levels throughout their life cycle
 - 2.3.5 The City maintains its operational infrastructure in the most cost effective manner to sustain service delivery.
 - 2.5.2 Seek the retention of trees in new subdivisions and developments.

Legal Implications

General assessment of relevant legislation (eg *Local Government Act 1995*) has not revealed any restrictions.

Council Policy/Local Law Implications

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

- ENG 6 – Street trees
- Urban Forest Strategy

Budget/Financial Implications

Implementing the recommendations detailed within this report will require the allocation of additional funds to these projects in Council's FY24 Budget and Long Term Financial Plan. Refer within.

Consultation

- Intra Directorate

BACKGROUND

At the Ordinary Council Meeting of 13 March 2023, the Urban Forest Implementation Program Progress Report was presented (T4/3/23 refers). Following consideration of the report item, Council resolved to:

1. *Receive the City of Armadale Urban Forest Implementation Program Progress Report and support the recommendations noted within.*
2. *Consider at future budget deliberations support of funding for a tree asset data base.*
3. *Consider at future budget deliberations support of funding for consultancy to undertake the strategy renewal.*
4. *Provide a report at the next Technical Services Committee meeting for the establishment of a tree asset database including a cost estimate.*

This report addresses point 4, details and costings to undertake the establishment of a tree asset database.

DETAILS OF PROPOSAL

The City seeks to better understand, grow and maintain its Urban Forest. In order to do this more effectively, a baseline data set of the existing trees needs to be established. The long term social and economic benefits in establishing and maintaining a tree data set have been widely recognised including:

Data Collection, Analysis and Planning

- Ability to analyse existing species and improve diversity through informed species selection.
- Identify pockets of vegetation that may be at increased risk of pest and disease attack via lack of diversity.
- Identify potential opportunities to establish and improve habitat links between rural and urban areas.
- Prioritise and target planting areas in conjunction with thermal mapping.
- Ability to analyse successes and failures to improve decision making.
- Tangible data to set canopy targets and track progress.
- Recognise and protect existing extraordinary examples of green assets for future generations.

Maintenance

- Ability to establish targeted maintenance schedules for green assets including pruning, pest and disease management, watering, and fertilising.
- Reduce loss of green assets via inconsistent management.
- More accurate budget estimates for ongoing maintenance.
- Tangible data to assert additional resourcing requirements.
- More accurate end of life and condition assessments to reduce reactive works through improved programmed maintenance schedules.

This report explores what tree information is crucial and desirable to be collected and the potential from this investment.

ANALYSIS

Data Collection

The extent, associated costs and consequential value of an urban tree database is variable, with the potential complexity of data required corresponding with how the data is intended on being utilised.

For the City, the immediate aim would be to undertake a basic capture of trees across the City situated within residential verges, parks, road reserves and City managed properties. The initial capture would exclude bushland and nature reserves as canopy can be effectively monitored via remote/satellite imagery.

To collect the raw data, an arborist consultant would be required as a minimum to visit and assess each and every street tree. The tree would be assigned a unique identifier (asset number) and GIS mapped. The following is recommended to be captured for each tree as follows:

- Photograph
- Family, Genus, and species
- Expected proportions at maturity
- Approx. Age
- Diameter at Breast Height
- Height
- Width of canopy at widest point
- Health/ Defects Observations
- Significant Value – TPO worthy? Habitat Trees? Indigenous significance?
- Helliwell value – information to calculate value must be collected on the ground and a cost-effective opportunity would be missed if not part of this data collection. This significant information clearly demonstrates the importance of the green asset in monetary terms. It keeps the worth of the asset front of mind enabling rational decision making around maintenance, removal / retention and for funding required including that for the replacement standards that will apply though the refreshed UFS.

It is officer's recommendation that the above data is collected and recorded for each street tree as a minimum standard.

Additional data capture such as mapping of vacant planting locations should also be considered. Identifying such sites and assigning an asset number allows officers to quickly identify potential sites for future planting seasons, allows officers to update planting information between audits and can be used as a tool to estimate future canopy

To capture the bulk of the Urban Forrest it is estimated that approximately 50,000 trees would need assessment excluding heavily forested suburbs such as Ashendon, Bedfordale, Karragullen and Roleystone.

Early discussions with consultants have estimated that \$15 per tree would be required for the initial data collection. In addition IT support throughout the process will be required to transfer data received into the Intramaps system and OneCouncil. Based on an estimated 50,000 trees, \$750k would be required for tree collection data. In addition there is a significant volume of work to establish the configuration system, undertake the initial data migration and train staff on its use. Internal estimates suggest up to an additional \$250,000 for the IT support data transfer may be required.

Collecting individual tree data in the numbers required is a significant undertaking. This could be undertaken in a phased manner over a number of years or targeted for completion as quickly as possible, depending on consultant availability and the competing budget priorities of Council. There is an advantage to undertaking the full scope, as this offers the truest measure of the health and needs of the urban forest. Full scope would include capturing all recommended data fields as outlined previously for the bulk of the Urban Forrest excluding those areas that are heavily forested such as Ashendon, Bedfordale, Karragullen and Roleystone. When looking to inform the Strategy review and day-to-day management, a full inventory is best.

However, if the funds and resources are not available for a full inventory immediately, a phased approach could be undertaken. Data fields such as Helliwell value could be captured in subsequent audits, only for established trees or on a case by case bases as the need arises. Eliminating data fields reduces the time taken to capture each tree's data and therefore reduces cost.

A phased inventory could be completed over several years as funds allow. Over time the comprehensive coverage is collected but the financial and resource burden is distributed over a longer period of time.

Alternatively a partial inventory could focus on one specific area of concern, like all street and parkland trees in an identified district.

Although benefit will be gained from collecting data in any area, with a phased approach there are different priorities from a planning and maintenance perspective. The planning phase of the urban forest would prioritise newer areas of unknowns or little notable vegetation as these would be likely targets for planting programs. From a maintenance perspective, established areas with significant vegetation would be targeted as this is where the bulk of maintenance costs originate. After considering the priorities of both business areas a balanced approach is recommended to spread the benefit of usable data if a phased approach is applied.

Data Maintenance

Once the initial information is collected and installed within the database, this provides a snapshot of our urban forest at that period of time. Trees are always changing and tree data loses value over time if it is not updated. To continue to get the most from this initial investment it will be important to ensure data is regularly input into OneCouncil with an Enterprise Asset Management (EAM) system as part of the pre-configured tree register. City officers will have access to the Work Management System module within OneCouncil which

will allow them to create a work order against tree assets. This work order will capture all the maintenance tasks and costs performed at a single point in time against a specific tree asset. This will extend the life of the initial data collection as a powerful urban forest management tool.

There is also opportunity to introduce the requirement for developers to supply tree data that can also be fed into OneCouncil. This will capture developer tree planting ensuring adequate contribution in new subdivisions.

However a regular audit should be still budgeted for initially. It is recommended an audit undertaken every 8-10 years to ensure the data is up to date, allowing green assets time to grow and to the record traceable differences.

Tree Maintenance

The data already captured will be migrated in to EAM's tree register inclusive of all relevant attribute information and spatial locations.

Future data will be captured by the most efficient methodology as determined by the awarded contractor. The data received will be audited and migrated into EAM's tree register.

Once the data is available in EAM's tree register officer can now access the assets for the purpose of work management

What this means:

- Maintenance schedules can be created against tree assets to routinely create work orders so planned preventative works can be completed and levels of service maintained.
- The City will have a greater understanding of what planned preventative works are scheduled annually and over multiple years. This allows for forecasting of cost and resources appropriate to the purposed level of service.
- Can be used to capture assets lost via weather events, help justification for succession planting programs
- Capture of cost of all resources associated to maintain a tree asset across customer requests, planned corrective and planned preventative works performed. This will allow the City to analyse the cost associated with maintaining tree assets at an individual level or by any defined locality
- Council and the community will have transparency on the magnitude, nature and type of the tree asset portfolio inclusive of the cost to maintain based on an agreed level of service and the associated unplanned reactive costs annually or over multiple years.

Offsetting of Funding – Option 3

At the Technical Services Committee meeting in March, it was inquired if a cost saving could be formulated from the current urban forest planting program budget (\$500k) to fund data collection costs. If we consider the City's current 'tree investments' in isolation, there seems to be only one lever to offset the cost burden of this core initiative. This would be via the temporary reduction of planting new trees within the Urban Forest Planting program from years 24/25 to 26/27.

The trees for 2023/2024 have already been ordered and will be installed this winter. Maintenance and watering for recently planted trees will need to continue for three years. In addition, resident request tree planting has been retained in the below calculations, at an estimated 150 trees per year.

The table below is presented as an opportunity to reallocate funding to tree data collection from the Urban Forest budget.

As examples and to assist with understanding of the table:

- The column referred to as “Tree Watering” illustrates the reduction of spend over the three-year period on external service providers, as we reduce the number of trees being planted and therefore the amount requiring watering. Note, this would return to historical levels and the full budgeted amount of spend, once this data collection activity is concluded (FY 27/28).
- The items referred to as “Staff” below, relates to our internal team members’ time (and associated budget including vehicle costs) which is proposed to be reallocated to ‘other maintenance’ work currently performed by external service providers. This offset, is due to our team members being diverted on to tasks currently being delivered by one of the City’s contractors (passive open-space maintenance activities).

In doing this, we could create the budget headroom and capacity for the reinvestment into the City’s Urban Forest (data capture).

Urban Forest Planting Program Budget Items					
Budget	Greenstock & Materials	Tree Watering	Staff	Promotions and Community Engagement	Total
Budget 23/24	\$ 65,000.00	\$125,000.00	\$295,000.00	\$15,000.00	\$ 500,000.00
saving reallocation	-	-	-	-	\$ -
Budget 24/25	\$ 65,000.00	\$ 125,000.00	\$295,000.00	\$ 15,000.00	
saving reallocation	\$ 46,250.00	\$ 84,097.60	\$ 165,898.00	-	\$ 296,245.60
Budget 25/26	\$ 65,000.00	\$ 125,000.00	\$295,000.00	\$ 15,000.00	
saving reallocation	\$ 46,250.00	\$ 114,528.00	\$204,317.00	-	\$ 365,095.00
Budget 26/27	\$ 65,000.00	\$ 125,000.00	\$ 295,000.00	\$ 15,000.00	
saving reallocation	\$ 46,250.00	\$125,000.00	\$ 246,658.00	-	\$417,908.00
Total saving over 3 years					\$ 1,079,248.60

Based on the reduction of tree planting and assuming Council continued its current yearly budget of \$500,000, it is estimated \$1.07M could be saved by 26/27 to afford the data collection. However, this would mean less trees planted within this time and a commitment to a phased data collection approach.

OPTIONS

The following options are presented for consideration:

1. Provide \$1,000,000 additional funding to establish baseline tree data within the quickest timeframe possible
2. Provide additional funding to establish baseline tree data over a period of 4 years (\$250,000 per year)
3. Reduce planting program as of 2024/25 to supplement tree data collection and establish baseline tree data over a period of 3 years

4. Decide not to establish baseline tree data, continue to operate as is.

It is officer's recommendation that Option 1 is supported.

CONCLUSION

The benefits of a healthy Urban Forest are well documented and include a range of benefits. In order to manage the Urban Forest more effectively, it is recommended that a tree asset database is developed. It is therefore recommended that Council note the outcomes of the investigation into the requirements of a tree asset database for consideration during the FY24 budget deliberations.



ATTACHMENTS

There are no attachments for this report.

Committee Discussion

It was suggested that Technical Services Officers seek opportunities to potentially source assistance from university students and the likes in support of the data collection process.

RECOMMEND

T1/5/23

That Council:

1. **Note the contents of this report**
2. **Give consideration to the allocation of additional funding to an amount of \$1,000,000 for the establishment of a tree asset database during the FY24 budget deliberations.**

Moved Cr S J Mosey
MOTION CARRIED

(7/0)

2.1 - STOPPING COMERCIAL ASBESTOS LOADS TO LANDFILL

WARD : ALL
FILE No. : M/189/23
DATE : 12 April 2023
REF : SW/NM
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Cessation of acceptance of commercial loads (greater than 5kg) of asbestos at the Armadale Landfill and Recycling Facility from 1 July 2023.
- Continue to accept up to 5kg correctly wrapped and labelled asbestos from City of Armadale residents/residential properties.
- Recommend that Council endorse this proposal based on the identified risk and limited space available.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legal Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

In the 2021/2022 financial year the City received 180 tonnes of asbestos charged at \$243 per tonne with a minimum charge of \$91 (totaling \$22,113). Current fees are set at \$252.50 per tonne with a minimum charge of \$94.

Consultation

1. Internal consultation with operational staff at the Armadale Landfill and Recycling Facility and Supervisors.
2. Consultant input on fill requirements.
3. Agreed direction from management staff within Waste Services.
4. Information provided to community compliance staff within the City of Armadale, that is Rangers, Building, Health and Planning Compliance.
5. Executive Manager Corporate Services
6. Health, Safety and Wellbeing Lead
7. Environment Coordinator

BACKGROUND

The acceptance of asbestos at waste management facilities is regulated under strict conditions. The Armadale Landfill and Recycling Facility (ALARF) is licenced to accept asbestos under L6964/1997/11. As part of the Strategic Waste Management Plan, the 'time to zero' capacity at ALARF is a key component. As planned, ALARF's capacity is reducing, which limits operational flexibility, including the landfilling of large quantities of asbestos in accordance with the licence conditions. The team predicts that ALARF will no longer be able to accept commercial loads of asbestos from 1 July 2023 due to the current rate of filling and due to ALARF progressing towards its final levels in the area designated for asbestos disposal. The asbestos pit will subsequently be covered with a minimum of two metres of waste in advance of final capping, which is planned for 2025. For clarity, the 'asbestos area' receives daily cover as part of the City's licence conditions.

DETAILS OF PROPOSAL

It is proposed that the ALARF no longer accepts commercial loads of asbestos for disposal onsite but continue to accept up to 5kg of correctly wrapped and labelled asbestos from residences in the City of Armadale.

The City will prepare and disseminate communications alerting the community, surrounding local governments and commercial asbestos contractors of the changes.

It is anticipated that contractors would utilise one of the following sites:

- Millar Road Landfill Facility
- Henderson Waste Recovery Park
- Red Hill Waste Management Facility

ANALYSIS

Asbestos is a high risk waste type and its disposal is highly regulated. The fee charged for disposal of asbestos is high due to the handling costs involved for disposal. The revenue lost from asbestos disposal is not significant and is accounted for.

OPTIONS

The City can no longer accept large quantities of asbestos at the ALARF for burial at the site as operations manage the site towards the conversion from a landfill to a transfer station.

Ceasing acceptance of commercial loads will allow for small amounts (up to 5kg) to be accepted from residential properties within the City.

CONCLUSION

Due to the limitation of suitable space and the highly regulated setting for asbestos acceptance and burial it is not feasible to continue to accept commercial loads as of 1 July 2023.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

T2/5/23

That Council:

- 1. Cease acceptance of commercial loads of asbestos (>5kg) to be disposed at Armadale Landfill and Recycling Facility from 1 July 2023.**
- 2. Remove the fee from the City's Fees and Charges Schedule for disposal of commercial loads of asbestos from 1 July 2023.**
- 3. Continue to accept up to 5kg of correctly wrapped and labelled asbestos from City of Armadale residences in the 2023/24 financial year until such a time it is no longer feasible to do so.**
- 4. Maintain a fee for the disposal of small amounts (up to 5kg) of asbestos in the City's FY24 Fees and Charges Schedule.**
- 5. Communicate the changes to the community, surrounding local governments and commercial asbestos contractors.**

Moved Cr R Butterfield
MOTION CARRIED

(7/0)

***3.1 - TENDER 26 OF 2022 - CARRADINE ROAD / NEERIGEN BROOK CULVERT
DESIGN AND RECONSTRUCTION***

WARD : HILLS

FILE No. :

DATE : 27 March 2023

REF : AJ

RESPONSIBLE MANAGER : Executive Director
Technical Services

In Brief:

- Tender 26 of 2022 was recently advertised for Carradine Road/Neerigen Brook Culvert Design for Reconstruction.
- Two (2) compliant tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.
- The Report recommends that the Council in regards to Tender 26/22 for Carradine Road/Neerigen Brook Culvert Design for Reconstruction adopt the recommendation detailed within Confidential Attachment 2.

Tabled Items

Nil.

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil.

Strategic Implications

- 2.3.3 Assets are to be effectively maintained in order to meet service levels throughout their life cycle;
- 2.3.5 The City maintains its operational infrastructure to the most cost effective manner to sustain service delivery;
- 4.1.2 Develop and maintain a comprehensive suite of strategies and plans to guide the City's delivery of infrastructure and services to the community.

Legal 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 are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services

Budget/Financial Implications

The budget and financial implications of adopting the recommendation are detailed within Confidential Attachment 2.

Consultation

- Intra Directorate

BACKGROUND

Tender 26 of 2022 for Carradine Road/Neerigen Brook Culvert Design for Reconstruction was advertised in the 3 December 2022 edition of the West Australian newspaper, the City's e-Tendering portal Vendor Panel and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries' public notice boards.

Tender 26 of 2022 closed at 2:00pm on 30 January 2023. Procurement staff were present at the tender close and all applicable details were captured in the tender register immediately as per Regulation 16(3) of the *Local Government (Functions and General) Regulations 1996*.

DETAILS OF PROPOSAL

The Scope of works requires a Contractor to remove the existing concrete pipes and outlet structures, reconstruction of a section of Carradine Road, installation of a new box culvert structure and cast in-situ end treatments and various related road construction elements.

The proposed works are located on Carradine Road, approximately 100m from the intersection with Albany Highway in the City of Armadale Local Government area. The existing drainage structure requires replacement to allow for better dry serviceability of the local community including during flood events.

A detailed specification for the quotation was prepared in conjunction with WML Consultants and the Program Delivery team.

Council approval is sought to award the tender for Tender 26 of 2022 for Carradine Road/Neerigen Brook Culvert Design for Reconstruction to be completed on supply of the requirements with a twelve (12) month defects liability period.

COMMENT

Analysis

Tenders were received from:

	Tenderer's OR Respondent's Name
1.	Civcon Civil & Project Management Pty Ltd
2.	DCL Formwork Pty Ltd
3.	Egan Civil Pty Ltd
4.	Neo Civil Pty Ltd

No submissions were received after the close of deadline.

Two (2) non-conforming tenders were received and were not assessed on the basis they did not satisfactorily meet the compliance criteria, namely they did not meet the value for money requirements.

An evaluation of the two compliant tenders was undertaken having specific regard to the Qualitative Criteria:

Criteria	Weighting
Previous Experience	35%
Ability to Commence	25%
Methodology	30%
Sustainability	10%

Upon completion of the evaluation, final scores and pricing were entered into the Evaluation Matrix as shown in the Confidential Attachment, where a final analysis took place to determine the most suitable Tenderer.

CONCLUSION

Tenders for Carradine Road/Neerigen Brook Culvert Design for Reconstruction were recently invited with two (2) tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The tender submitted by DCL Formwork Pty Ltd is considered to be the tender which represents the best value for money outcome by the City. The Evaluation Panel therefore recommends that the tender submitted by DCL Formwork Pty Ltd be accepted for the lump sum of \$1,544,481.04 (exc GST).

MEETING CLOSED TO PUBLIC

MOVED Cr Northcott that the meeting be closed to members of the public as the matter to be discussed, if disclosed, would reveal information that has a commercial value to a person. (*Section 5.23(2) (e iii) of the Local Government Act*)
Motion Carried (7/0)

Meeting declared closed at 7.32pm

Committee discussed the Confidential Evaluation Report and Pricing Schedule and agreed to accept the tender from DCL Formwork Pty Ltd in accordance with:

- The tenderer's Price Schedule as presented; and*
- The Council's City's contract documentation, Budget and Long Term Financial Plan estimates*

ATTACHMENTS

1. Confidential Attachment 1 - Pricing Schedule - Tender 26 of 2022 - Carradine Road Neerigen Brook Culvert Design for Reconstruction - *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*
2. Confidential Attachment 2 - Evaluation Report - Tender 26 of 2022 - Carradine Road Neerigen Brook Culvert Design for Reconstruction - *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*

RECOMMEND

T3/5/23

That Council, in regard to Tender 26/22 for Carradine Road / Neerigen Brook Culvert Design for Reconstruction, adopt the recommendation to accept the tender submitted by DCL Formwork Pty Ltd for the lump sum of \$1,544,481.04 (exc GST).

Moved Cr R Butterfield
MOTION CARRIED

(7/0)

MEETING OPENED TO PUBLIC

MOVED Cr Northcott that the meeting be opened to members of the public at 7.50pm.
Motion Carried (7/0)

3.2 - RFQ/34/22 - TREE MAINTENANCE SERVICE

WARD : ALL
: M/606/22
DATE : 9 November 2022
REF : DF
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The City issued a Request for Quotation (RFQ/34/22) for Tree Maintenance Services through the WALGA Preferred Contractor Panel PS010-008 and in accordance with Council Policy ADM 19 – Procurement of Goods or Services, the City evaluated submissions and this report provides background and recommendations.
- This report recommends that Council, in regard to RFQ/34/22 for Tree Maintenance adopt the recommendation detailed within Confidential Attachment 2 and accept the submission from Beaver Tree Services as the City's preferred Tenderer.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

Aspiration 2 – Environment

Objective 2.2 – Attractive, inclusive and functional public open spaces

2.2.1: Focus on achieving a high level of streetscape amenity in new developments

2.2.2: Improve the amenity of streetscapes in established suburbs to provide an attractive and shaded network that connects residents to locations of interest

Legal 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 are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services
- Council Policy ENG 6 - Street Tree Management

Budget/Financial Implications

The proposed expenditure can be accommodated in the FY 2022/2023 Budget, but will require an adjustment to the and Long Term Financial Plan estimates.

Consultation

1. Intra Directorate

BACKGROUND

The City of Armadale has an ongoing requirement for tree maintenance services, tree removals and scheduled under wire pruning as described. This is a specialised operation for which the City does not have the capacity and capability to effectively undertake the amount of maintenance required.

The City's previous contract for the same scope of works is expired. The City went to the market to ensure that it was well positioned to receive the best service-best cost outcome for the City and the community it serves. The incumbent, Beavers Tree Services were the only response to the call for tender.

Background of the Tender:

The City of Armadale (Principal) sought suitably experienced, qualified, and resourced Contractor/s to provide a high standard of scheduled and non-scheduled tree services throughout the City.

The City currently maintains a diverse range of over 27,000 street trees, and an estimated 30,000+ park trees as well as trees in natural areas, all of which have different characteristics, sizes, ages, health and condition.

All of the City's trees, located under power lines are pruned to meet legislated clearance, which is completed once annually or more regularly if required.

The service objectives under this contract are to manage all City Trees in accordance with the City's policy ENG 6 – Street Trees and the City's Urban Forest Strategy.

The range of services required under this contract to manage the City's trees are detailed in Table 1.

Table.1 Services undertaken under the Tree Management Contract

Services Undertaken	Brief Description
Clearance Pruning	Power-line proximity pruning
Remedial Pruning	Reactive pruning for non-power-line proximity pruning
Unspecified Pruning	Supply of machinery, week end rates, industrial areas
Tree Removal and Stump Grinding	Removal of tree and stumps
Stump Grinding	Stump grind not associated with tree removal
Palm Frond and Fruit Removal	Specific to palms only
Supply and Installation of Root Barrier	Root barrier installation to protect assets
Emergency call out/clean up works	Call outs and after hours
On site/offsite mulching including all equipment	Mulch all City vegetative waste generated by City works
Collection of waste generated by City works	Additional Plant Hire Specialised equipment
Additional Plant Hire	Specialised equipment
Environmental Works	Habitat cuts for works in environmental areas

The current contract seeks to secure Beaver's services, with an approximate annual contract value of \$1.8M for an initial period of three years with the potential for two extension periods of twelve months each (total contracted period of up to 5 years).

Analysis

From a budget line perspective, tree services expenditure is typically drawn down from the following projects:

- Tree Programme
- Active Open Space
- Passive Open Space
- Projects across the 'Old Armadale' areas.

As at the end of January 2023 Service Delivery has already procured \$800,000 of services from Beavers. This includes both reactive works and programmed works including the under power line pruning that is a regulatory requirement of the City. On this basis, although the estimated contract value is \$1.8m, given the current expenditure run-rate, it is likely that for

the remainder of the financial year, the end of financial year expenditure is likely to be in the vicinity of \$1.6M.

Budget analysis confirms the availability of funds for the remainder of FY23.

The FY24 budget will need to ensure that the estimated contract value of \$1,800,000 is accommodated in line with the delivery of the scope of services required throughout the street tree and any other associated budgets.

DETAILS OF PROPOSAL

Council approval is sought to:

Award for RFQ/34/22: Tree Maintenance Services for a period of three (3) years commencing December 2022 with an option to be extended for a further two (2) periods of twelve (12) months up to December 2027.

COMMENT

The RFQ was sent to six WALGA Preferred Contractors but only one submission, which is compliant, was received.

To gain an understanding of why submissions were not received from the five contractors the documents were issued to, feedback was sought. In summary the reasons for the contractors not responding were a combination of; insufficient capacity, proximity to the City, concern over the ability to achieve the necessary levels of service due to stretched resources.

Analysis

RFQ/34/22 – Tree Maintenance Services was closed at 2:00 pm on 09/09/2022. Submissions were received are summarised in Table 2.

Note, the service levels in the intervening period has been managed through discrete minor contracts while the most-effective means of delivery has been developed, reviewed and now presented to Council.

Table 2. Respondents

	Respondent's Name
1.	Beaver Tree Services

No Tenders were received after the close of deadline.

An evaluation of the one submission was undertaken having specific regard to the Qualitative Criteria (below), noting that the evaluation was based on value for money with price as a consideration.

A value for money basis means that the City considers the most advantageous combination of cost, quality, efficiency and sustainability (see Table 3), and therefore, the lowest price is not necessarily the most advantageous in meeting the City's requirements.

Table 3. Qualitative Criteria

Criteria	Weighting
Relevant Experience	40%
Key Personnel skills and Resources	25%
Methodology	25%
Sustainable Impacts	10%

Upon completion of the evaluation, scores and pricing were entered into the Evaluation Matrix as shown in the Confidential Attachment, where a final analysis took place to determine the suitability of the Tenderer.

CONCLUSION

Submissions for RFQ/34/22: Tree Maintenance Services were invited with one submission being received and assessed by an evaluation panel against compliance and qualitative criteria.

Irrespective of the low number of respondents, the City is keen to understand the Perth market's pressures and consequential price increases, as such the assessment team carried out analysis against the current arrangements for the delivery of services. As compared to the 2021 rates, the total estimated price represents an increase of 8.47%, the comparative CPI in WA to August 2022 is 6.8%. The assessment team considers the main contributors to the prices to be a combination of fuel increases, wage rises, the increased cost of tree maintenance equipment and a change in scope in that traffic management, for certain activities, is now built into the rates.

The full recommendation is contained within the confidential evaluation report provided in Confidential Attachment 2.

ATTACHMENTS

1. Schedule of Rates RFQ/34/22 Confidential Attachment 1 - *This matter is considered to be confidential under Section 5.23(2) (e ii) of the Local Government Act, as the matter, if disclosed, would reveal information that has a commercial value to a person*
2. Confidential Attachment 2 - Evaluation Report RFQ/34/22 - *This matter is considered to be confidential under Section 5.23(2) (e ii) of the Local Government Act, as the matter, if disclosed, would reveal information that has a commercial value to a person*

RECOMMEND

T4/5/23

That Council, in regard to RFQ/34/22: Tree Maintenance Services:

1. **Note the FY23 budget has the remaining capacity to fund the essential works that form the contract and its deliverables.**
2. **Note the need and the intention to review FY24 budget to ensure that there is provision for the full anticipated contract amount.**
3. **On the basis of the above, approve the award of the Tree Services contract to Beavers Tree Services.**

Moved Cr R Butterfield
MOTION CARRIED

(7/0)

4.1 - STOP SIGNS - CORNER OF WOLLASTON AVENUE, HAYNES AND ELEVENTH ROAD, HILBERT (COUNCILLOR REFERRAL ITEM)

At the Council meeting held on 30th January 2023, Cr J.Keogh referred the following matter to Technical Services Committee.

That the matter of installing stop signs at the corner of Wollaston Avenue and Eleventh Roads be referred to the Technical Services Committee.

Comment from Cr J.Keogh

Wollaston Road is about 60-70kms and many travel faster than this. The perpendicular road – Eleventh Road is 60kms and many also travel faster than this. The roads are long and straight and I have had at least 3 residents complain to me over the last year of ‘near misses’. There is no stop sign, give way sign or white line/s across the road to indicate where to stop/slow down. This area is going to increase in road traffic as time goes on and residents have requested to have lines painted and a sign to ensure drivers at least slow down, or perhaps even have a stop sign installed.

Referral items normally require a decision of Council before any resources are allocated, but given this is a potential road safety issue, it has been investigated and a recommendation made.

Officer Comment

Wollaston Avenue and Eleventh Road are currently both speed zoned at 70km/h. Officers from Main Roads Western Australia (MRWA) and the City had a site meeting on 22 February 2023 to investigate the matter. MRWA guidelines state the following for STOP control consideration:

STOP control shall only be applied where sight distances are limited from the minor road. Crash history and/or traffic calming are not warrants for STOP control. These require resolution by other means. AS1742.2 2009 clause 2.5.4 sets out the requirements for STOP control. Inappropriate use of STOP signs leads to their disregard.

Officers at the site meeting assessed the sight distance requirements at the intersection, and confirmed that sight distance is sufficient in both directions along Wollaston Avenue. Therefore, based on the points detailed above, the STOP control is not warranted.

However, it was agreed that a GIVE WAY sign and line marking should be installed on Eleventh Road at the intersection. To further improve road safety at the intersection, it was also recommended to install barrier lines with raised reflective pavement markers (RRPMs) on the approaches to the intersection, and in addition, provide street lighting at the intersection.

The Design team will arrange sign and pavement marking drawing's on the above to MRWA for approval and installation. Costings for sign and line marking is incorporated into this financial year Budget and installation will be completed once approval has been received

from MRWA. Currently there is no remaining Budget for the installation of Street Lighting in this financial year, however the design and installation will be accommodated in the budget for FY24, to further improve safety at this location.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

It was queried if there have been any crashes at this location. Councillors will be provided with any relevant information.

RECOMMEND

T5/5/23

That Council:

1. **Note the STOP control is not warranted.**
2. **Note the Design team will arrange a sign and pavement marking drawing to MRWA for approval and installation of a GIVE WAY sign, line marking, and barrier lines with RRPMs.**
3. **Note the Design team will arrange the installation of street lighting at the intersection that complies with AS1158 standards.**

Moved Cr M S Northcott
MOTION CARRIED

(7/0)

4.2 - WASTE STRATEGY AND FOGO

At the Council meeting held on 27 March 2023, Cr Scott Mosey referred the following matter to Technical Services Committee.

That the matter of Waste Strategy and FOGO be referred to the Technical Services Committee

Comment from Cr Scott Mosey

I would like to understand where we are at with the City's Waste Strategy generally, but in particular with the plan to implement FOGO.

Officer Comment

City Officers have completed the CEO KPI – Review the City's Strategic Waste Management Plan (SWMP) by June 2023.

A presentation on the Review of City's Waste and Resource Recovery Strategy will be provided following the Technical Services Committee Meeting on 1 May 2023 which includes the Councillor's referral item.

Suggested recommendation

Note the information provided and suggested attendance on 1 May 2023.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

T6/5/23

That Council:

- 1. Note the information presented in the Review of the City's Waste and Resource Recovery Strategy*

Moved Cr S Peter

MOTION CARRIED

(7/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8.16pm

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 2 MAY
2023 AT 7:00PM.

PRESENT: Cr M Silver (Chair)
Cr M S Northcott (Deputy Chair)
Cr K Busby
Cr E J Flynn
Cr K Kamdar
Cr J Keogh
Cr S J Mosey

APOLOGIES: Nil

OBSERVERS: Cr R Butterfield (Mayor)
Cr S Peter

IN ATTENDANCE:	Miss J Abbiss	CEO
	Mrs S van Aswegen	Executive Director Community Services
	Ms J Cranston	Executive Assistant Community Services
	Ms R Milnes	Manager Community Development
	Mr C Halpin	Manager Recreation Services
	Ms K Jennings	Major Events and Arts Coordinator (<i>via Teams</i>)
	Ms A Highman	Coordinator Community Development (<i>via Teams</i>)

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 4 April 2023 be confirmed.

Moved Cr M S Northcott
MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 5 – April 2023

None of the items from the Community Services Information Bulletin required clarification or a report for a decision of Council.

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COMMUNITY SERVICES COMMITTEE

2 MAY 2023

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****1.1 - CHAMPION LAKES RESIDENTS ASSOCIATION - WAIVER OF HIRE AND RELOCATION FEES - COMPLIANCE WORKS AT THE CHAMPION LAKES COMMUNITY CENTRE**

WARD : ALL
FILE No. : M/170/23
DATE : 23 March 2023
REF : NP
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report requests Council endorsement to delegate authority to the Chief Executive Officer to make a contribution to relocation costs and waive hire fees for the Champion Lakes Residents Association (CLRA) to operate out of an alternate facility to facilitate future works at the Champion Lakes Community Centre.
- This report also refers to permitting the CLRA to occupy Champion Lakes Community Centre without charge from the time of land transfer.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

1.1.3 Support the development and sustainability of a diverse range of community groups

Legal Implications

- *Local Government Act 1995:*
 - 6.12 – Power to defer, grant discounts, waive or write off debts
 - (1)(b) – waive or grant concessions in relation to any amount of money

- Subdivision 2 – Fees and Charges
 - 6.16 – Imposition of fees and charges
 - (3) Fees and charges are 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.
- *Building Act 2011*
- *Building Code of Australia*

Under the following delegated authority, the Chief Executive Officer has authority to write off or waive monies owing, provided the waiver does not exceed \$2000.

Delegation: *Defer, write off, grant a concession or authorise a waiver for monies owing*

Council Policy/Local Law Implications

Policy – Community Facilities and Reserve Fees and Charges

Budget/Financial Implications

When the land on which the Champion Lakes Community Centre stands is transferred to the City, the CLRA can continue to occupy the building until such time as the building works commence provided a temporary occupancy permit is issued, usually in conjunction with a building licence.

The Champion Lakes Community Centre is not in the City's fees and charges as it is not a City building yet. It is recommended that Council resolve to allow the CLRA to occupy the building without charge from the date of transfer of the land until the date of relocation from the land for the building works.

The waiver of hire fees for the CLRA to operate out of an alternative facility for an estimated 12 month period while works are underway will amount to a waiver of fees totalling \$6,370. The waiver of fees will result in a loss of income for the hire of community facilities.

Should a contribution to relocation costs for the CLRA also be endorsed by Council, it is recommended this cost be capped at \$15,000.

Consultation

- Champion Lakes Residents Association
- Internal Departments: Recreation Services, Community Planning, Program Delivery, Governance

BACKGROUND

The former Champion Lakes sales office (Champion Lakes Community Centre) has previously been made available to the Champion Lakes Residents Association (CLRA) via an Access Agreement with Development WA (DevWA) the current owner of the land.

In April 2021, Council resolved (C10/4/21) to request the transfer of land to the City:

1. *Notify DevelopmentWA advising of its desire to progress discussions on the ceding of Lot 249 (No. 30), Lot 237 (No. 25) Regatta Boulevard and Lot 248 (No. 28) Dorney Esplanade, Champion Lakes to the Crown as a Crown Reserve for "Community Purposes" with power to lease.*

The City has been working with Development WA and the Department of Planning, Lands and Heritage to effect this transfer. It is anticipated for this to be complete by April 2023.

Following the transfer of land, the City will be responsible for managing via a Management Order. Council resolved to enter into a Lease Agreement with CLRA (C39/12/21) and negotiations are ongoing between both parties.

The current approved building classification of the Champion Lakes Community Centre is a Class 5 - Office. The City are planning for compliance works to enable the reclassification to a Class 9B Public Building. This will allow for the appropriate classification for the CLRA to continue their current activities as a City facility.

It is anticipated that these works will require a temporary relocation of the CLRA while the works are completed. This report addresses the options available to reduce the impact to CLRA during the anticipated period that the facility will not be available.

Imposition and Waiver of Fees during Compliance Works

Once the transfer of land occurs and the City is responsible for the management of the building, it is recommended that the CLRA be permitted to continue use of the building without charge until the building works commence and they are relocated.

As the Champion Lakes Community Centre is yet to be transferred to CoA as the responsible management body, this facility is not listed within the City's Schedule of Fees & Charges so there is no fee or charge to be waived.

Once the works commence, CLRA will be required to relocate to an alternative facility temporarily while the facility is closed for construction. It is proposed that the fee for use of the alternate City facility be waived for up to 12 months while works are being completed.

As the relocation to an alternative facility will include the requirement for all equipment to be relocated and/or stored during the works and returned at the end of works, a contribution to relocation costs of up to \$15,000 is recommended.

DETAILS OF PROPOSAL

Relocation to an Alternative Facility

Once construction works commence at the Champion Lakes Community Centre, CLRA will be required to relocate to an alternative facility for safety and insurance purposes, as the site will be closed for construction.

It is proposed that any hire fees associated with CLRA's operational use at an alternative facility are waived while works are being completed.

As there is also a requirement for CLRA to relocate all equipment offsite during the works and then return them at the end of the works, it is also proposed that the City makes a contribution to relocation costs of up to \$15,000.

As CLRA will likely be relocated to an alternative Category 2 facility, it is anticipated that the hourly rate of hire fees to be waived will be \$17.50 per hour under the current Fees and Charges. CLRA have indicated that their operational use of an alternative facility will decrease to 7 hours per week, due to the cancellation of some regular meetings.

As the specific timeframes for the completion of future works at the Champion Lakes Community Centre are yet to be confirmed, it is proposed that Council delegate authority to the CEO to provide a waiver of hire fees for a 12 month period to cater for any potential building delays.

At a rate of \$17.50 per hour for 7 hours per week during a 12 month period, this fee waiver will amount to \$6,370.00.

The relocation to an alternative facility will include the collection and delivery of all equipment to the new temporary space and/or temporary storage, as well as the return of all equipment to the Champion Lakes Community Centre following the completion of works. It is proposed that a contribution to relocation costs associated with arranging the collection and delivery of equipment of up to \$15,000 be made.

It is proposed that Council delegate authority to the CEO to provide the contribution toward relocation costs.

COMMENT

The future compliance works at the Champion Lakes Community Centre are required to ensure the building is compliant and classified appropriately for CLRA's operational purposes.

ANALYSIS

As the works at the Champion Lakes Community Centre are required to address compliance and classification issues, it is considered appropriate for the City to bear the cost of any temporary hire arrangements until the building is re-classified as a 9B Public Building. The timings of the transfer of land and construction works could not be controlled by CLRA. The temporary hire arrangements will not be required after the construction works have been completed as the City is currently negotiating the lease terms with CLRA for the Champion Lakes Community Centre.

The requirement for CLRA to relocate to an alternative facility while works are underway is considered to have a negative impact on their volunteers and operations temporarily, with CLRA indicating they intend to reduce the amount of meetings while operating out of a temporary space.

The waiver of hire fees is recommended to offset the impact to the group and ensure CLRA are able to continue operations and remain sustainable during this period.

As commencement and completion dates of the compliance works are yet to be confirmed, this report seeks Council endorsement to delegate authority to the CEO to provide a fee waiver of up to \$6,370, which will be required for temporary hire arrangements and a contribution be made of up to \$15,000 towards relocation costs. Due to variable factors such as transfer of land from DevWA, date that compliance works will commence and the timeframe for the compliance works to be completed, it is recommended that Council delegate the authority to the CEO to waive these fees to ensure a smooth and efficient process for CLRA. Should works commence or be completed at a date earlier than anticipated, the total fee waiver will be less than the total amount outlined in this report.

OPTIONS

- Option 1:** That Council permit the CLRA to occupy the Champion Lakes Community Centre from the time of land transfer until building works commence at no charge.
- Option 2:** That Council do not permit the CLRA to occupy the Champion Lakes Community Centre from the time of land transfer until building works commence at no charge.
- Option 3:** That Council delegate authority to the Chief Executive Officer to provide a waiver of hire fees of up to \$6,370 and a contribution to relocation costs for the Champion Lakes Residents Association of up to \$15,000.
- Option 4:** That Council do not delegate authority to the Chief Executive Officer to provide a waiver of hire fees and contribution to relocation costs for the Champion Lakes Residents Association.

Options 1 and 3 are recommended.

CONCLUSION

Following the transfer of land, works at the Champion Lakes Community Centre are anticipated to commence within a 10 month period. While commencement and completion dates are yet to be confirmed, the waiver of hire and contribution towards relocation fees outlined in this report are deemed to be sufficient to cover the estimated timeframe of works.

The works required at the Champion Lakes Community Centre relate to the compliance and reclassification of the building as a 9B Public Building - the appropriate classification for the CLRA to continue their current activities. Due to the impact on CLRA's daily operations while works are underway, the waiver of fees and contribution is proposed to avoid further impact to CLRA in terms of hire and relocation costs while a temporary space is required, particularly as CLRA have indicated that they intend to reduce the frequency of meetings while operating out of an alternative facility.

The proposed waiver of fees will support CLRA's ongoing sustainability and will aid to ensure a smoother process while the Champion Lakes Community Centre is undergoing works.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C10/5/23

That Council:

1. Delegate authority to the Chief Executive Officer in accordance with Section 6.12 of the *Local Government Act 1995* to provide a waiver of hire fees for the Champion Lakes Residents Association (CLRA) at a total amount of up to \$6,370.
2. Make a contribution of up to ~~\$15,000~~ **\$8,630** towards relocation costs.
3. Permit the CLRA to continue to occupy the Champion Lakes Community Centre (CLCC) without charge from the time of land transfer until such time as building works commence.
4. Note the CLRA will be permitted to occupy the CLCC as per Point 3 by way of a temporary occupancy permit.

***ABSOLUTE MAJORITY RESOLUTION REQUIRED**

Moved Cr K Busby, opposed Cr E J Flynn

Seconded Cr J Keogh

MOTION CARRIED

(4/3)

2.1 - SOCIAL PRIORITIES: 2023 - 2026

WARD : ALL

FILE No. : M/195/23

DATE : 16 April 2023

REF : RM

RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents proposed suburb-level Social Priorities for 2023-2026 based on a range of data sets and feedback from residents and the community services sector
- Recommend that Council:
Endorse the four Social Priorities across identified suburbs as detailed in this report.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan

Community

- 1.1 Foster and strengthen community spirit
 - 1.1.3 Support the development and sustainability of a diverse range of community groups
- 1.2 Improve Community Wellbeing
 - 1.2.1 Advocate for the delivery of services and programs as well as increased resources to contribute to improvements in community safety
 - 1.2.2 Facilitate the alignment of service and program delivery to identify social priorities within the community
- 1.4 An inclusive and engaged community
 - 1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics

Community Development Strategy 2021 – 2026

Legal Implications

Nil

Council Policy/Local Law Implications

COMD 2 – Community Engagement

Budget/Financial Implications

During the 2022/23 financial year, Council approved the amount of \$229,000 for Social Priority Service Agreements and \$114,500 for initiatives to address the Social Priorities. This allocation continues in subsequent years of the LTFP.

Consultation

1. Internal City of Armadale departments
2. Community members from suburbs across the City of Armadale
3. Community organisations and service providers
4. State Government departments
5. Federal Government departments

BACKGROUND

Summary of the Social Priorities Approach

The City's Social Priorities approach is based on identifying the most important aspirations and issues in the City's individual suburbs through a range of data sets and community/sector engagement. The first iteration of Social Priorities was identified and endorsed in August 2019 and the overall approach is explained in the City's Community Development Strategy 2021 – 2026.

The second iteration of Social Priorities encompassing the years 2021 – 2023 were identified as follows:

- Armadale South: Connection to community and services
- Armadale North: Connection to community and services
- Camillo: Youth engagement and education
- Kelmscott West: Early years and family support
- All suburbs: Community Safety

These Social Priorities were endorsed on 14 June 2021 at the Ordinary Council Meeting (C20/6/21) resulting in the following resolution:

That Council endorse the suburb-level social priorities detailed in this report.

As explained in the City's Community Development Strategy 2021 - 2026, the City's responses to address the Social Priorities are categorised as follows:

- Advocacy
- Coordination of internal and external stakeholders
- Contract of services via Service Agreements
- Capacity building

Progress Reporting

Council receives reports on an annual basis in September on the progress of the implementation of the Social Priorities approach. The last progress report was presented to Council on 12 September 2022 at the Ordinary Council Meeting (C19/9/22), with Council resolving the following:

That Council:

Note the update on strategies to address endorsed suburb-level Social Priorities detailed in this report.

An update is also provided each month to Councillors via the Councillors Information Bulletin.

Social Priorities 2023 – 2026

In 2023 the Social Priorities have been reviewed using the same process as 2019 and 2021 comprising the analysis of community/sector feedback and a number of data sets.

Community Engagement

From 1 February to 31 March 2023, the *Growing our Community* campaign was conducted to collect feedback from residents regarding their views on their suburb to inform the Social Priorities – the positive aspects and the areas of concern. A total of 1411 surveys were completed by residents online and at the 17 community engagement events held. Each of the City's suburbs were represented in the responses.

City of Armadale Staff and Sector Engagement

The City invited 10 City staff members from various departments across the organisation to a workshop to determine their observations of the local community.

City Officers also facilitated a second workshop with total of 38 service providers in attendance representing local community organisations, State Government agencies and Federal Government agencies.

Key Data and Information for Analysis

The following elements were analysed to produce key themes of the characteristics and the Social Priorities across suburbs:

- Demographic and health data from the Australian Bureau of Statistics (2021).
- Child developmental data from the Australian Early Development Census (2021).
- Crime statistics from the WA Police (2022).
- Child safety data from the Department of Communities (Child Protection and Family Support). (2022). This data is not for public access therefore general comments will be made and not specific statistics and information.

Analysis of the Data

Officers undertook the analysis of the data sets, the 1411 survey responses from residents and insights from external stakeholders. The suburb level demographic data from the Australian Bureau of Statistics (ABS) and the Australian Early Development Census (AEDC) data provides contextual information and presents an insight into the collective characteristics of the suburb.

The data from the WA Police and the data from the Department of Communities, together with feedback collected at the workshops for City Officers and local not-for-profit and government organisations, are important to the analysis as this information provides an evidence based and objective perspective to what is happening for some residents.

The responses from the residents provide valuable insights as to what they are experiencing and their perception of living in their suburbs.

DETAILS OF PROPOSAL

Selection of the Priorities

In a similar manner to the Social Priorities selected in 2019 and 2021, the Social Priorities for 2023 – 2026 have been condensed to four. However, it is proposed that for this iteration, each Social Priority is applicable to an identified group of suburbs sharing similar profiles and characteristics as indicated by the data sets and responses from residents. Learnings from previous years have contributed to this expanded approach, including the fact that it is beneficial for organisations contracted to deliver services to have a wider reach to areas with the same issues.

The information in the next section comprises:

- The identified Social Priorities and suburbs
- Rationale behind the selection of the Social Priority
- Results from the Growing Our Community campaign
- Data sets comprising elements of the 2021 ABS Census and the 2021 AEDC (please note the latter pertains to the percentage of children who are developmentally vulnerable on two or more of the five domains of the AEDC. These domains are categorised as communication, physical, emotional, language and social)
- Key themes identified from the workshop with local organisations
- General information reflecting the data from the WA Police for applicable suburbs
- General information reflecting the confidential data from the Department of Communities for applicable suburbs

The Proposed Social Priorities

Social Priority: Children, Young People & Families

Suburbs

- Armadale North and South
- Brookdale
- Camillo
- Harrisdale
- Piara Waters

Rationale

Armadale North and South, Brookdale and Camillo

The data indicates a high level of disadvantage exists across demographic cohorts and facets of life in the first three listed suburbs reflected by the lowest SEIFA scores in the City.

The data indicates there is a particularly high level of developmental vulnerability of children aged 0 – 5 measured by the AEDC in these suburbs, a high number of single parent families and a high number of households with low incomes (defines as a weekly household income of less than \$800 before tax). Many are also experiencing housing stress (this applies to rental stress and mortgage stress, both defined as more than 30% of the household income being attributed to housing). Armadale and Camillo have the highest rates of youth disengagement in the City. According to the ABS data, there are more people with mental health conditions across all four suburbs than the City of Armadale as a whole. Please note this data was collated by the ABS in response to the Census question which asked if respondents have been diagnosed with a specific condition (or other condition) from a list of ten conditions plus "other", including anxiety and/or depression.

For residents, crime, anti-social behavior, substance abuse and lack of facilities/services are of primary concern. Residents enjoy the natural environment and feel a sense of community but did not rate affordability or activities/events as highly.

There are a concerning number of child safety investigations, and crime statistics are higher for these suburbs than for the City as a whole. Crime statistics were also identified at both the City staff and sector stakeholder workshops as a particular concern for Armadale, Brookdale and Camillo. The feedback from the workshops also indicated that residents in these suburbs also face homelessness from lack of affordable housing and the challenge of accessing food and other essentials.

Piara Waters and Harrisdale

The residents from Piara Waters and Harrisdale cited ‘disengaged youth’ in their top three concerns. They also noted a primary concern being lack of services and facilities. This feedback provides rationale for these suburbs to be included in this Social Priority.

Overall City Response: Support children and families of all ages and compositions through sector support, parent education and engagement.

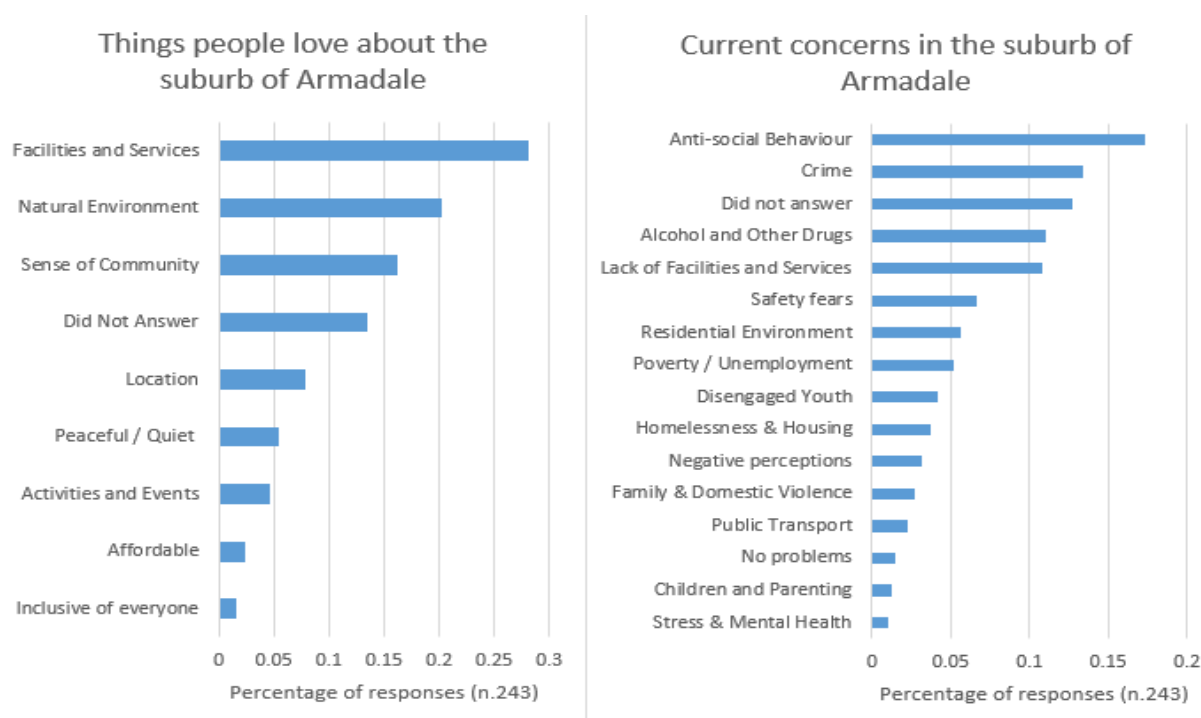


Figure 1: Results for Armadale North and South from the Growing our Communities campaign

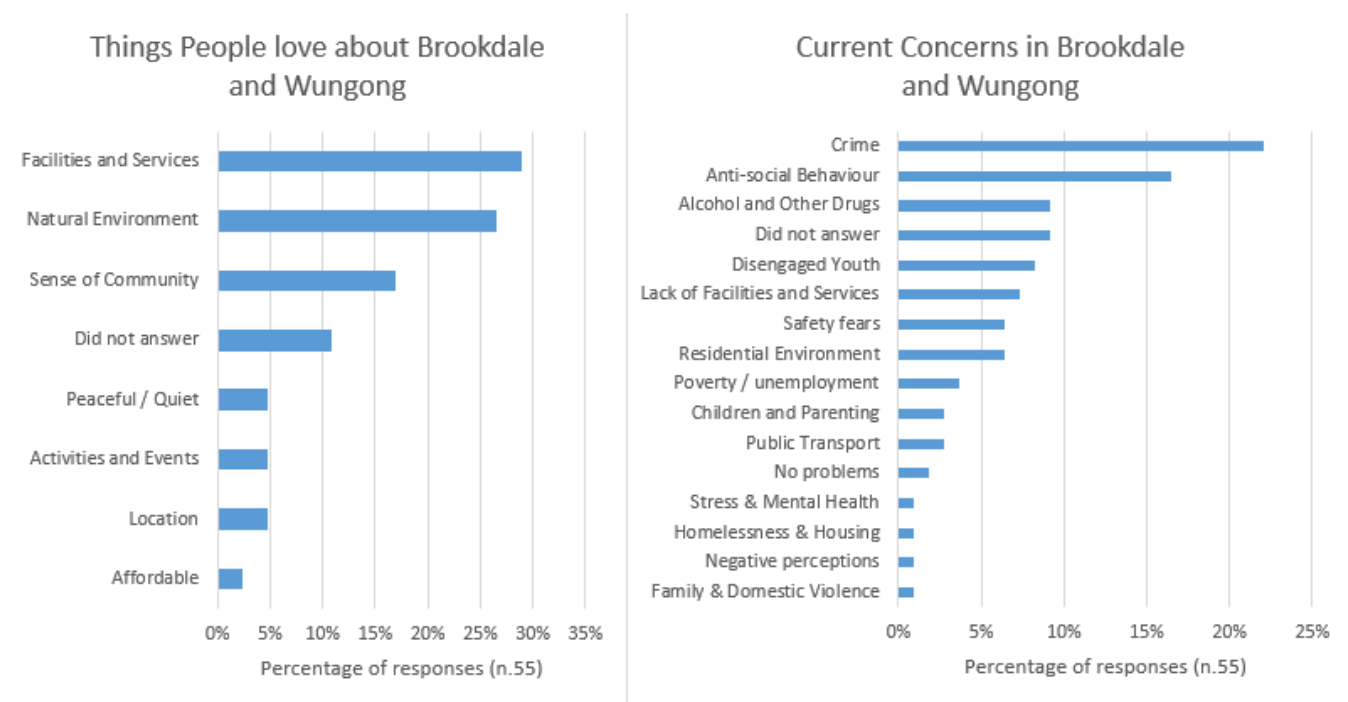


Figure 2: Results for Brookdale and Wungong from the Growing our Communities campaign

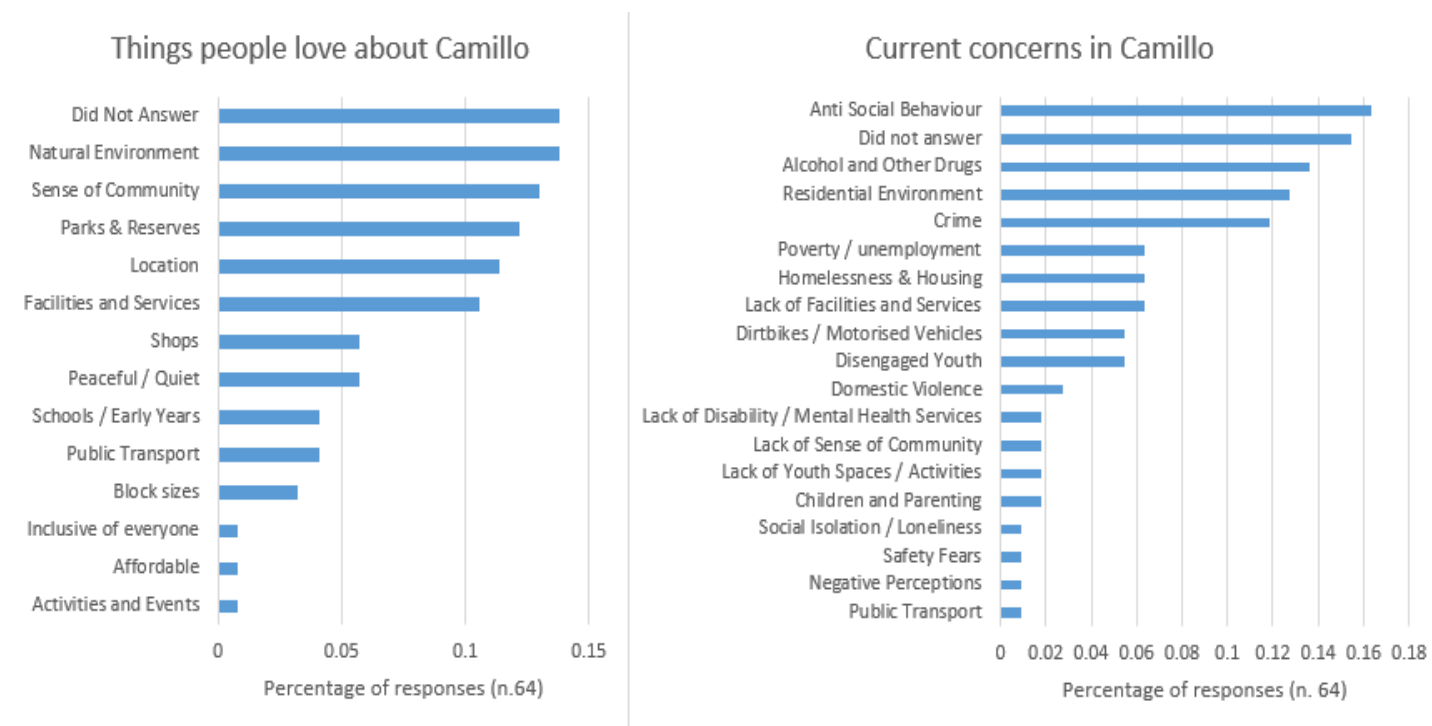


Figure 3: Results for Camillo from the Growing our Communities campaign

Table 1: Armadale North and South, Brookdale and Camillo: ABS 2021 and AEDC 2021 data

Data Set	Armadale North	Armadale South	Brookdale	Camillo	CoA	Greater Perth
SEIFA (2016 ABS)	883.8	844.4	909.7	912	994	1026
Rental Stress %	39%	40.3%	32.6%	31.8%	33.2%	29.9%
Mortgage Stress %	18.5	14.7	18.4	15.1	13.8	13.3
Social Housing %	4.9	7.6%	6.5%	3%	2.3%	2.9%
Unemployment %	11.3%	13.9%	9.9%	10.6%	6.4%	5.3%
Low income %	32.2%	38.9%	21.8%	25.5%	18.6%	19.5%
No qualifications %	45.8%	49.9%	46.5%	49.6%	38.2%	35.6%
Youth Disengagement %	16.8	22.6	16.3	19.4	11.1	7.8
Median Age	37	40	31	37	35	37
People not fluent in English	1.4	1.9	1.4	3.4	2.4	2.6
Single Parents %	17.4	15.9	19.6	17.5	12.3	10.3
Mental health condition	14.3	14.4	12.7	12.9	9	8.4
AEDC (2 or more domains)	21.5	21.5	25.4	26.7	11.3	10.2 (WA-wide)

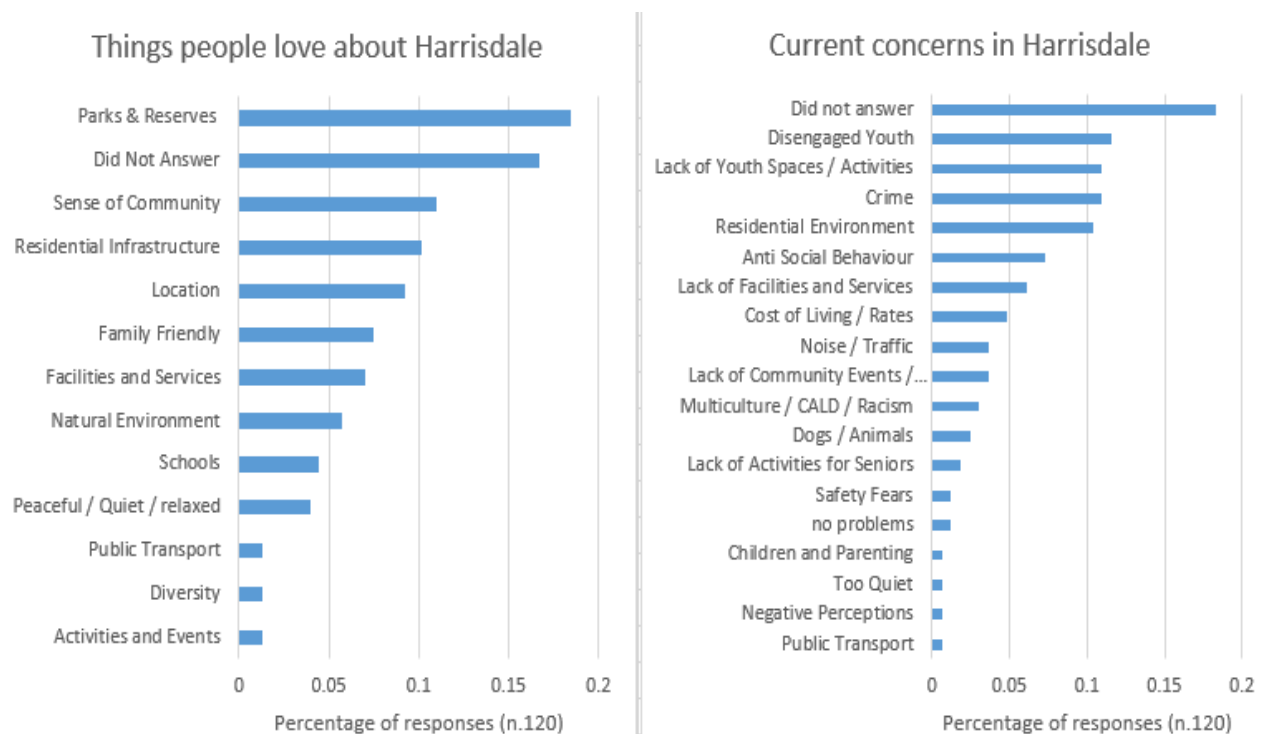


Figure 4: Results for Harrisdale from the Growing our Communities campaign

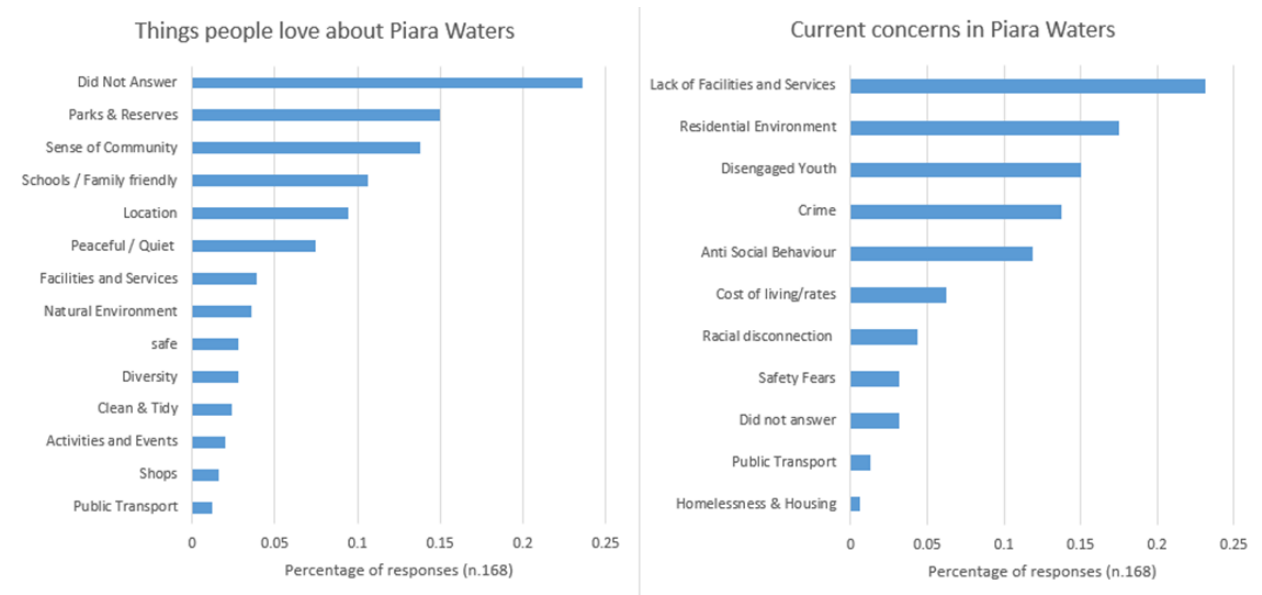


Figure 5: Results for Piara Waters from the Growing our Communities campaign

Table 3: Harrisdale, Haynes and Piara Waters: ABS 2021 and AEDC 2021 data

Data Set	Harrisdale	Haynes	Piara Waters	CoA	Greater Perth
SEIFA (2016 ABS)	1087	1031	1096	994	1026
Rental Stress %	23.9	29.3	23.8	33.2%	29.9%
Mortgage Stress %	13	16.7	13.3	13.8	13.3
Social Housing %	0.2	0	0.1	2.3%	2.9%
Unemployment %	4.3	4.8	4	6.4%	5.3%
Low income %	7.1	7.4	5	18.6%	19.5%
No qualifications %	29.3	32.2	26.1	38.2%	35.6%
Youth Disengagement %	5.1	9.8	6.1	11.1	7.8
Median Age	33	29	31	35	37
People not fluent in English	3.9	2.6	4.3	2.4	2.6
Single Parents %	9.9	9.3	7.8	12.3	10.3
Mental health condition %	4.9	8	4.7	9	8.4
AEDC (2 or more domains)	7.6	18.4	5.8	11.3	10.2 (WA-wide)

Social Priority: Home and Community Safety

Suburbs

- All

Rationale

The response from 1411 residents across the City's suburbs indicate that crime, family and domestic violence, and anti-social behavior are of significant concern to respondents.

WA Police statistics indicate that some suburbs experience higher levels of crime and different categories of crime than others, however community safety is cited by residents as an overwhelming priority across the City. It is therefore proposed that Community Safety remains a key priority across all suburbs with the additional aspect of 'Home' safety. This still adheres to the Social Priorities principle of using data to inform place-based responses with the crime statistics from the WA Police a key way of determining the action to be taken.

Family and domestic violence was also identified at both the City staff and sector stakeholder workshops as a concern for all City of Armadale suburbs. Other key concerns collated from the workshops applicable to all suburbs comprised people facing financial stress, increasing social isolation, the need for public safe spaces, and increasing anti-social behavior in public places. The largest concern raised at both workshops was the lack of spaces and activities for young people, with some organisations reporting that older people and families are concerned that young people are involved in crime due to not being engaged with the community, education or employment.

Overall City Response: Working with relevant stakeholders including the WA Police and other State Government Departments to deliver strategies that prevent and respond to crimes in the community using CPTED principles, and within the home including Family and Domestic Violence, through community education and resourcing.

Table 2: City of Armadale: ABS 2021 and AEDC 2021 data

Data Set	CoA	Greater Perth
SEIFA (2016 ABS)	994	1025
Rental Stress %	13.2	10.7
Mortgage Stress %	13.8	13.3
Social Housing %	2.6	3.1
Unemployment %	9.3	8.3
Low income %	15.5	15.7
No qualifications %	42.2	38.1
Youth Disengagement %	14.6	9.4
Median Age	33	36
People not fluent in English	2.4	2.6
Single Parents %	12.2	9.8
Mental health condition	9	8.4
AEDC (2 or more domains)	11.7	9.4 (WA)

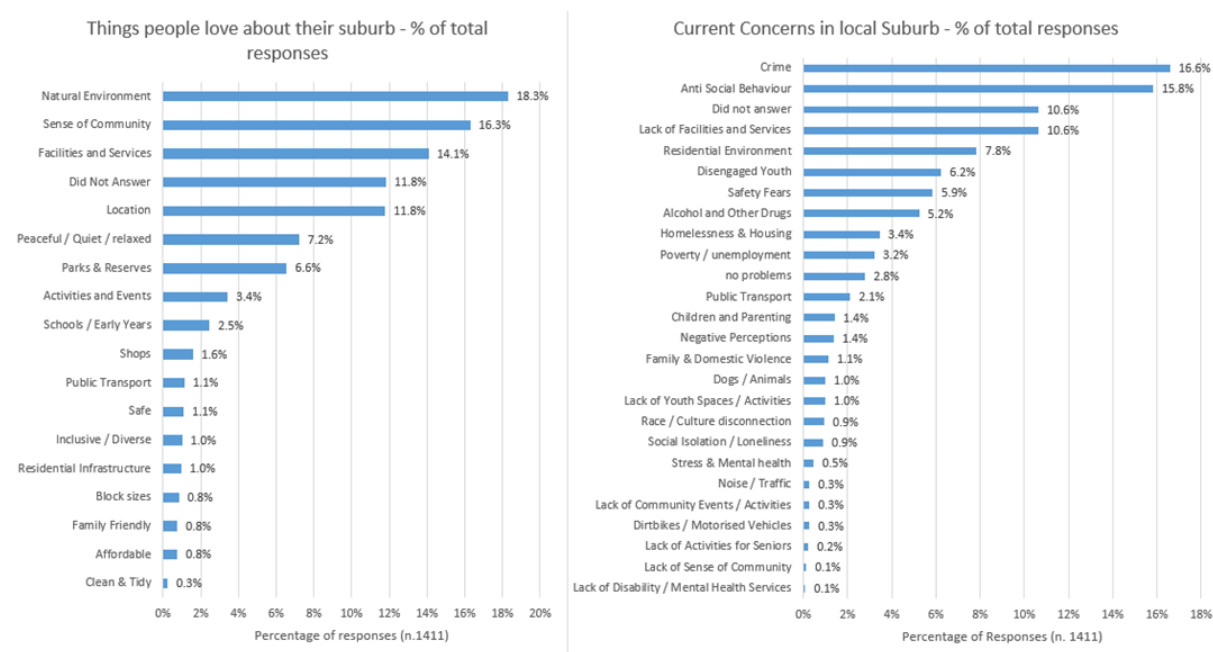


Figure 6: Results for the City of Armadale from the Growing our Communities campaign

Social Priority: Access to Essential Supports

Suburbs

- Armadale North and South

Rationale

As identified in the first Social Priority for Armadale South and North, Armadale has the greatest percentage of residents earning less than \$800 per week and high levels of unemployment. It also has the equal highest percentage of residents in housing stress.

Lack of access to facilities and lack of services have been identified as a significant concern by both residents and service providers. Homelessness, housing costs and overcrowding have become an increasing concern in the City and is known to lead to further social issues such as food security, school attendance and maintenance of employment.

Overall City Response: Support residents to ensure access to essential health and welfare services through information sharing and promotion, including for residents experiencing homelessness, food security and other financial crises. Strategies also include sector support, community education and advocacy.

Social Priority: Neighbourhood and Community Connections

Suburbs

- Harrisdale
- Haynes
- Piara Waters

Rationale

Whilst the data indicates that these suburbs, particularly Piara Waters and Harrisdale, do not have the same level of disadvantage experienced by residents in other localities, these suburbs are new and it can take time for communities to settle and become established. In addition, the feedback from residents show that there is a level of disconnection in the community particularly with regards to different cultural backgrounds. This may be correlated to Piara Waters and Harrisdale having a higher than the City of Armadale average percentage of people not being fluent in speaking English.

The number of child safety investigations, and crime statistics are lower for these suburbs than for the City as a whole. However community services are still required; and according to the participants at the City and sector stakeholder workshops, there is not enough office spaces available to services outside of the Armadale city centre area, thus creating service gaps in new suburbs such as Hilbert, Haynes, Forrestdale, Piara Waters and Harrisdale. It was also noted that there were long delays in building promised facilities in these new communities.

Residents can feel isolated due to physical factors such as mobility, transport or geography. They may not be connected with neighbours or other City residents for social reasons such as being a new resident or having low levels of English language. They may feel unsafe being outside of their home. Connecting with one's community is a known factor in mental health and wellbeing and having trusted neighbours provides a very practical level of support in times of need.

Overall City Response: Build social connections between residents through community capacity building activities such as Town Teams, Residents Associations, community barbeques, and informal contact groups and activities. Will include groups of specific interest such as the Multicultural Advisory Group and support activities for isolated older people.

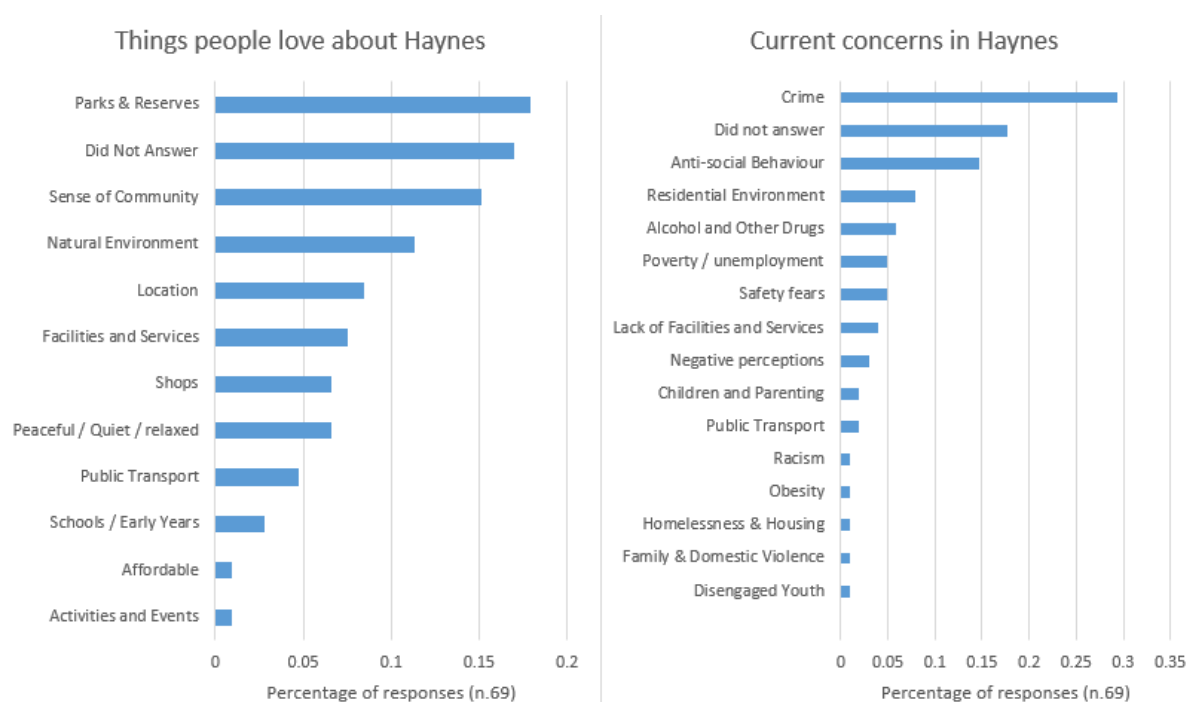


Figure 7: Results for Haynes from the Growing our Communities campaign

Projects that will continue alongside and link with the Social Priorities approach

There are four categories of initiatives that will continue outside of the Social Priorities approach – please note the latter three in particular link into the responses to the identified Social Priorities.

- Legislative Projects – the City’s Access and Inclusion Plan. All local governments are required to have these legislation-based Plans and report on how Council is complying.
- Council Policies – the Financial Assistance program including the administration of the Community Grants program twice per year, and the Donations program which is available all year round.
- Sector Networks – the six sector networks are important so that officers can keep updated with what is happening in the community however for the City to commit time and resources, officers are working with the networks to use the opportunity to collectively achieve results for the particular cohort/area the network membership provides services for.
- Grant Funded – Armadale Volunteer Services is partly funded by the Department of Communities.

ANALYSIS

The purpose of presenting suburb-level data to Council and its analysis is to indicate the most important priorities to direct the City’s staff and budget resources. Drawing on the lived experiences of residents in the suburbs and considering these in the context of demographic data and specific information of service organisations can provide a sound rationale behind identifying what are the most important social priorities to the City’s diverse communities.

The responses will be determined on the basis of good practice principles and will comprise a range of strategies, some of which upon evaluation may also be replicated in other suburbs with required amendments to suit the characteristics of that suburb.

OPTIONS

Council has the following options:

Selection of social priorities:

1. Endorse the suburb-level social priorities detailed in this report
2. Do not endorse the suburb-level social priorities detailed in this report
3. Request further information on the suburb-level social priorities

CONCLUSION

The value of using a range of data sets including the findings from community engagement to inform how to spend ratepayers’ money is that it is an objective way of determining what is happening in the communities in the City and what matters most to residents. It is for this purpose that Council is presented with the data and its analysis to determine the most important social priorities on which the City’s efforts may be directed.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C11/5/23

That Council endorse the four suburb-level social priorities detailed in this report.

Moved Cr M S Northcott

MOTION CARRIED

(7/0)

2.2 - PUBLIC ART POLICY

WARD : ALL

FILE No. : M/196/23

DATE : 16 April 2023

REF : RM

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- This report presents an amended draft Policy: *Public Art*
- Recommend that Council:
Endorse the amended draft Policy: *Public Art*

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan Community

1.1 *Foster and Strengthen Community Spirit*

- 1.1.1 Facilitate a dynamic calendar of events, festivals and cultural activities that activate suburbs, foster community connections, celebrate the diversity of the community, encourage a sense of place for residents as being part of the City of Armadale and to attract "first-time" visitors to the City in order to contribute to changing the narrative regarding Armadale.

Environment

2.2 *Attractive and Functional Public Spaces*

- 2.2.4 Develop, improve and maintain quality parks, playgrounds and public open space throughout the City

Leadership

4.1 Strategic Leadership and effective management

4.1.5 Establish comprehensive governance policies and processes

Art and Culture Strategy 2021 – 2025

Legal Implications

Local Government Act 1995:

s2.7 – The role of the Council – “(2) (b) determine the local government’s policies”

Council Policy/Local Law Implications

PLN 3.12 Percent for Public Art (Local Planning Policy)

This Policy – *Public Art* will be added to the City’s Policy Manual as an amended policy.

Budget/Financial Implications

The public art component of the current policy comprises an annual budget allocation of \$100,000 every second financial year. In addition, developers may contribute funds as per the PLN 3.12 Percent for Public Art (Local Planning Policy).

Consultation

1. Executive Leadership Team (ELT)
2. Development Services Directorate

BACKGROUND

Council policies are an essential part of Council’s governance framework. They guide Council and Officers in their decision making. Policies can be developed to respond to legislative requirements, discretionary legislated powers and/or non-legislated functions/activities of Council.

The objective of the amended draft Policy: *Public Art* is to provide an administrative framework for public art commissions, maintenance and management of all aspects of public art across the City of Armadale.

With regards to the scope of the draft Policy, it applies to City staff and external organisations looking to establish new artworks, maintain or decommission existing public artworks across the City. Public art is diverse in nature and it is recognised that different approaches are often required depending on the artwork’s purpose, expected life and the budget commitment.

The City’s Art and Culture Strategy

In June 2022 (CS29/6/22), Council endorsed the following recommendation pertaining to the draft Arts and Culture Strategy 2022 – 2026:

1. *Endorse the proposed Arts and Culture Strategy 2022 – 2026.*
2. *Amend the adopted 2022/23 Annual Budget to include funds of \$25,000 for the Music in the Mall program.*

The endorsed Arts and Culture Strategy contains a section dedicated to Public Art. The amended draft Public Art Policy provides detail on the processes and management required to implement the Strategy.

DETAILS OF PROPOSAL

It is proposed that Council adopt the amended draft Policy: *Public Art*. The Policy cites definitions, terms and priorities relating to the City's process of managing public art, and details the following categories:

- Key themes
 - Natural place
 - Vibrant community
 - History and heritage
 - Urban/rural gateway
- Artwork plaques
- Commissioning guidelines for City funded public artwork
 - Types of commissions
 - Artist brief
 - Public art approvals
 - Concept design
 - Preparation, installation and handover
 - Artwork launch
 - Commissioning Process Chart – City funded public artwork
- Commissioning Guidelines for Privately Funded Public Artwork as part of a Development Approval Condition Clearance Request (Percent for Public Art Submission).
 - Engaging with the City of Armadale
 - Lodging a Percent for Public Art Submission
 - Percent for Public Art Submission Criteria
 - Approval criteria and process
 - Building permits
 - Practical completion criteria
 - Monetary contributions
 - Commissioning Process Chart – privately funded public artwork
- Maintaining Existing City Owned Public Artwork
- Decommissioning City Owned Public Artworks

In addition to the amalgamation of the Policy and Management Practice to align with the updated format for City policies, the key amendments of the amended draft Policy comprise guidelines for different types of public art commissions. These include medium to long term public art, community public art and temporary public art.

It also provides comprehensive detail on the City's process for managing applications from private developers.

ANALYSIS

The amended draft Policy: *Public Art* provides clear and practical guidance for City Officers to manage public art works spanning different categories. This was an important addition, as for example, community art projects are increasingly used as an engagement tool, conducive to contributing to local ownership and pride. With larger and more iconic public art and whether funded by the City or privately, the amended draft Policy provides comprehensive guidelines to maximise the opportunity to ensure that the art work enhances the unique identity and sense of place of Armadale. The policy also makes it clear that the process of providing concept designs and formal presentations by artists is only required for commissions of >\$50,000.

OPTIONS

Council has the following options:

1. Endorse the amended draft Policy: *Public Art*
2. Do not endorse the amended draft Policy: *Public Art*

Option 1 is recommended.

CONCLUSION

The amended draft Policy: *Public Art* provides clarity and detail on managing public art across a range of categories. It is envisaged that once the amended draft Policy is endorsed it will allow for a more streamlined process to be applied, thus contributing to the aim of highlighting the City of Armadale's strengths in the arts field, community pride and unique identity.

ATTACHMENTS

1. [Draft COA Public Art Policy - 2023](#)

RECOMMEND

C12/5/23

That Council endorse the amended draft Policy: *Public Art*.

**Moved Cr K Busby
MOTION CARRIED**

(7/0)

****2.3 - FINANCIAL ASSISTANCE POLICY**

WARD : ALL

FILE No. : M/184/23

DATE : 3 April 2023

REF : RM

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- This report presents an amended draft Policy: *Financial Assistance*.
- Recommend that that Council endorse the amended draft Policy: *Financial Assistance*.

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

- 1.4 An Inclusive and Engaged Community
- 1.4.3 Ensure the provision of culturally appropriate services and programs in the City
- 1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics
- 4.1 Strategic Leadership and effective management
- 4.1.5 Establish comprehensive governance policies and processes

Legal Implications

- *Local Government Act 1995:*
s2.7 – The role of the Council – “(2) (b) determine the local government's policies”

Council Policy/Local Law Implications

This Policy – *Financial Assistance* will be added to the City's Policy Manual as an amended policy.

Budget/Financial Implications

The categories of the current Policy comprise the following annual budget allocation for the 2022/23 financial year:

- Donations and Scholar Awards: \$31,700
- Community Grants Program: \$63,300

Within the Donations category of the amended draft Policy, the donation caps for an individual representing the City, their state or their country in a sporting, recreation or development endeavor are set as follows:

- (a) Attendance within WA up to \$150
- (b) Attendance Interstate up to \$250
- (c) Attendance Overseas up to \$350

These amounts have not been increased since 2017. Council may decide to increase the Donations budget to facilitate an increase to these amounts and subsequently reflect this in the endorsed Policy.

Consultation

- Executive Leadership Team (ELT)
- Community Services Directorate

BACKGROUND

Council policies are an essential part of Council's governance framework. They guide Council and officers in their decision making. Policies can be developed to respond to legislative requirements, discretionary legislated powers and/or non-legislated functions/activities of Council.

The objectives of the amended draft Policy: *Financial Assistance* are to:

- (a) recognise and assist individuals and organisations that provide services and support to residents of the City of Armadale
- (b) respond to requests for financial assistance from individuals and organisations in line with the City's Strategic Community Plan
- (c) equitably support capacity building of the large number of community organisations operating in the City.

DETAILS OF PROPOSAL

It is proposed that Council adopt the amended draft Policy: *Financial Assistance*. The Policy cites definitions and terms relating to the City's process of providing financial assistance, and details the following related categories:

- Donations
 - Sporting, recreation and development donations
 - Fundraising donations
 - Nutrition in Schools Program
 - General donations

- Community Grants Program
 - Equipment grants
 - Community events or a one-off activity
 - Community project (extended program)
- Scholar Awards

In addition to the amalgamation of the Policy and Management Practice to align with the updated format for City policies, the key amendments comprise the additions of the Nutrition in Schools Program and the Scholar Awards initiative to the Donations category. The Scholar Awards initiative was considered by Council in December 2022 (C33/12/22) resulting in a resolution to increase the allocation of funds. The same report stated that the intention is to amend the current Financial Assistance Policy to include the Scholar Awards initiative.

ANALYSIS

The amended draft Policy: *Financial Assistance* now captures the Scholar Awards as an element of how the City supports young people in the community, and the inclusion of the Nutrition in Schools Program reflects the increased need for support to children and families.

Council may wish to increase the Donations budget to facilitate a corresponding increase in the amounts offered to individuals applying for assistance when representing the City, the state or the country in their sporting, recreation or development endeavors.

OPTIONS

Council has the following options:

1. Endorse the amended draft Policy: *Financial Assistance*
2. Do not endorse the amended draft Policy: *Financial Assistance*

Option 1 is recommended.

CONCLUSION

The amended draft Policy: *Financial Assistance* contains the inclusions of the Scholar Awards and the Nutrition in Schools Program within the Donations category. The overall aim of these amendments is to address what is most needed in the community with the resources available in the context of the support local government is best placed to offer.

ATTACHMENTS

1. Draft Policy - Financial Assistance (002)

Officer Recommendation

That Council endorse the amended draft Policy: *Financial Assistance*

Committee Discussion

The Committee discussed the draft Financial Assistance Policy and amended the recommendation as follows. The Policy will be updated to reflect these amendments.

RECOMMEND

C13/5/23

That Council endorse the amended draft Policy: *Financial Assistance* that requires any events or activities to be conducted in the City of Armadale with the exception of sporting, and the addition of intra-state to the sporting donations section, and removal of the reference to Arena in the fundraising donations section.

***ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved Cr Silver
MOTION CARRIED**

(7/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8:50PM

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
2 MAY 2023		
ATT NO.	SUBJECT	
2.2 PUBLIC ART POLICY		
2.2.1	Draft COA Public Art Policy - 2023	
2.3 FINANCIAL ASSISTANCE POLICY		
2.3.1	Draft Policy - Financial Assistance (002)	

The above attachments can be accessed from the Minutes of the Community Services Committee meeting of 2 May available on the City's website

CHIEF EXECUTIVE OFFICER’S REPORT

8 MAY 2023

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1.1 - COUNCILLORS INFORMATION BULLETIN - ISSUE NO 6/2023

WARD : ALL
FILE No. : M/223/23
DATE : 26 April 2023
REF : MC
RESPONSIBLE : Chief Executive Officer
MANAGER

In Brief:

- Councillor's Information Bulletin – Councillors are advised to take note of the information submitted in Issue No. 06/2023 to be received by Council

The following general information and memorandums were circulated in Issue No 6/2023 on 4 May 2023.

COMMENT

Correspondence & Paper

WALGA Quarterly Service Report – CoA - Jan to March 2023

Information from Human Resources

Employee Movements

Information from Technical Services

NIL

Information from Community Services

NIL

Information from Corporate Services

Progress Report

Progress Report on Contingency, Operational & Strategic Project

Outstanding Matters & Information Items

Report on Outstanding Matters – Corporate Services Committee

Economic Development

Tourism & Visitor Centre 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)

Design Review Panel Meetings – April 2023

Health

Health Services Manager's Report – April 2023

Planning

Planning Applications Report – April 2023

Schedule of current Town Planning Scheme No.4 Amendments

Subdivision Applications - WAPC Approvals/Refusals – April 2023

Subdivision Applications - Report on Lots Registered for 2022/2023

Compliance Officer's Report – April 2023

Building

Building Services Manager's Report – April 2023

Building Health/Compliance Officer's Report – April 2023

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

CEO1/5/23

That Council acknowledge receipt of Issue 6/2023 of the Information Bulletin

1.2 - CODE OF CONDUCT COMPLAINT (REFERENCE #50614)

WARD : ALL
FILE No. : M/224/23
DATE : 27 April 2023
REF : DB
RESPONSIBLE : Executive Director
MANAGER : Corporate Services

In Brief:

- A Confidential Report on the above matter is presented to this agenda

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☒ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

A Confidential Report is presented as an attachment to this Agenda.

ATTACHMENTS

1. Confidential-Code of Conduct Complaint-50614 - *This matter is considered to be confidential under Section 5.23(2) (d) (f i) of the Local Government Act, as the matter involves legal advice obtained or which may be obtained by the City of Armadale; AND the matter, if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law*

RECOMMEND

CEO2/5/23

That Council adopt the recommendation within the Confidential Report.



ORDINARY MEETING OF COUNCIL
MONDAY, 24 APRIL 2023

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, 24
APRIL 2023 AT 7.00PM.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Mayor, Cr Butterfield, declared the meeting open at 7.00 pm.

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

PRESENT:

Mayor, Cr R Butterfield
presided over

River Ward

Deputy Mayor, Cr K Busby
Cr J Keogh
Cr K Kamdar
Cr S Peter JP
Cr M S Northcott
Cr P A Hetherington
Cr E J Flynn
Cr G J Smith
Cr M Silver
Cr S S Virk
Cr G Nixon

Minnawarra Ward
River Ward
Ranford Ward
Ranford Ward
Palomino Ward
Palomino Ward
Heron Ward
Minnawarra Ward
Lake Ward
Lake Ward
Hills Ward

IN ATTENDANCE:

Ms J Abbiss	Chief Executive Officer
Mr J Lyon	Executive Director Corporate Services
Mr G Windass	A/Executive Director Development Services
Mr M Andrews	Executive Director Technical Services
Mrs S Van Aswegen	Executive Director Community Services
Mrs S D'Souza	CEO's Executive Assistant
Ms A Luobikis	Head of Service Delivery

Public: 3

LEAVE OF ABSENCE:

Leave of Absence previously granted to Cr M J Hancock and Cr S J Mosey

APOLOGIES:

Apology received from Cr M Silver.

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

The following questions were taken on notice at Council's Meeting on 27 March 2023 and responses (summarized below) forwarded in a letter by the Chief Executive Officer dated 13 April 2023.

Phil Davey

Q-1 On Brookton Highway on the way up to Roleystone there is the new digital fire sign which does not appear to advise on fire danger ratings but instead refers people to the emergency gov website for this information. Is there any information about what is happening with that sign??

Response

The City has two (2) digital Fire Danger Rating ('FDR') signs erected on Albany and Brookton Hwy's that were originally installed back in 2016. The FDR signs are having to be upgraded due to changes brought about by the new Australian Fire Danger Rating System ('AFDRS'), which came into effect nationally on the 1 September 2022.

As part of the AFDRS implementation, the Department of Fire and Emergency Services ('DFES'), who are the project lead for Western Australia secured funding from the Commonwealth Government to contribute to the signage replacement. Utilising the Commonwealth funding, DFES coordinated a centralised procurement process for replacement FDR signage (analogue and digital) across the State based on identified replacement requirements.

In late July DFES advised that due to delays in finalising the new AFDRS signage design, as well as delays in securing Commonwealth funding, coupled with manufacturing delays, the signage would not be produced and distributed to local governments before the 1 September 2022 "Go-live" date. DFES subsequently instructed local governments across the state to remove all analogue signs and cover up digital FDR signs until replacements were forthcoming.

The City had initially been utilising a workaround on our digital FDR signs which involved using selected existing light indicators with a temporary sticker over the top to display the appropriate AFDRS FDR. However on the 23 November 2022 the sign manufacturer rolled out a software update in support of the new AFDRS, this resulted in the signs no longer working and we were forced to completely cover them until retrofit kits are installed.

The temporary sticker was placed over the signs containing wording that directs the public to the EmergencyWA website for information on the daily FDR.

The retrofit kits arrived from the sign manufacturer on the 20 February 2023. We are currently liaising with a contractor to determine their availability for installation of the kits. Notwithstanding other installations that the contractor is currently fulfilling across the state it is hoped that the works will be completed in the coming weeks.

- Q-2** It is good to see the ground works begun for the new fire station up at Roleystone Karragullen. Can please I ask what is the total area metres squared that is being cleared for the new fire station?
Can we confirm how much natural vegetation and tree canopy was removed during the land clearing process in line to do with the Urban Forest Strategy from CoA. Was there any report tabled of land to be cleared and the impact of the loss of vegetation to be incurred for councillor discussion and approval?

Response

Tree canopy and vegetation cleared for the project equates to 4,435 square metres to facilitate the building, roads and associated infrastructure. Council resolved, at the time of endorsing the project, for the building footprint to generally accord with the Bedfordale Bush Fire Station. A report was not presented to Council on the impact on vegetation as a Council decision was not required on this matter.

4 PUBLIC QUESTION TIME

1 Wendy Cross, Black Court, Roleystone and Coordinator of Roleystone Market Committee

The Committee hold 4 Markets a year and as we cannot control the number of attendees we have done everything we can to alleviate the parking problem i.e. put out signage, send emails to the locals and have put notices on Roleystone Market Place. The Committee is a not for profit and cannot afford traffic management plans.

- Q1. How do we alleviate this parking problem with parking and traffic without having the threat of the market being cancelled and this is a week out from the next market event?

Mayor:*It sounds like you are a little bit of a victim of your own success there with the numbers building up to the extent where people are parking on the local streets and the City is getting complaints.*

There has been some change within the approvals process for events and who deals with them and there are a number of matters to be looked into for public events like yours i.e. toilet provision, parking etc. What I can do is request that the CEO actually has a relook at the way in which these events are being assessed and by which department.

Large public events do need traffic management in place and can involve anything from bollarding off roads and closing them so pedestrians can move around safely. If your event has grown to the extent where it needs that then it is going to be something that will need to be looked at for the future. However, for this next event the CEO will follow through with the department involved to review this given the short notice.

Question time declared closed at 7.07pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Request for Leave of Absence – Cr Kerry Busby, Cr Grant Nixon and Cr Emma Flynn

Request for leave of absence received from:

- Cr Kerry Busby for the period Wednesday 3 May 2023 until Monday 8 May 2023 inclusive;
- Cr Grant Nixon for the period Saturday 29 April to Saturday 22 July 2023 inclusive; and
- Cr Emma Flynn for the period Tuesday 16 May to Thursday 18 May 2023 inclusive.

MOVED Cr M S Northcott

That Council approve leave of absence to:

- **Cr Kerry Busby for the period Wednesday 3 May 2023 until Monday 8 May 2023 inclusive. (includes 1 Ordinary Council meeting – 8 May 2023); and**
- **Cr Grant Nixon for the period Saturday 29 April to Saturday 22 July 2023 inclusive. (includes 5 Ordinary Council meetings, 8 & 22 May, 12 & 26 June & 10 July)**
- **Cr Emma Flynn for the period Tuesday 16 May to Thursday 18 May 2023 inclusive. (does not include an Ordinary Council meeting)**

MOTION not opposed, DECLARED CARRIED

(11/0)

6 PETITIONS

Nil

7 CONFIRMATION OF MINUTES

**7.1 PREVIOUS ORDINARY COUNCIL MEETING
HELD ON 27 MARCH 2023.**

MOVED Cr E J Flynn that the Minutes of the Ordinary Council Meeting held on 27 March 2023 be confirmed as a true and accurate record.

MOTION not opposed, DECLARED CARRIED

(11/0)

**8 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT
DISCUSSION**

1. Mayor's Announcements

Tuesday 28 March 2023

Filmed short video containing information on the new 'self serve' facilities booking/hiring system called Bookable. The new system allows the public to see which of the City's facilities are available, how much they are to hire and also allows the facility to be booked on line without having to contact the City's staff.

Wednesday 29 March 2023

Chaired a South East Regional Energy Group Meeting at Orchard House in the City of Armadale.

Opened the 2023 Let's Connect Expo, which showcases Armadale's community organisations and service providers, held at the Armadale District Hall. There were a number of stall holders from organisations as diverse as employment services to multicultural services. Many local community groups also had stalls which promoted their organisations and identified opportunities for new members and volunteer roles.

Thursday 30 March 2023

Met with Hugh Jones MLA, Member for Darling Range and Cr Michelle Rich from Shire of Serpentine Jarrahdale at Parliament House. It was also an opportunity to have lunch with the Community Volunteers of the Year from both Local Government areas, and to hear about their achievements.

Sunday 2 April 2023

Gave a speech at the Australian Rowing Championships Finals to promote the City, and presented medals to the winners on the day. Thousands of people from around Australia attended the racing during the week and the entire event was live streamed around the world. The largest viewing numbers were in North America where talent scouts watch for new and emerging rowers, who might like to attend American Universities (much the same as gridiron teams do).

Tuesday 4 April 2023

Attended the Harrisdale Senior High Schools ANZAC Day service.

Attended the start of construction celebration for the Brightwater Care Group (Huntington's Disease Building) in Piara Waters.

Wednesday 5th April 2023

Attended Kings Park for a photo marking the launch of the WA Tree Festival (which the CoA is a participant)

Thursday 6 April 2023

Attended a meeting with the CEO and Yaz Mubarakai MLA, Member for Jandakot to discuss local issues and give updates on works occurring in the electorate of Jandakot.

Attended a meeting with the CEO and Matt Keogh MP, Member for Burt and Minister for Veteran Affairs; Minister for Defence Personnel, to discuss local issues (including the Principal Shared Path along Railway Avenue).

Tuesday 11 April 2023

Attended the installation of the mural art work at Gwynne Park Skate Park to assist the young people installing the artwork. Deputy Mayor, Councillor Busby and Councillor Keogh also came along to support the project.

Attended a regular meeting with the Deputy Mayor and CEO to discuss local issues.

Wednesday 12 April 2023

Chaired the Annual General Meeting of Electors for 2023. Thank you to Councillors and electors who attended and participated.

Saturday 15 April 2023

Attended a Neighbourhood Watch event in Frye Park. It was wonderful for residents to be able to see the police horses and Police drone being demonstrated. Matt Keogh Member for Burt, Dr Tony Buti MLA, Member for Armadale, Hugh Jones MLA Member for Darling

Range, and Matt Swinbourn MLC attended in support of the event. Thank you Cr Keogh for organizing and collecting the City's Community Activity Trailer for the event. Cr Kamdar, Cr Peter and Deputy Mayor Cr Busby also attended.

Attended a regular interview session at Heritage FM with James Wray to discuss local issues and events.

Sunday 16 April 2023

Cr Grant Nixon attended the Dams Challenge, West Cycle Event on my behalf to give a welcome speech.

Monday 17 April 2023

Attended a briefing prior to South East Metro Zone Meeting along with Cr Northcott.

Attended a regular catch up with the CEO to discuss local issues.

Wednesday 19 April 2023

Hosted the SECCA Mayors and CEOs meeting held at the City of Armadale.

Attended the South East Metro Zone Meeting with Cr Melissa Northcott and the CEO, held at the City of Canning.

Sunday 23 April 2023

Attended the Chinmaya Mission Australia Event held in Forrestdale.

Monday 24 April 2023

Attended a regular catch up with the Deputy Mayor and CEO to discuss local issues.

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

Nil

10 REPORTS

10.1 COMMUNITY SERVICES COMMITTEE MEETING

Report of the Community Services Committee held on 4 April 2023.

MOVED Cr M S Northcott that the report be received.

MOTION not opposed, DECLARED CARRIED

(11/0)

BUSINESS ARISING FROM REPORT

Recommendation C7/4/23 - Lease Agreement - Armadale Society of Artists Inc. - Portion of Armadale Recreation Centre

MOVED Cr M S Northcott

That Council authorise the Chief Executive Officer and Mayor to sign and execute a lease agreement with the Armadale Society of Artists Inc. for a portion of the Armadale Recreation Centre of 4 Townley Street, Armadale, being the gymnasium, crèche and assessment room under the following basic terms and conditions:

Occupier	Armadale Society of Artists Inc.
Leased	Portion of Armadale Recreation Centre located at 4 Townley Street, Armadale, comprising of the gymnasium, crèche and assessment room.
Term	Five (5) years with a 5 year renewal option.
Commencement	Upon signing by both parties, following Council endorsement.
Rent	Peppercorn Rent in line with the City's Fees and Charges. The current Peppercorn Rent rate in the 2022/23 Schedule of Fees and Charges is \$100 per annum (incl. GST).
Insurance	Lessee to be responsible for Public Liability Insurance to the value of \$20 Million.
Lessee Responsibilities	<ul style="list-style-type: none">• Cost of all claims resulting from the group's activities that fall within the City's excess on building insurance (currently \$5,000 per incident);• Insurance for any property or equipment owned by the occupier;• Insurance for community groups hiring spaces.
Outgoings	Lessee to be responsible for normal outgoings for occupied portion of the premises.
Maintenance	In accordance with the Maintenance Schedule outlining City and Occupant responsibilities.
Other	Occupier to be responsible for costs associated with preparing lease documentation.

MOTION not opposed, DECLARED CARRIED (11/0)

Recommendation C8/4/23 - Proposed Cat Local Law

MOVED Cr G Nixon that Recommendation C8/4/23 be adopted with the addition of a part (5) as below:

That Council:

- 1. Endorses Option 3 with the additional bushland areas as attached added to Schedule 3 as cat prohibited areas, and an amendment to the number of cats to be kept as four without a permit, as its preferred model of a proposed cat local law:**
- 2. In accordance with section 3.12(3)(a) of the *Local Government Act 1995*, give local public notice of the proposed draft cat local law with the purpose and effect of the proposed local law to be summarised in the notice;**
- 3. Note that any public and Ministerial responses will be reported to Council for consideration prior to making of the local law and publication in the Government Gazette; and**
- 4. Authorise the CEO to undertake necessary administrative actions in order to give effect to (1) above.**
- 5. Authorise the CEO to write to Minister John Carey and the Department of Local Government, Sport and Cultural Industries seeking immediate action to amend the State Cat Act 2011 to include the confinement of cats to premises.**

MOTION not opposed, DECLARED CARRIED (11/0)

Recommendation C9/4/23 – Councillors’ Items

MOVED Cr M S Northcott

That Council refer the following Councillor item in regard to:

**1. Armadale Products for the Visitor Centre
to the relevant Directorate for action and/or report to the appropriate Committee.**

MOTION not opposed, DECLARED CARRIED (11/0)

10.2 CORPORATE SERVICES COMMITTEE MEETING

Report of the Corporate Services Committee held on 18 April 2023.

MOVED Cr K Busby that the report be received.

MOTION not opposed, DECLARED CARRIED (11/0)

BUSINESS ARISING FROM REPORT

Recommendation CS10/4/23 - List of Accounts Paid - February 2023

MOVED Cr K Busby

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

Municipal Fund

Accounts paid totaling \$8,076,485.84 on transactions 5635 to 6279 and Payrolls dated 5 February and 19 February 2023.

Credit Card

Accounts Paid totalling \$8,385.72 for the period ended February 2023.

MOTION not opposed, DECLARED CARRIED (11/0)

Recommendation CS11/4/23 - Statement of Financial Activity - February 2023

MOVED Cr K Busby

That Council pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996* (Financial Activity Statement Report) accept the Statement of Financial Activity for the eight (8) month period ended 28 February 2023; and:

- i. Note that there are reportable actual to budget material variances for the period**
- ii. Note the \$173.91 small rates debts written off under Primary Delegation 1.0 and Secondary Delegation CORPS 1.1.**

MOTION not opposed, DECLARED CARRIED (11/0)

Recommendation CS12/4/23 - Review of 2022/23 Annual Budget

MOVED Cr S Peter that the meeting be closed to members of the public as the items to be discussed relates to a contract entered into or which may be entered into by the City of Armadale. (Section 5.23(2)(c).

Motion Carried (11/0)

Meeting declared closed at 7.22pm and members of the public left the meeting.

The meeting discussed matters relating to the major project revisions i.e. part (4) of the Recommendation.

MOVED Cr K Busby that the meeting be open to members of the public.

Motion Carried (11/0)

Meeting declared open at 7.49pm and a member of the public returned to the meeting.

MOVED Cr K Busby

That Council:

- 1. Pursuant to Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, adopts the attached Report titled ‘Review of Budget for the period ended 31 March 2023’.**
- 2. Pursuant to section 6.8 of the *Local Government Act 1995*, authorises* the following amendments to the 2022/23 Annual Budget as presented and explained in the attached Report titled ‘Review of Budget for the period ended 31 March 2023’.**

Budget Amendments	
Particulars	(\$)
Revenue	
<i>Increases</i>	
Increase in Interest from Investments	2,396,400
Increasing in Interim Rates During the Year	55,000
Net Revenue Increase/(Decrease)	2,451,400
Operating Expense	
<i>Increases</i>	
Additional Funding for Outdoor Youth Facility Provision Study	(20,000)
License Fees For Bang the Table Portal	(36,000)
Reclassify Insurance from Material and Contracts to Insurance Expense	(410,800)
Additional Funds for Insurance Expenses during the Year	(100,000)
<i>Decreases</i>	
Reclassify Insurance from Material and Contracts to Insurance Expense	410,800
Transfer from Champion Lake Community Centre Maintenance Budget To Champion Lake Community Centre Capital Project	25,950
Transferring Funds from John Dunn Pavilion Maintenance to John Dunn Pavilion Capital Project	35,900
Reduction in ICT Salary Budget	305,000
Net Operating Expense (Increase)/Decrease	210,850

Capital Expense	
<i>Increases</i>	
Additional Funding for Roleystone Theatre	(450,000)
Additional Funding for John Dunn Pavilion	(281,000)
Additional Funding for Champion Lake Community Centre	(104,000)
Additional Funding for Various Plant and Equipment Items	(309,900)
Additional Funding for Road Resurfacing Projects	(11,050)
Additional Funding to Footpath Improvements	(187,000)
Upgrading Burtonia Gardens and Yellowwood Parks	(600,000)
Additional Funding for New Footpaths Program Project	(50,000)
Additional Funding for North Forrestdale SAR	(27,000)
Additional Funding for Carradine Road Culvert Reconstruction Project	(999,000)
<i>Decreases</i>	
Transfer from Facility Consultancy Capital Budget to Champion Lake Community Centre Project	78,050
Transfer from Facility Consultancy Capital Budget to New Footpaths Program	26,200
Net Movement in Parks Projects	50,700
Net Capital Expense (Increase)/Decrease	(2,864,000)
Non-Operating Revenue/Expense	
<i>Increases</i>	
Grant Funding for Burtonia Gardens and Yellowwood Park Upgrade Projects	600,000
Proceeds from Disposal of Asset	33,000
Transfer from Waste Management Reserve to Fund Plant and Equipment Items	3,000
Transfer from Plant and Machinery Reserve Reserve to Fund Plant and Equipment Items	273,900
Transfer from Asset Renewal Reserve to Fund the Footpath Defects Backlog	187,000
Transfer from North Forrestdale SAR Asset Renewal to North Forrestdale SAR Project	27,000
Transfer from Asset Renewal Reserve to fund the Carradine Rd Culvert Reconstruction Project	999,000
Transfer from Asset Renewal Reserve to Fund the Roleystone Theatre project	450,000
Transfer from Asset Renewal Reserve to Fund the John Dunn Hall project	245,100
<i>Decreases</i>	
Transfer of Interest Related to Reserve Funds	(1,895,000)
Reduction in One Council Loan required for this year	(1,085,000)
Net Non-Operating Revenue/Expense Increase/(Decrease)	(162,000)
Movement in Contract Liability	0
Net Budget Surplus/(Deficit)	(363,750)

3. **AMENDS** the 2022/23 Annual Budget by increasing the Opening Position (net current assets at 1st July 2022) by \$3.2M, increasing the Closing Position (net current assets at 30 June 2023) by \$2.78M, effectively utilising \$420,000 (rounded) of the FY22 surplus to fund the net budget deficit in point 2 above and the previous decisions of Council relating to the Wallangara Riding and Pony Club assistance and music in the Jull Street mall, totalling \$53,000 as described in this report.

4. NOTES the budget amendments in point 2 above, amends the Project and FY23 Annual budgets as follows:

	Project Budget	Budget Review Funds Applied	Reserve Utilised/ (Set Aside)	Proposed Funding Source
Carradine Rd Culvert Reconstruction	\$999,000		\$999,000	Asset Renewal Reserve
Roleystone Theatre	\$450,000		\$450,000	Asset Renewal Reserve
John Dunn Pavilion	\$281,000		\$281,000	Asset Renewal Reserve
TOTAL			\$1,730,000	

a. Carradine Road Culvert Reconstruction

- i. Increase the Project Budget and Annual Budget FY23 by \$999,000 from \$1,249,300 to \$2,248,300**
- ii. Increase transfer from the Asset Renewal Reserve in the Annual Budget FY23 by \$999,000**

b. Roleystone Theatre

- i. Increase the Project Budget and Annual Budget FY23 by \$450,000 from \$4,956,400 to \$5,406,400**
- ii. Increase transfer from the Asset Renewal Reserve in the Annual Budget FY23 by \$450,000**

c. John Dunn Pavilion

- i. Increase the Project Budget and Annual Budget FY23 by \$281,000 from \$3,562,000 to \$3,843,000**
- ii. Increase transfer from the Asset Renewal Reserve in the Annual Budget FY23 by \$281,000**

5. APPROVES an amendment to the John Dunn Hall project by amending the Future Projects Reserve funding source of \$597,000 to the Asset Renewal Reserve for \$597,000 and amends the budget accordingly.

**MOTION DECLARED CARRIED BY AN ABSOLUTE
MAJORITY RESOLUTION OF COUNCIL**

(11/0)

Recommendation CS13/4/23 - Procurement of Goods and Services Policy Review

MOVED Cr K Busby

That Council endorse the proposed amendments to the Procurement of Goods and Services Policy as presented in the attachment to this report.

**MOTION DECLARED CARRIED BY AN ABSOLUTE
MAJORITY RESOLUTION OF COUNCIL**

(11/0)

Recommendation CS14/4/23 - Record Keeping Plan - 2022 Review

MOVED Cr K Busby

That Council endorse the amended Record Keeping Plan as attached to this report.

MOTION not opposed, DECLARED CARRIED (11/0)

10.3 CHIEF EXECUTIVE OFFICER'S REPORT

Report of the Chief Executive Officer.

MOVED Cr M S Northcott that the report be received.

MOTION not opposed, DECLARED CARRIED (11/0)

BUSINESS ARISING FROM REPORT

Recommendation CEO1/4/23 - 2022 Annual General Meeting of Electors - 12 April 2023

MOVED Cr K Busby, SECONDED Cr G Nixon

OPPOSED Cr S Peter

That Council:

- 1. Receives the Minutes of the Annual General Meeting of Electors held on 12 April 2023 as presented in the attachment to this Report.**
- 2. Pursuant to the requirements of Section 5.33 of the *Local Government Act 1995*, adopt the following actions and supporting reasons made in response to the decisions made at the Annual General Meeting of Electors held on 12 April 2023.**

Decisions Made at the AGM of Electors	Council's decision in response to the decision made at the AGM of Electors
<u>Motion-1</u> That the CoA put in place a procedure whereby they agree to expend or allocate any financial year budget surplus by the end of the following financial year.	That the advice on the City's allocation of any financial year budget surplus be noted; and this be communicated to the Electors attending the Electors Meeting and noted in the Minutes of the Annual Electors Meeting – April 2023.
<u>Motion-2</u> That the City agree to accept and implement the FOGO program within City wards for the coming financial year, enabling a reduction of the City's carbon footprint and working towards nett zero emissions by 2030. And that the City ensures a trackable report each quarter, if practicable, to the progress of the FOGO program.	That the advice on the City's implementation of the FOGO program be noted; and that this position be communicated to the Electors attending the Electors Meeting and noted in the Minutes of the Annual Electors Meeting – April 2023.

<u>Motion-3</u> That the City of Armadale budget each financial year allocate \$25,000 to each ward for those ward Councillors to receive applications from the not-for-profits for funding and that the CoA give ward Councillors the delegated authority to discuss with their ward co-Councillor for automatic agreement to the value of \$1,000. Amounts over \$1,000 would require further Council approval. Ward Councillors would then report all applications and fundings back to the Council through regular Council meetings.	That the advice on the City's budget allocation for not-for-profit organisations be noted; and this be communicated to the Electors attending the Electors Meeting and noted in the Minutes of the Annual Electors Meeting - May 2022.
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3. Notes that officers will respond to the questions taken on notice at the Annual General Meeting of Electors within 2 weeks of the Minutes of the meeting being received by Council.

MOTION DECLARED CARRIED

(11/0)

Recommendation CEO2/4/23 - Councillors Information Bulletin - Issue No 5/2023

MOVED Cr M S Northcott

That Council acknowledge receipt of Issue 5/2023 of the Information Bulletin

MOTION not opposed, DECLARED CARRIED

(11/0)

Recommendation CEO3/4/23 - Wirra Willa

MOVED Cr S Peter that the meeting be closed to members of the public as the item to be discussed relates to the personal affairs of a person; AND the matter, if disclosed, could be reasonably expected to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; AND the matter, if disclosed, could be reasonably expected to endanger the security of the City of Armadale's property.. (Section 5.23(2)(b)(fi)(fii).

Motion Carried (11/0)

Meeting declared closed at 7.58pm and members of the public left the meeting.

The meeting discussed the confidential report and the recommendation was put and carried.

MOVED Cr G Nixon, SECONDED Cr K Busby

That Council adopt the recommendation in the Confidential Report.

MOTION not opposed, DECLARED CARRIED

(11/0)

MOVED Cr M S Northcott that the meeting be open to members of the public.

Motion Carried (11/0)

Meeting declared open at 8.13pm.

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 2024/25 Annual Budget - Rates (Cr Shanavas Peter)

That the matter of a report on preparation of the 2024/25 Budget based on the zero rate rise to ease the inflationary pressure on residents be referred to the Corporate Services Committee.

14 MATTERS REQUIRING CONFIDENTIAL CONSIDERATION

Nil

15 CLOSURE

The Mayor, Cr Butterfield, declared the meeting closed at 8.15pm

MINUTES CONFIRMED THIS 8 MAY 2023

MAYOR