

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 5
DECEMBER 2023 AT 7:00PM.

PRESENT: Cr M Silver (Chair)
Cr P A Hetherington (Deputy Chair)
Cr K Busby
Cr K Kamdar
Cr J Keogh
Cr S Stoneham
Cr C M Wielinga

APOLOGIES:

OBSERVERS: Mayor R Butterfield (*from 8:01pm*)
Cr L Sargeson

IN ATTENDANCE:	Ms J Abbiss	CEO
	Mrs S van Aswegen	Executive Director Community Services (<i>via Teams</i>)
	Mr M Andrews	Executive Director Technical Services
	Mr J Lyon	Executive Director Corporate Services (<i>via Teams</i>)
	Mr C Halpin	Manager Recreation Services
	Mr R Porter	Manager Ranger & Emergency Services
	Mr D Balraj	Head of Program Delivery
	Mr L Annese	Community Facilities & Recreation Coordinator
	Mr S Young	Project Manager, Program Delivery
	Ms J Cranston	Executive Assistant Community Services
	Ms W Stanley	Community Facilities Planning Advisor

PUBLIC: 5

*“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

As there were members of the public present, the Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was read.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Public question time was opened at 7:02pm

1. Phil Davey - 12 Lenore Street, Roleystone WA 6111

Q1. In regards to the referral about the garden security given on 10 October 2022 from Council to Community Services, it took 11 months to get to the Community Services Meeting on 5 September 2023, but the current referral regarding the garden and also the Roleybushcare started only on 16 October 2023, was then taken up again on 13 November 2023 and has already reached the Committee tonight which is just under two months. Why has this matter come through so quickly compared to the other matter that took 11 months?

R. With a Councillor Referral, after the matter is raised and a single sentence is provided at a Council meeting, there is a form that is sent to the Councillor to fill out with the relevant details and the referral is unable to be progressed until the Councillor has completed the form and returned it to Officers for action. The reasons behind the delay with this referral was taken on notice.

Q2. Why was Cr Nixon's further comments regarding the co-sharing of Roleystone Community Garden Green Shed provided to Councillors under separate cover and not made available for public reference?

R. Council Policy is that a summary is provided and further detail is circulated to members under separate cover. This Policy is available online.

Q3. With reference to the Officers report where buildings both at the garden shed and Springdale are classed as 10A rated and are not able to be used for meetings or workshops, yet the referral being presented tonight to have the Roleybushcare cohabit at the garden indicates Roleybushcare also needs space to hold meetings and conduct workshops. Why is a referral being made if the garden also does not meet the indicated needs?

R. The Class 10A building is a shed and can still be used as you would normally use your own garden shed at home. What it isn't is a public building so the opportunity to invite members of the public for a workshop within the shed is not possible under that classification. However, there are facilities adjacent and on Cross Park where the group can hold those meetings or workshops or they could equally hold a workshop out in the garden area. This same advice was provided for Springdale. Springdale may be under a seasonal licence arrangement with the Clubs which could impact on the ability to hire the facility.

- Q4. To further that question, based on the fact that the Firies were using the building themselves, then Roleybushcare could be using the building themselves as well.
- R. The previous response was in reference to hiring the Springdale pavilion for meetings. The temporary Fire Station, has been intended to be used by the existing clubs for storage after the Fire Brigade has moved out.
- Q5. Springdale is a large shed, do the sports clubs require all that space for their equipment based on what they currently have?
- R. There are no plans to construct a mezzanine in that facility, but groups have been of the understanding that this space will be utilised by themselves. The additional roller door (side) was planned for baseball mound storage with easy access.

2. Veronica Hansen - 8 Protector Grove, Roleystone WA 6111

- Q1. Which stakeholders did Council Officers and Councillors, past and present, engage with, and when, prior to the co-sharing of Roleystone Community Garden Green Shed referral matter?
- R. This question was taken on notice.
- Q2. Does the Committee agree that due diligence has not been applied and the City has not met the Policy in relation to the engagement, and any discussion on the referral is premature and should be postponed until such time as all parties have been engaged, and the community groups impacted by this matter have had input and are comfortable with the process moving forward?
- R. The Council Policy on referrals is very clear whereby Officers offer a response not a report in terms of providing any factual detail. Generally the recommendation in the referral would be that a report be provided. Unlike a full Council report, this matter has not reached the stage of community engagement that you would expect from a full Council report.
- Q3. Can I then assume that the City believes that it appropriate that they can go ahead and discuss these sorts of matters about moving different people and different groups without discussing anything with the groups?
- R. This was not the response provided.
- Q4. My question still stands then as to why these groups have not been contacted in relation to this matter?
- R. Community groups would not be contacted in relation to a Councillor referral item as a general course of action by City Officers.
- Q5. From the 5 September 2022 Community Services Minutes there is reference made to the Cross Park public toilet being the most vandalised asset in the City and CCTV is currently fixed on to the toilets and skate park. This has also been added to the garden. Has there been any discussion with the garden about the extent of that vandalism affecting the garden as well because this was the matter raised some time ago.

R. The installation of the CCTV was in response to the matter that had been raised by Cr Mosey. It was a Council decision to install CCTV.

Q6. Are there any statistics on actions taken regarding the vandalism, or any feedback that the vandalism has reduced overall?

R. Data is collected in terms of vandalism but will take this question on notice.

Public question time was declared closed at 7:14pm

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 7 November 2023 be confirmed.

Moved Cr C M Wielinga

MOTION CARRIED (7/0)

Minutes of the Special Community Services Committee Meeting held on 26 October 2023 be confirmed.

Moved Cr S Stoneham

MOTION CARRIED (7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 18 – November 2023

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

CONTENTS

COMMUNITY SERVICES COMMITTEE

5 DECEMBER 2023

1.	RANGER AND EMERGENCY SERVICES	
1.1	**ANIMAL MANAGEMENT FACILITY REFURBISHMENT	11
2.	MISCELLANEOUS	
2.1	WAIVER OF SEASONAL GROUND USAGE FEES (REFERRAL MATTER)	16
2.2	CLUB MEMORABILIA - POLICY (REFERRAL MATTER).....	18
2.3	SIGNAGE - FRY PARK PAVILION (REFERRAL MATTER)	21
2.4	CO-SHARING OF ROLEYSTONE COMMUNITY GARDEN GREEN SHED (REFERRAL MATTER)	6
2.5	ROLEYBUSHCARE AND ROLEYSTONE COMMUNITY GARDEN (REFERRAL MATTER)	10
2.6	RECOGNITION OF SPORTING OR COMMUNITY MEMBERS (REFERRAL MATTER).....	23
3.	COUNCILLORS' ITEMS	
	NIL	31
4.	EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT	
	NIL	31
	SUMMARY OF ATTACHMENTS	32

**2.4 - CO-SHARING OF ROLEYSTONE COMMUNITY GARDEN GREEN SHED
(REFERRAL MATTER)**

Item 2.4 was brought forward to this junction of the meeting in the interests of the public gallery.

At the Council meeting held on 16 October 2023, Cr Nixon referred the following matter to the Community Services Committee.

That the matter of the Roleystone Community Garden Green Shed being co-shared with Roleybushcare be referred to the Community Services Committee.

Comment from Cr Nixon

As Cr Nixon is no longer on Council, Cr Stoneham has agreed to address this matter at Committee.

Roleybushcare Needs a Home Base

In 2024 Roleybushcare celebrates 30 years of community service, support, and education. They have 57 active members, over 200 on their mailing lists, more than 750 followers on Facebook and over the last 10 years have volunteered 22,104 hours, an average of about 2200 hours per year.

After relying on members support to store equipment trailers and all other items utilised by the groups over the last 30 years, it is time for Roleybushcare to have a home base for their equipment and general operations.

The space needed for storage of its trailer and field equipment is approximately 20m² of lockable shed or garage space. However, the group also needs additional space to conduct meetings, hold equipment maintenance busy bees, run workshops, and have a space with water and power to run their “Local Plants for Local Reserves” propagation and rehabilitation program.

Cr Nixon’s further comments have been forwarded under separate cover.

Officer Comment

Background on the Lease of Cross Park Community Garden Shed

The Cross Park Community Garden Shed has been occupied through a lease arrangement with Roleystone Community Garden Incorporated since February 2018. Although the lease expired in February 2023, the lease includes a Holding Over clause which allows the Roleystone Community Garden to continue to occupy the premises on a month-by-month basis under the terms of the lease.

In December 2021, Officers presented a report on the Lease and Licence Policy – Implementation Plan which included three tables with a range of recommendations for occupancy arrangements for various community facilities. Council endorsed Officers to liaise directly with Roleystone Community Garden on a lease for the Cross Park Community Garden Shed (C39/12/21).

Officers provided a presentation to Councillors on 11 October 2022 outlining the order in which the new lease and licence agreements were to be implemented following adoption of the new Lease and Licence Policy in April 2021, with the Cross Park Community Garden Shed being included in Priority Group 3 of the implementation plan, which is scheduled to begin in July 2024. The lease contains an option for a five year renewal. However, a Renewal of Term request was not received in accordance with the lease terms.

Current State of Roleystone Community Garden

Following a Councillor referral, Officers met on site with representatives from the Roleystone Community Garden in June 2023 and they advised that they are experiencing issues with young people entering the garden and throwing fruit/produce around the garden. Officers presented a report to Council in September 2023 on security options for the Roleystone Community Garden where Council endorsed use of the City's mobile CCTV to monitor the garden area (C21/9/23). This was in addition to other recommendations.

Officers were made aware that the garden had been neglected over recent months when assessing a location for the mobile CCTV on site. In October, Officers contacted the community group to address the site as soon as possible.

The City's mobile CCTV was set up on 15 November 2023 and Officers have spoken with representatives of the community group and they have started to address and clean up the site.

Co-location of Cross Park Community Garden Shed

Officers contacted Roleybushcare in December 2022 to discuss their storage requirements where the group indicated that they would require a shed that was approximately 6m x 5m. Roleybushcare suggested that they had contacted Roleystone Community Garden who were unable to assist with storage as the space is already shared with the Roleystone Markets.

Storage for the Roleystone Markets takes up a significant portion of the area. If colocation was to occur, a review of the storage needs of the markets would need to occur and potentially an alternate on-site storage area for the markets put in place.

Officers also investigated other potential options at Cross Park but concluded that there were no suitable short-term options based on Roleybushcare's requirements.

The Cross Park Community Garden Shed is a Class 10A building and is suitable for storage purposes only. The shed could not be used for meetings, workshops or similar activities.

Council have endorsed for Officers to commence negotiations directly with Roleystone Community Garden for a new lease of the Cross Park Community Garden Shed (C39/12/21). This resolution does not bind Council to enter into the lease and Council could resolve that Roleybushcare should partially or fully occupy this space.

Council may also consider a Registration of Interest process to provide an opportunity to other community groups.

Alternative Options

Springdale Fire Shed

The 144sqm shed was erected as a temporary facility for the Roleystone Karragullen Volunteer Bush Fire Brigade whilst the Roleystone Karragullen Fire Station was being built. The shed has multiple access points to cater for multiple users.

This shed was identified to be repurposed as future storage for the Roleystone Junior Football Club and Roleystone Diamond Sports Club once the brigade moved into their new permanent facility. This would allow the entire ground floor of the Springdale Pavilion (where the clubs current storage is) to be redeveloped into four all gender change rooms, spectator toilets and umpire's room. Council has committed funds for the Springdale Change Room project in FY 2024 and FY 2025 and the estimated construction cost at the time of QS in May 2023 was \$880,000.

The City has sourced a CSRFF grant of \$88,666 and AFL Facilities Funding of \$29,000 for this project. The acquittal of the CSRFF funding has been delayed. Currently, \$15,000 has been allowed in the current QS to convert the temporary fire shed into storage for two users.

The urgency of the decision for location of the new fire station meant minimal consultation occurred with the seasonal clubs. The clubs expressed their extreme frustration when the decision was communicated as the shed was to go on the site of the female change rooms, umpire and storage facilities identified in the Springdale Master Plan. However, the clubs were somewhat appeased when the City explained that the shed would then be available as a storage facility to be shared by the two clubs as well as enabling the space for four new all gender change rooms under the pavilion. Officers have worked with both clubs to identify their needs for the shed conversion and a concept plan was developed for the purposes of the original QS. A City decision to reduce the amount of storage space committed to each club may not be viewed favourably.

It is also important to note that Roleybushcare would only be able to use the shed for storage purposes in accordance with the 'Public Works' development approval exemption confirmation from the State Government Western Australian Planning Commission and in accordance with the existing Class 10A building permit/approval. The shed could not be used for meetings, workshops or similar activities. In the short term, Roleybushcare could hire the Springdale Pavilion around the usage of the two seasonal clubs. However, in March 2022 Council endorsed for Springdale Pavilion to be made available for seasonal licence with the seasonal clubs (C6/3/22). As per the implementation plan presented to Council, negotiations are anticipated to commence with the seasonal clubs in 2025.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C34/12/23

That Council:

- 1. Request that Officers commence discussions in January 2024 for the future occupancy of the premises (currently known as the Cross Park Community Garden Shed and Gardens).**
- 2. Direct that discussions are to occur with the Roleystone Community Garden Inc. and Roleybushcare Inc. for joint occupancy of the premises.**
- 3. Request that Officers explore options within existing buildings at the Cross Park precinct for the storage of materials associated with the Roleystone Markets currently at the premises.**
- 4. Provide a report on the progress of joint occupancy discussions and storage options to Council in March 2024, or earlier if either of the parties is not willing to participate in discussions.**

**Moved Cr S Stoneham
MOTION CARRIED**

(7/0)

2.5 - ROLEYBUSHCARE AND ROLEYSTONE COMMUNITY GARDEN (REFERRAL MATTER)

Item 2.5 was brought forward to this junction of the meeting in the interests of the public gallery.

At the Council meeting held on 13 November, Cr Stoneham referred the following matter to the Community Services Committee.

That the matter of Roleybushcare sharing the Roleystone Community Garden shed at Cross Park be referred to the Community Services Committee.

Comment from Cr Stoneham

Roleybushcare needs a Home Base.

With reference to Cr Nixon's referral made on October 16, further comments for this referral have been forwarded under separate cover.

Officer Comment

The background information for this referral is consistent with the previous item.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C35/12/23

That Council:

- 1. Request that Officers commence discussions in January 2024 for the future occupancy of the premises (currently known as the Cross Park Community Garden Shed and Gardens).**
- 2. Direct that discussions are to occur with the Roleystone Community Garden Inc. and Roleybushcare Inc. for joint occupancy of the premises.**
- 3. Request that Officers explore options within existing buildings at the Cross Park precinct for the storage of materials associated with the Roleystone Markets currently at the premises.**
- 4. Provide a report on the progress of joint occupancy discussions and storage options to Council in March 2024, or earlier if either of the parties is not willing to participate in discussions.**

**Moved Cr S Stoneham
MOTION CARRIED**

(7/0)

****1.1 - ANIMAL MANAGEMENT FACILITY REFURBISHMENT**

WARD : HERON

FILE No. : M/679/23

DATE : 21 November 2023

REF : RP/RP

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- Council have allocated \$383,560 in the 2023/24 Capital budget towards refurbishment of the current Animal Management Facility until the design & construction of a new facility can be completed as part of the overall Depot Redevelopment Plan.
- Specific feedback was sought from Councillors on the Scope of Works to be incorporated into the Project Mandate.
- This report recommends that Council endorse a proposed Scope of Works for the Animal Management Facility Refurbishment Project and authorise the Chief Executive Officer to proceed with its implementation.

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

1.2 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.

2.3 Functional, Inclusive and Sustainable Infrastructure

2.3.3 Maintain the City's Assets effectively in order to meet service levels throughout their life cycle.

4.4 Effective Community Engagement and Communications

4.4.4 Promote excellence in customer experience in all areas of service delivery.

Legal Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Council approved \$200,000 in the 2023/24 Capital budget.

A further \$183,560 in funds from the broader Depot Redevelopment project was carried forward from the 2022/23 budget meaning the overall budget for this project is \$383,560.

An amount of \$76,000.00 from the Roleystone Karragullen Volunteer Bush Fire Brigade Fire Station project is available should Council wish to fund the estimated budget shortfall presented in Option A - \$56,048.00 or B - \$47,648.00, as per attached Budget Estimate Cost Sheet.

Consultation

- Councillors
- Program Delivery
- Ranger Services
- DPIRD Standards and Guidelines for the Welfare and Health of Dogs in WA – Feb 2020
- RSPCA International – Guidelines for the Design and Management of Animal Shelters
- *Animal Welfare Act 2002*

BACKGROUND

In June 2023, Officers from Program Delivery delivered a presentation to Councillors on the Depot Redevelopment Plan. One of the items within that presentation was the design & construction of a new Animal Management Facility ('AMF').

During this presentation there was a desire raised by Councillors to immediately improve the existing building and establish a facility more sympathetic to the care and wellbeing of the animals being housed until a more comprehensive redevelopment could be realised as part of the Depot Redevelopment Plan.

Councillors also expressed strong views in terms of what changes they would like to see to the current facility as part of the refurbishment project.

A Councillor Workshop was subsequently conducted on the 27 September 2023 to gather feedback to inform the *Project Mandate*, specifically information was sought from Councillors on the works that they were wanting to see incorporated into the project scope of works.

DETAILS OF PROPOSAL

The AMF Refurbishment Project seeks to enhance the conditions of the existing facility to improve animal wellbeing and welfare, officer safety and the facilities' public perception.

The proposed AMF Refurbishment Project Scope of Works has sought to capture the feedback of Councillors and incorporate it into the project. It's proposed that the AMF Refurbishment Project will include the following Scope of Works:

- Investigations & Design.
- Upgrade to HVAC and refurbishment of building insulation.
- Installation of a dedicated dog wash area.
- Upgrade to plumbing and drainage.
- Replacement of modular cat cage banks. Investigate cages currently used by Cat Haven and City of South Perth.
- Demolition, fabrication, and installation of new dog cages, incorporating new soft beds and the ability to safely move dogs between pens.
- Removal and resurfacing of the whole floor. The whole floor surface needs to be removed as the coating acts as a waterproof membrane.
- Provide a low stress cat housing environment.
- Provide dry food storage area.
- Upgrade to animal holding pen with installation of electronic access control.
- Upgrade to security alarm system and installation of new CCTV system.

COMMENT

The short timeframe for completion of this project has meant that the figures provided within the attached *AMF – Budget Estimate Cost Sheet* are considered to be concept design and estimate figures only.

The design and estimate figures have not been fully refined and contain a 20-30% estimate accuracy. As the project is in its early development phase, until final scope and selections are determined an accurate estimate with lower tolerance cannot be provided at this time.

The short project timeframe has not allowed Officers time to determine the exact costings given that thorough investigations have not taken place on the existing site. However, it was deemed necessary that the cost estimate figures be brought back to Council early in the project in order for approval and/or direction to be provided on the proposed scope of the works.

The attached Budget Estimate Cost Sheet includes two alternative options for the housing of impounded cats and dry food storage.

Option A - Additional Donga facility seeks to install an additional facility in the form of a separate Donga to house impounded cats. This option will provide greater floor space for the cat housing area over the existing facility, doubling the cat cage modules that can be installed from two to four. This option means that the short to medium term cat housing requirements will be met until the depot redevelopment is completed.

Option A is almost certainly going to extend the time period of the project beyond the target date and Officers are not able to confirm this until such time as an order is placed and a delivery time confirmed by the preferred service provider.

Should Option A be chosen then the existing cat housing area would be used for food storage. By utilising the existing cat area, the facility would be provided with a secure storage area that will not be subject to vermin intrusion.

It should also be noted that the Donga could ultimately be incorporated into the Depot Master Plan. Alternatively, it could be sold with the funds contributing to the wider-facility upgrade.

The downside of this option is that the cost will be greater and there will be a difficulty in procuring and installing a Donga within the expected timeframe. It's likely that this scope of works will mean that the project completion date may not be met for this item.

Should a new Donga be deemed not to be a viable option then *Option B - Upgrades to existing cat facility* is to continue to utilise the existing cat housing area, however with significant upgrades in order to provide a low stress environment in line with Councillor feedback.

Upgrades would need to include better sound proofing between the dog and cat areas including an air lock two door system separating them. The downside to Option B is that these works will reduce the available floor space to the existing area. This option would also require the purchase of a replacement sea container for the storage of dry food.

Option B also limits the number of cat cage modules that can be installed, meaning that the short to medium term cat housing requirements will not be met. Ranger Services are already experiencing periods where they are at capacity with no ability to impound cats, this predicament will only exacerbate with city growth.

OPTIONS

Council has the following options:

1. Endorse the proposed AMF Refurbishment Project Scope of Works in line with '*Option A - Additional Donga facility*' in the amount of \$439,608 as detailed in this report and the attached Budget Estimate Cost Sheet, with the shortfall of \$56,048.00 coming via a transfer of savings from the Roleystone Karragullen Volunteer Bush Fire Brigade Fire Station project.
2. Endorse the proposed AMF Refurbishment Project Scope of Works in line with '*Option B - Upgrades to existing cat facility*' in the amount of \$431,208 as detailed in this report and the attached Budget Estimate Cost Sheet with the shortfall of \$47,648.00 coming via a transfer of savings from the Roleystone Karragullen Volunteer Bush Fire Brigade Fire Station project.
3. Endorse either of the proposed AMF Refurbishment Project Scope of Works as detailed in this report and the attached Budget Estimate Cost Sheet, with Council amendments, with any shortfall coming via a transfer of savings from the Roleystone Karragullen Volunteer Bush Fire Brigade Fire Station project.

4. Not endorse the proposed AMF Refurbishment Project Scope of Works and refer the matter back to the Officers for further consideration.

Option 1 is recommended.



CONCLUSION

The proposed AMF Refurbishment Project Scope of Works in line with Option A, will significantly address Councillor concerns about the image and conditions of the current facility.

It is recommended that Council endorse the proposed AMF Refurbishment Project Scope of Works, fund the estimated shortfall via a transfer of savings from the Roleystone Karragullen Volunteer Bush Fire Brigade Fire Station project and authorise Officers to proceed with its implementation.

Once Council provide direction on the proposed Scope of Works, Officers can then establish an accurate project delivery Program.

ATTACHMENTS

1.  Animal Management Facility - Project Mandate
2.  Animal Management Facility - Budget Estimate Cost Sheet

RECOMMEND

C36/12/23

That Council:

1. **Endorse the proposed Animal Management Facility Refurbishment Project Scope of Works in line with Option A, as detailed in this report and the attached Budget Estimate Cost Sheet.**
2. ***Amend the 2023-2024 Budget as follows:**
 - a) **Increase the Capital Expenditure Budget for the Animal Management Facility by \$76,000**
 - b) **Decrease the Capital Expenditure Budget for the Roleystone Karragullen Bush Fire Station Brigade Station by \$76,000**

***ABSOLUTE MAJORITY RESOLUTION REQUIRED**

3. **Authorise the Chief Executive Officer to proceed with the detailed design and implementation of the chosen proposed Scope of Works.**
4. **Acknowledge that the timeframe for completion of the project will be extended for Option A.**

Moved Cr Silver
MOTION CARRIED

(7/0)

2.1 - WAIVER OF SEASONAL GROUND USAGE FEES (REFERRAL MATTER)

At the Council meeting held on 16 October 2023, Cr Keogh referred the following matter to the Community Services Committee.

That the matter of provision of waiver of seasonal ground usage fees per player of Integrated teams be referred to the Community Services Committee.

Comment from Cr Keogh

Please provide the additional information that was researched into the clubs proposal so Council can make a decision on whether the \$80 fee for all-ability players in the City of Armadale – namely the Kelmscott All-abilities Club – should be waived and reasons for and against.

Officer Comment

In the City's Schedule of Fees and Charges, senior players are charged \$80 per player per season for active reserve seasonal hire. Kelmscott Bulldogs Football Club (KBFC) have advised Officers that they had 27 registered all-abilities players which equates to \$2,160.

Inclusion and diversity peak bodies provided feedback that providing funds or subsidising fees for all-abilities participants doesn't necessarily translate to increased participation. Clubs or organisations that foster the culture of inclusivity, experience success in gaining and retaining participants. Peak bodies also conveyed that the value of inclusion is that those who are different, are not treated different and therefore do not feel different as referenced in the WA State Disability Strategy 2020-2030.

In addition, Officers contacted the following Local Government Authorities (LGA) to ascertain any precedence. The following LGAs stated that they have no immediate plans to implement a discount or separate charge in their fees and charges for all-abilities players and/or teams, consistent with the information above from peak bodies: The Cities of Subiaco, Mandurah, Cockburn, Canning, Joondalup, Vincent, Stirling, Kwinana, Swan, Wanneroo, Kalamunda, Gosnells, Shires of Serpentine-Jarrahdale and Murray and Town of Cambridge. The City of Melville offer a Grant Scheme which has been outlined in a previous referral item.

If the City wishes to proceed with waiving per player fees for all-abilities players from the KBFC, consideration needs to be given to:

- How can this also be applied equitably to other clubs who have all-abilities participants.
- The type of information the City would require from clubs or all-abilities participants to consider participants eligible for a waiver of fees.
- Whether solely participants of all-abilities teams are eligible for waiver of fees or if people living with a disability who participate in mainstream teams should also be eligible for support.
- Whether the City should provide any concessions to junior clubs who have all-abilities participants given that junior participants are fully subsidised for seasonal reserve hire.

Waiving the all-abilities per player fees for KBFC will assist the club and participants in reducing costs and barriers to sport but may have unintended consequences of treating all-abilities participants differently and therefore undermining fundamental principles of inclusion. Consideration needs to be provided to various aspects to ensure that a fair and equitable approach is adopted.

ATTACHMENTS

There are no attachments for this report.

Cr Keogh put forward the following recommendation:

RECOMMEND

That Council approve the trial for the waiver of seasonal ground usage fees per adult player for all integrated all-ability sport teams in the City of Armadale for one sport season year up to April 2026.

MOVED Cr J Keogh, Seconded Cr P A Hetherington
Opposed Cr K Busby

MOTION LOST (2/5)

RECOMMEND C37/12/23

That Council refers the matter of a Grant Scheme for all-abilities adult sports and other activities in line with the current City of Melville Grant Scheme to SOHAG for deliberation.

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

2.2 - CLUB MEMORABILIA - POLICY (REFERRAL MATTER)

At the Council meeting held on 16 October 2023, Cr Keogh referred the following matter to the Community Services Committee.

That the matter of a Policy on club memorabilia be referred to the Community Services Committee.

Comment from Cr Keogh

The City has numerous sporting clubs in city buildings. At present there seems to be an ad hoc and unbalanced approach to the use of City of Armadale buildings and the display of sporting club memorabilia, trophies, shields and club paraphernalia.

Club identity, recognition and celebration of achievement is an important aspect of sporting clubs and helps to create strong club culture and strong communities in general.

I understand that many community buildings are also hired out either directly by the City or by the sporting club themselves. However, I think it would be good to explore options that allow sporting clubs to display memorabilia. Perhaps some form of policy should be explored by Council. City Officers perhaps may also reach out to clubs and request feedback/concerns.

I note that from our Strategic Community Plan, the following points are relevant:

- 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 and encourage a sense of place for residents.
- 1.2.5 Create opportunities for lifelong learning and building community connections.
- 1.3.1 Ensure the equitable, evidence based provision of Community Facilities throughout the City. (From measuring - Increase in % of community satisfied with community buildings, halls and toilets)
- 1.4.1 Support a culture of volunteerism in the community and celebrate the contribution volunteers make to the City.

Officer Comment

The City has various sporting clubs which operate from community facilities and provide great services to the community. The occupancy arrangements of clubs vary between those who hire community facilities and those who have exclusive use arrangements such as leases or licences.

Clubs who have an exclusive use agreement for a facility are permitted to display memorabilia as the facility is being utilised solely for the operations of the club.

Additionally, within the terms of exclusive use agreements, tenants are generally able to provide and maintain their own fixtures and furnishings within these facilities. As clubs who have exclusive use of a facility control access to the facility, there is less risk associated with various groups entering and exiting.

The City has a range of hireable community facilities which have been designed to be multi-purpose to promote diversity of usage and to cater for all cohorts within the community. A large proportion of clubs utilise community facilities through seasonal hire arrangements. Similar to all other hirers within the City, clubs are required to set and pack up their bookable spaces before and after each use. The City's community facilities host bookings which include but are not limited to: club bookings, community events, private functions, religious gatherings, community group meetings, workshops and training courses. The City aims to maximise usage of these facilities and make available for hire for all members of the community to recognise the investment that all rate payers have contributed to building and maintaining facilities.

There are some historical examples where clubs have been permitted to display memorabilia on a case-by-case basis. This has historically and generally been allowed at less utilised hireable community facilities or within foyers of some hireable facilities. However, in recent times, the City has declined to accept new requests to display memorabilia at hireable community facilities for a number of reasons including but not limited to:

- Hireable community facilities are designed to be multi-functional and meet the needs of different cohorts of hirers within the community.
- Allowing memorabilia to be displayed on walls within bookable spaces reduces the flexibility of functions that the facility can cater for.
- As a number of hirers utilise the City's facilities, there is risk that memorabilia could be stolen or damaged which could pose liability or responsibility challenges.
- Operational challenges such as ensuring equity and fairness between multiple clubs at a facility. Similarly, how the City would ensure equity for other non-sporting community groups who wish to display memorabilia.

Officers have contacted Cities of Wanneroo, Joondalup, Swan, Mandurah, Gosnells, Canning, Kalamunda and Shire of Serpentine Jarrahdale to discuss club memorabilia. All local governments contacted confirmed that they do not have a policy for club memorabilia. Please see a summary of the findings below:

- These local governments generally assess requests on a case-by-case basis. Some local governments use processes similar to the City of Armadale's Unbudgeted Capital Works Request Process.
- Within hireable community facilities, local governments generally allow club memorabilia to be displayed in cabinets within foyers rather than bookable rooms. Some local governments include built in display cabinets within new facility builds or redevelopments.
- A seasonal club is required to remove their memorabilia at the end of each season to allow for other seasonal clubs to display within their season unless clubs agree to have memorabilia co-exist.
- These local governments advised that clubs are responsible for damage or theft to any memorabilia on display. Clubs are also responsible for any associated costs with installation, maintenance and removal.
- There have been limited instances of damage or theft of club memorabilia on display.

It's important to balance the flexibility of hireable community facilities whilst also assessing solutions to recognise club and community group identity.

ATTACHMENTS

There are no attachments for this report.

Cr Keogh put forward the following recommendation:

RECOMMEND

That Council request a report from City Officers regarding options for the potential display of club memorabilia within Council facilities. The report is to consider the development of guidelines for display which may include the following:

- (i) The City will give consideration to the nature of the historical cause for the building existing.
- (ii) The City will give consideration to how often the building is used for its seasonal hirer throughout a given year.
- (iii) Clubs will require permission from the City to place memorabilia.
- (iv) Clubs will agree that upon request from a hirer to that building that club memorabilia will be taken down for any events where the club room/s are used.
- (v) Clubs will agree to be responsible for any theft, loss or damage to club memorabilia displayed and associated costs.
- (vi) Principles will be applied on a case-by-case basis.

MOVED Cr J Keogh, Seconded Cr P A Hetherington
Opposed Cr K Busby

MOTION LOST

(3/4)

RECOMMEND

C38/12/23

That Council requests a report from City Officers regarding options for the potential display of club memorabilia within Council facilities.

**Moved Cr K Busby, Seconded Cr M Silver
Opposed Cr J Keogh**

MOTION CARRIED

(6/1)

2.3 - SIGNAGE - FRYE PARK PAVILION (REFERRAL MATTER)

Cr Caroline Wielinga left the meeting, the time being 8:29pm

Cr Caroline Wielinga returned to the meeting, the time being 8:34 pm

At the Council meeting held on 16 October 2023, Cr Keogh referred the following matter to the Community Services Committee.

That the matter of signage for Frye Park Pavilion be referred to the Community Services Committee.

Comment from Cr Keogh

Could City Officers explore what is common or best practice amongst community sporting clubs and use of club signs on LGA club sport buildings. While many sporting clubs may be also used and hired out for other functions, is it possible to still have signage on the building that is not obtrusive in any way when alternate events are held, and that it would not impede on the overall look and intention of the building?

Cr Keogh's further comments have been forwarded under separate cover.

Officer Comment

Clubs play an important role and assist to create happier, healthier and more connected communities.

Historically, some club signage requests have been permitted on a case-by-case basis at leased buildings as these clubs have exclusive use over the building and the facility is being utilised solely for the operations of the club. Club signage requests at hireable community facilities in recent times have not been permitted as direction is required from the City's revision of the Signage Style Guide. This guide is expected to be finalised at the end of 2024.

Consideration would also need to be given to permanent or removable signage, size, materials, messaging, restrictions and suitable locations. Additionally, the City should consider a policy position on the following:

- *Aesthetic* Considerations: City-owned facilities often have a specific architectural design or historical significance. Allowing multiple sporting club logos or signs may detract from the building's aesthetics and intended purpose.
- *Equity*: If the City permits signage at Frye Park Pavilion, the City would need to ensure that signage is permitted at all other hireable community facilities where clubs are based. Examples include but are not limited to: Bob Blackburn Pavilion (Dale Hockey Club), Piara Waters Pavilion (Piara Waters Cricket Club, Piara Waters Senior Football Club and Piara Waters Junior Football Club), Harrisdale Pavilion (Harrisdale ARKs and Harrisdale Hawks) and John Dunn Memorial Park (Kelmscott Baseball Club, Kelmscott Bulldogs Football Club and Kelmscott Junior Football Club). Additionally, the City may need to consider whether non-sporting community groups should also be recognised on signage.

- *Preventing Clutter:* Allowing too many logos or signs on City buildings may lead to visual clutter and make it challenging to distinguish between different clubs or events. This can create confusion for the public.
- *Future Flexibility:* The City may want to use its facilities for a variety of purposes over time. Not allowing permanent signage can provide flexibility for the buildings to be used for different events and functions without visual constraints. Additionally, clubs or community groups could relocate or cease to operate which may lead to redundant signage.
- *Legal and Liability Issues:* Allowing signage on City buildings could raise legal and liability concerns, such as disputes over signage placement, maintenance responsibilities, and potential accidents related to signage installation or removal.

Officers have contacted other local governments to discuss club signage at facilities. City of Canning and Shire of Serpentine Jarrahdale were the only local governments that confirmed that they had a policy for signage. Cities of Wanneroo and Mandurah have relevant management procedures. Cities of Joondalup, Mandurah and Swan assess and approve club signage requests through processes similar to City of Armadale's Unbudgeted Capital Works Request Process. Cities of Gosnells and Kalamunda both assess club signage requests on a case-by-case basis. A number of local governments advised that their clubs mostly operate out of leased clubhouses or club rooms, rather than hireable community facilities.

City of Kalamunda advised that Ray Owen Pavilion is a leased facility and the club signage that is present on the pavilion was approved many years ago.

The City's revised Signage Style Guide and the adoption of a Council Policy for Club signage on community buildings will be important in informing a consistent and well-balanced approach when reviewing requests for club signage at City facilities and particularly those that are hireable.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C39/12/23

That Council note the report.

Moved Cr J Keogh, seconded Cr K Busby

Opposed Cr Silver

MOTION CARRIED

(4/3)

2.6 - RECOGNITION OF SPORTING OR COMMUNITY MEMBERS (REFERRAL MATTER)

At the Council meeting held on 10 October 2022, Cr Keogh referred the following matter to the Community Services Committee.

That the matter of considering ways of recognising sporting or community members be referred to the Community Services Committee.

Comment from Cr Keogh

I would like the City to investigate appropriate ways to recognise community members of Armadale who have made significant sporting achievements. These kinds of achievements would be above and beyond what anyone would achieve at their local sporting club.

This could be done through perhaps a Sporting Hall of Fame, Museum display or Honour Board.

I would also like the City to investigate appropriate ways to recognise community members of Armadale who have made significant achievements in other fields such as music, art, acting, business, etc. Again, their achievement would have to be beyond what would be considered typical in the respective field.

I understand there are currently people who are recognised through having keys to the City or being Freemen of the City. Perhaps other avenues or ways of recognition could be explored in addition to these.

Officer Comment

The City of Armadale has an array of recognition mechanisms in place for members of the community. These include:

Conferring of Honours (EM5) and Management Practice

Council's adopted Policy EM5 Conferring of Honours provides a framework for matters to consider when recognising individuals who have made an outstanding contribution to the City of Armadale by bestowing the honours of Freeman of the City, Freedom of Entry and Keys to the City of Armadale.

"The City will consider bestowing the following prestigious honours noting that the bestowing of such honours carries with it no legal rights or privileges. "

Freeman of the City of Armadale

The Freeman of the City honour is to be granted to previously serving Councillors and Officers of the City and other individuals who are considered by Council to have made an outstanding, significant and meritorious contribution to the City of Armadale, Western Australia, Australia or world affairs.

Freedom of Entry to the City of Armadale

The Freedom of Entry to the City honour is to be granted to units of the Defence Forces which have a significant attachment to the City of Armadale, as determined by Council.

Key to the City of Armadale

The Key to the City honour is to be granted to individuals or groups who are considered by Council to have either:

- (i) reached a high level of achievement and service in their chosen field, or*
- (ii) made an outstanding, significant and meritorious contribution to the City of Armadale, Western Australia, Australia or world affairs.*

A confidential supporting statement/report is to be presented with any applications/nominations to Council via firstly the Mayor or Chief Executive Officer. To preserve the integrity of the process in awarding such prestigious honours, the related application, consideration and determination processes will at all times up until a final decision is made by Council, be conducted in a confidential manner meaning that when such matters are raised at committee or council meetings, that part of the committee/council meeting shall be closed to the public. Generally, the initial consideration given by Council will be to determine whether the nomination made is to be progressed for research and if that consideration is in the affirmative, then within the next three months the research shall be conducted and a subsequent report prepared for Council's consideration and determination. The nominee's acceptance of the honour is to be confirmed prior to its public announcement

Naming of Parks, Places and Buildings' Policy

Council's adopted policy Naming of Parks, Places and Buildings (D68/10/20) provides a framework for the naming or renaming of roads, parks, places and buildings owned or managed by the City.

A key objective of the policy is consistency and that proposed names for City facilities are in accordance with this Policy and Landgate's Policies and Standards for Geographic Naming in Western Australia.

Principles of the Policy:

Principles Proposed names for facilities developed and owned by the City or roads located within the City, shall be in accordance with this Policy and Landgate's Policies and Standards for Geographic Naming in Western Australia.

The following will be taken into consideration:

- a) The locality within which the facility is situated (eg – Kelmscott Hall);*
- b) Any historical events associated with or near the site (eg – Martin's Cairn, Cole's Shaft);*
- c) Indigenous and cultural heritage relevant to the site (eg - Minnawarra Park, Migrant Park);*
- d) Marketing opportunities for the City (eg – Armadale Fitness and Aquatic Centre);*
- e) Pioneering families (family names only) (eg – Fancote Park);*
- f) Social or calendar events relevant to the place or building (eg – Kelmscott Agricultural Showgrounds);*
- g) Individuals who have contributed substantially to the community, including business owners and service providers (eg – Harold King Community Centre); and*

h) Road name theme suitability of the proposed development and associated location.

A list will be updated / maintained by the City of names suitable for the naming of roads, parks, places and buildings.

Preference should be given to the application of names on this list.

Compilation of the list of names shall follow Landgate's Policies and Standards for Geographic Naming in Western Australia (as amended).

For the purposes of this policy a "Place" is a geographical location such as a town, locality or specific area.

▪ *List of Possible Names*

A list of possible names for roads, parks, places and buildings within the City shall be maintained/updated as required by the Executive Director Development Services. Such list may be broken up into localities and types of facilities proposed within that locality with appropriate names based on the criteria set out below listed under each locality and type of facility.

Other names may be deemed suitable for any part of the City. Names may be included on the list if they meet one or more of the criteria set out in the Policy. Members of the public can suggest names consistent with the criteria in this Policy for the City's consideration. All requests shall be made in writing to the City, including the name and contact details of the applicant and appropriate information in accordance with the requirements of this Policy to support the request. Names from this list will require preliminary validation via Landgate's 'Request Park/Reserve Name' and 'Request Road Name' online form.

▪ *Policies and Standards for Geographic Naming in Western Australia*

The suitability of a chosen name including those on the 'List of Possible Names' is to be assessed using Landgate's Policies and Standards for Geographic Naming in Western Australia (Landgate's Policies) or any document that supersedes this document, where it is applicable. In the event of conflict between this Policy and Landgate's Policies and Standards for Geographic Naming in Western Australia, then Landgate's Policies shall prevail.

▪ *Selection of Names*

The selection of names for roads, a park, place or building may be made from the list maintained by the City or suggested by the developer or City.

▪ *Naming of Roads (including private roads)*

Naming roads is an important part of the subdivision process where new roads are being created as part of a subdivision. Roads must be named in accordance with Landgate's Policies to obtain approval.

▪ *Naming of Parks, Sporting Reserves and Places*

In accordance with Landgate's Policies, the naming of all parks and reserves, regardless of size, require approval from Landgate and the Minister of Lands. The naming of Parks, Sporting Reserves and Places within the City of Armadale should relate to one of the following:

- a) An event which historically occurred or occurs regularly on the site;*
- b) A geographical and/or environmental/landscape feature of the place;*
- c) A Nyoongar language name for the place;*
- d) Street or suburb on which the park/reserve is located;*
- e) A person who resided on the site who is of historical significance.*

▪ *Naming of Buildings*

Naming of buildings on parks and sporting reserves (eg the club room/changerooms on Frye Park) shall preferably be named after an individual meeting the criteria set out in the following clause below.

Naming of stand-alone buildings shall preferably be named after the suburb within which they are located (ie Karragullen Hall) although in larger buildings with multiple rooms particular rooms (ie the Kim Fletcher Gallery) or associated outdoor areas may be named after individuals and should be named in accordance with Landgate's Policies, and may honour living community members who have contributed towards the establishment of the particular feature or towards the community in general as per Landgate's Policies.

▪ *Criteria for Assessment of New Proposed Name (City asset)*

A request to name a City asset after a person shall be in accordance with Landgate's Policies and should be assessed against the following criteria:

- a) Whether the person being honoured has been instrumental in the development of the City asset or contributed in a significant way to the City asset or the City.*
- b) The views of the community with respect to honouring the person or event after which the City asset is proposed to be named.*
- c) The length of the residency of the person proposed. For the purposes of guidance, residency of twenty (20) years or more in a relevant location and/or area is likely to be favourably looked upon.*
- d) The contribution made by the person to the local community through education, representation on Council/State Government, voluntary input, association with a local group, sporting or service club or through business development or the like. A significant contribution could include:*
 - (i) Ten (10) or more years association or a significant contribution to a local community or sporting group, such as Scouts, Apex, Rotary, Chamber of Commerce, School P & C, business owners and business associations etc.*
 - (ii) Actions by an individual to protect, restore, enhance, or maintain an area that produces substantial long-term improvements for the community or area.*
 - (iii) Evidence of works undertaken being of a pioneering nature for the benefit of the community.*
 - (iv) Contributors to the community or environment.*

All requests to name a City asset in acknowledgement of events of historical, environmental or cultural significance or a collective community action shall be in accordance with Landgate's Policies and shall be assessed against the following criteria:

- a) Date and details of the event or activities of historical or environmental significance.*
- b) Historical and/or media records of the event.*
- c) Evidence of community involvement and/or community significance and spirit, if relevant.*

▪ *Renaming of Parks, Places and Buildings*

Names chosen for parks and reserves are expected to be enduring and renaming is discouraged.

If renaming is proposed because of exceptional circumstance, the following general guidelines will apply:

- a) Evidence of substantial community support for a change of name to be provided by the party making the renaming request; and*
- b) The relevance and history of the existing name.*
- c) Criteria set out in the clause above.*

▪ *Community Consultation*

Community consultation may be undertaken regarding the assignment or change of name of a public place/reserve prior to final approval.

In newly developing urban areas (ie areas that do not have a longstanding residential population) or where a small park or reserve is involved, community consultation prior to the assignment of a name to a new park or facility will not generally be considered necessary.

Community consultation will not generally be required when naming a park or reserve listing a name the park or reserve is commonly referred to as, however the park or reserve has not been formerly named.

▪ *Approval Process*

Prior to a name being formally applied to a particular road, park, place or building, elected members will be advised by memorandum of the proposal and given at least seven (7) days to advise of any objections / support or comments.

The memorandum may include alternative naming options.

Naming or re-naming a road, park, place or building will generally only require a resolution of Council where an elected member raises an objection to the use of a name on the list in a particular instance. The City will then submit the proposal to Landgate (Geographical Names Committee) for approval of any name for a road, park, place or facility.

Australia Day - Community Citizen of the Year Award

Each year, the Community Citizen of the Year Awards gives local governments around the State the opportunity to acknowledge the contribution and celebrate community engagement of people within the community.

Coordinated by the Mayor's Office the award categories include:

- Community Citizen of the Year
- Young Community Citizen of the Year
- Senior Community Citizen of the Year
- Active Citizenship (Group or Event)

Presentation of these awards takes place at the City's Citizenship ceremony on Australia Day.

Mayor's Award

A relatively new initiative is the Mayor's Awards. These awards are presented to "Community Heroes" intermittently and are at the Mayor's discretion. The Community Hero award acknowledges the extraordinary effort of volunteers for the City who willingly give up their time to give back to their communities.

A small morning tea is organised in honour of the recipient where a certificate is presented and the Mayor makes a short speech.

Armadale Volunteer Services

Through Armadale Volunteer Services, the City also recognises all volunteers in all matters of disciplines biannually; during National Volunteer Week (May) and Thank a Volunteer Day (December).

Financial Assistance Policy

Through the City's Financial Assistance Policy (13/5/23) individuals are recognised with the City providing:

Sporting, Recreation and Development Donations

Sporting, Recreation and Development donations can be made to individuals who have been selected to represent the State or Nation in an interstate or overseas competition in a sport, recreational, educational or arts activity.

Donation caps are based on the location of the competition or activity:

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

Scholar Awards

Each year the City invites each secondary school located in the City to nominate a Year 10 student to receive a \$300 'Scholar Award' to assist with the cost of school fees and books as the student prepares to enter Year 11.

Scholar Award eligibility criteria – student

- (a) The Scholar Awards are only for Year 10 students proceeding to Year 11.
- (b) The student must be a resident of the City of Armadale.
- (c) To be eligible to receive the Scholar Award, the candidate's name will be forwarded to the City of Armadale.

- (d) Schools may nominate students for the Scholar Award based on the following reasons:
- The student is striving to achieve excellence in their schoolwork
 - The student is in good standing with the school - adhering to school rules, satisfactory academic results, has a positive influence on peers and contributes to school culture
 - The financial circumstances of the student's family are challenging.

Minnawarra Art Awards

As the centre piece of the Armadale Arts Festival, the Minnawarra Art Awards offers an exciting public program annually in May with a total prize pool of \$25,000. The awards showcase some of Western Australia's best artists, a number of which are local to the Armadale district.

Outside the Frame

Annually in August the City's Outside the Frame awards celebrate art students in years 11 and 12.

Switched on Business Awards

While the City does not host its own business awards the "Switch Your Thinking" sustainability initiative run through the City of Armadale, City of Gosnells and the Shire of Serpentine Jarrahdale biannually runs the "Switched on Business" awards.

These awards are run in May and November. Local Governments that partner with Switch Your Thinking are entitled to nominate businesses for these awards.

The prime objective of these awards is to recognise small to medium businesses that operate sustainably and reduce greenhouse gas emissions.

This award's prominence is increasing throughout local businesses and includes a small event held at the winning premise. Recipients also receive a certificate, morning tea and paid promotion afterwards. Previous recipients include Seadragonz Swim School in Forrestdale.

Personal Memorials in Public Open Spaces

Officers have drafted a new policy "Personal Memorials in Public Open Spaces." This Policy is yet to be endorsed by Council but will provide guidance for commemorating deceased loved ones in public reserves and park in the City.

External Opportunities:

There are many awards that recognise outstanding local residents and are designed for the community to make nominations. To name a few:

Australian Honours and Awards

The Australian Honours and Awards system recognises the outstanding service and contributions of Australians. Announcements are made in January (Australia Day Honours) and June (Queen's Birthday Honours). These honours and awards systems include:

- The Order of Australia
- Meritorious Awards
- Military Awards
- Australian Bravery Decorations

Volunteering WA Awards

Presented by Volunteering WA these awards recognise and celebrate the outstanding contribution of Western Australian volunteers, volunteer involving organisations, corporate volunteering programs, and volunteer managers.

Burt Volunteer Awards

These awards are run by the local member for Burt and categories include; Community Services, Multicultural, Youth, Environment, Sporting and Disability services.

Other Local Government Areas

Officers have contacted other local governments and current City recognition mechanisms are very similar. Additional methods of recognition have also been identified as part of this process and include:

- Awards and honour boards
- Walk of fames
- Community forests
- Mayoral Christmas events

Other Local Governments initiatives include:

- Letter from the Mayor recognising contribution to the City
- Monthly “Local Legend” award. Certificate awarded monthly at Council meeting and media release. Recipient automatically entered into the Australia Day Community Citizen of the year awards.
- Walks of fame – recipients names included on pavers on walks in central areas or significant figurines.
- Civic functions which recognise various specialist groups that are by invitation only.

Occasionally people do not want official recognition for their efforts. For example, it is quite common for the City’s History and Heritage team to have residents selected for an “oral history” interview that later de-select themselves, feeling their contributions are unworthy of the spotlight, or they “do not want a fuss”. While this is unfortunate and their valuable contributions to the City are forgotten over time it is at the recipients request and should not be overlooked. Bearing this in mind, it is imperative to consult with the recipient or their families prior to commencing work on recognizing these valued community members.

Current endorsed methods of recognition have been tailored specifically to the context of the City of Armadale community and are within the City’s operational and budget capabilities. More significant recognition can be considered on a case-by-case basis, project by project basis.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C40/12/23

That Council note the report.

**Moved Cr J Keogh
MOTION CARRIED**

(7/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8:52PM

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
5 DECEMBER 2023		
ATT NO.	SUBJECT	PAGE
1.1 ANIMAL MANAGEMENT FACILITY REFURBISHMENT		
1.1.1	Animal Management Facility - Project Mandate	33
1.1.2	Animal Management Facility - Budget Estimate Cost Sheet	35



Project Mandate

Mandate Area	Description
Proposed Project Name	Animal Management Facility Refurbishment (CP000600)
Reasons	<p>In June 2023, a presentation was made to Council on the Depot Redevelopment Masterplan. One of the items within that presentation was the design & construction of a new Animal Management Facility ('AMF').</p> <p>There was a desire from Council to immediately improve the overall image and conditions of the AMF until a more comprehensive redevelopment could be released as part of the Depot Redevelopment Plan.</p> <p>Councillors also expressed strong views in terms of what changes to the current facility they would like to see as part of the refurbishment project.</p> <p>In support of the works, Council approved \$200K in the 2023/24 Capital budget. A further \$183,560 in left over funds from broader Depot Redevelopment project were carried forward from the 2022/23 budget.</p>
Strategic Alignment	<p>Aspiration 1 – Community</p> <p>Outcome 1.2 – Improve Community Wellbeing</p> <p>Objective 1.2.1 – Advocate for the delivery of services and programs as well as increased resources to contribute to improvements in community safety.</p> <p>Aspiration 2 – Environment</p> <p>Outcome 2.3 – Functional, Inclusive and Sustainable Infrastructure</p> <p>Objective 2.3.3 – Maintain the City's Assets effectively in order to meet service levels throughout their life cycle.</p> <p>Aspiration 4 – Leadership</p> <p>Outcome 4.4 – Effective Community Engagement and Communications</p> <p>Objective 4.4.4 – Promote excellence in customer experience in all areas of service delivery.</p>
Project objective statement	Enhance the conditions of the AMF to improve animal wellbeing and welfare, officer safety and the facilities public perception.





Mandate Area	Description
Project scope	<ul style="list-style-type: none"> Investigations & Design. Upgrade to HVAC and refurbishment of building insulation. Installation of a dedicated dog wash area. Upgrade to plumbing and drainage. Replacement of modular cat cage banks. Investigate cages currently used by Cat Haven and City of South Perth. Demolition, fabrication, and installation of new dog cages, incorporating new soft beds and the ability to safely move dogs between pens. Removal and resurfacing of the whole floor. Provide a low stress cat housing environment. Provide dry food storage area. Upgrade to animal holding pen with installation of electronic access control. Upgrade to security alarm system and installation of new CCTV system.
Key Constraints, Impacts, Assumptions and Dependencies.	<p>Constraints</p> <ul style="list-style-type: none"> Budgetary constraints - \$383,560 Timeframe to complete project Long lead times for preferred items <p>Impacts</p> <ul style="list-style-type: none"> Ordinary operational use of AMF <p>Assumptions</p> <ul style="list-style-type: none"> Access to 3rd party AMF during construction phase Broader Depot Redevelopment Masterplan will occur Existing building is structurally sound No delays in procurement process <p>Dependencies</p> <ul style="list-style-type: none"> Contractor and material availability Access to 3rd party AMF
Key Risks	<ul style="list-style-type: none"> Latent Conditions Tight project timeframe Unable to secure access to 3rd party AMF Delays in procurement process
Benefits and Dis-Benefits	<p>Benefits</p> <ul style="list-style-type: none"> Better community image Enhanced experience for animals Improved officer and public safety <p>Dis-benefits</p> <ul style="list-style-type: none"> Potential misalignment with overall Depot Redevelopment Plan
Project Governance and Structure	<p>Project Client: Suzette van Aswegen, Executive Director Community Services</p> <p>Project Sponsor: Ron Porter, Manager Ranger & Emergency Services.</p> <p>Project Lead: Robert Payne, Program Delivery</p>
Date	1 November 2023



ANIMAL COMPOUND - BUDGET ESTIMATE COST SHEET



SCOPE ITEM	Procurement by	QTY	RATE	TOTAL	RATE BASED ON
1 Investigations & Design					
Asset Condition Assessment	City of Armadale	1	\$ -	\$ -	In house service by CoA.
Site survey	City of Armadale	1	\$ 2,000.00	\$ 2,000.00	Based on quote received.
Floor plans & layout of existing buildings	City of Armadale	1	\$ 4,000.00	\$ 4,000.00	Based on quote received.
Design layout of new equipment	City of Armadale	1	\$ 14,000.00	\$ 14,000.00	Will likely require input from multiple consultants - Elec, Mech & Hydraulic
2 Demolition					
Removal & disposal of existing items not required	Head Contractor	1	\$ 20,000.00	\$ 20,000.00	Seems like a realistic figure for light demolition & disposal of items.
3 Mechanical					
New Aircon units	Head Contractor	3	\$ 6,000.00	\$ 18,000.00	Typical split systems are \$4k to \$5k each depending on size + piping works
4 Hydraulics					
Additional taps	Head Contractor	2	\$ 1,500.00	\$ 3,000.00	Assumed some will be required.
Dog waste drainage upgrade	Head Contractor	1	\$ 12,000.00	\$ 12,000.00	Removal of existing, fabrication of new trough and install with construction grout.
Waste treatment	Head Contractor	1	\$ -	\$ -	Septic tank that gets emptied currently in place.
Drainage works	Head Contractor	1	\$ 5,000.00	\$ 5,000.00	Scope not determined.
5 Electrical					
Make facility compliant	Head Contractor	1	\$ 10,000.00	\$ 10,000.00	Scope not determined.
New power services for AC	Head Contractor	3	\$ 1,000.00	\$ 3,000.00	
Switchboard upgrade	Head Contractor	1	\$ 10,000.00	\$ 10,000.00	Scope not determined.
3 phase power for floor grinding	Head Contractor	1	\$ 2,500.00	\$ 2,500.00	Construction one time cost to facilitate floor grinding.
6 Security					
CCTV	City of Armadale	1	\$ 10,000.00	\$ 10,000.00	
Access control	City of Armadale	1	\$ 20,000.00	\$ 20,000.00	The facility will require a security control panel to be installed as part of the works.
Upgrade works to entrance/holding pen fences/gates	City of Armadale	1	\$ 25,000.00	\$ 25,000.00	
7 Roof works					
Roof insulation	Head Contractor	120	\$ 90.00	\$ 10,800.00	Remove existing, access above cages, supply and install new.
8 Flooring works					
Grind dog cage floor	Head Contractor	115	\$ 20.00	\$ 2,300.00	
Reseal floor	Head Contractor	115	\$ 60.00	\$ 6,900.00	
9 Painting					
External painting to the facility	Head Contractor	1	\$ 15,000.00	\$ 10,000.00	Wall with painted mural to stay as is.
10 Proprietary equipment					
Dog cage replacements - custom made	City of Armadale	18	\$ 4,000.00	\$ 72,000.00	A design process to be followed to make sure they are fit for purpose.
Cat cage replacements	City of Armadale	6	\$ 8,000.00	\$ 48,000.00	6 modules which hold 4 cats - total 24 capacity. Assumed they will fit in a donga 12metres long.
Dog bedding	City of Armadale	18	\$ 220.00	\$ 3,960.00	Lilcracka
Cat bedding	City of Armadale	24	\$ 120.00	\$ 2,880.00	
Dog wash (Like a mobile wash)	City of Armadale	1	\$ 6,000.00	\$ 6,000.00	https://www.thebarfshop.com.au/product/stainless-steel-groomers-tub-ramp/
Option A - Additional Donga facility					
New donga including footings, paths & railings	City of Armadale & Head Contractor	1	\$ 45,000.00	\$ 45,000.00	https://miningbuildings.com.au/transportable-buildings/office-buildings/
Option B - Upgrades to existing cat facility					
Upgrade wall & install air lock between cats & dogs	Head Contractor	1	\$ 18,000.00	\$ 18,000.00	This option will not match the new donga option in terms of cat capacity levels.
Sea container to store dry food in	City of Armadale	1	\$ 20,000.00	\$ 20,000.00	
ITEMS 1-10 & OPTION A			ITEMS 1-10 SUM: \$	321,340.00	
			OPTION A SUM: \$	45,000	
			20% CONTINGENCY: \$	73,268	
			TOTAL FOR ITEMS 1-10 & OPTION A: \$	439,608	Estimate accuracy within 20-30%
ITEMS 1-10 & OPTION B			ITEMS 1-10 SUM: \$	321,340.00	
			OPTION B SUM: \$	38,000	
			20% CONTINGENCY: \$	71,868	
			TOTAL FOR ITEMS 1-10 & OPTION B: \$	431,208	Estimate accuracy within 20-30%